

**Federal Technical Capability Panel  
Face-to-Face Meeting Minutes  
November 29-30, 2016  
Location: National Training Center  
Albuquerque, NM**

Karen Boardman, Chair, opened the meeting and welcomed everyone. Introductions were made by attendees.

**AGENDA and BRIEFINGS:**

Agenda, briefings and read ahead materials related to the November 29-30, 2016 FTCP F2F Meeting are posted on the FTCP Website.

**KAREN BOARDMAN – FTCP CHAIR**

As part of the FTCP F2F meeting Karen Boardman announced that there will be several decision points that will be discussed and a consensus decision-making process will be used to determine path forward.

The following are decisions and actions resulting from the meeting:

**DECISIONS AND ACTIONS (It was agreed upon and there was consensus on the following):**

**1. DOE-HQ Office of Human Capital**

**ACTIONS:**

- Jeannie will send out Beth DiGiovanni contact information to FTCP for future communication to address HR concerns. See below. - COMPLETE

**Elizabeth DiGiovanni**

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Phone: 202-586-4251

Mobile: 202-714-9631

- Karen Boardman (KB) will contact John Walsh and Beth DiGiovanni to establish team to work on HR Integration with TQP, i.e., streamline classification process, career ladder process, work force analysis process, recruitment/retention, etc. John Walsh increase engagement with FTCP community on strategies, feedback, include in project teams, etc.

**2. Contractor Assurance System and Federal Oversight**

**ACTION:**

- Establish Team to start GTB Part B (Oversight Performance) development. FTCP Agents send names to Al MacDougall -COMPLETE

- The following personnel have been identified to attend the kickoff working group meeting January 18-20 at the NTC
  - NA- Jim Todd (SFO) and Mary Helen Hitson (NPO)
  - SC- Karl Moro (Chicago Service Center)
  - EM – Mike Berkenbile (Richland Operations Office) and Dennis Yates (SRS)
  - NE- TBD (Mark Brown to confirm participant by January 4, 2017)

### **3. Nuclear Safety Specialist Training and Qualification Update**

#### **ACTION:**

- Jeff Roberson, NNSA, will work on updating Safety Basis curriculum requirements (D'Agostino Memorandum) to reflect current NSS FAQS and NSS training curriculum. Al MacDougall, NTC, will work in collaboration with Mr. Roberson on this effort.

### **4. FacRep/SSO Activities**

#### **DECISION:**

- The FacRep FAQS that is currently going through revision – continue to use current FAQS template and process.

#### **ACTION:**

- James Heffner will provide Jeannie with FR/SSO Buddy System Initiative for distribution to FTCP Agents to communicate to respective sites.

**Due: James Heffner will provide to Jeannie L. by January 11, 2016.**

### **5. Functional Area Qualification Standards (FAQS) List Working Group Recommendations**

#### **DECISIONS:**

- The FTCP agreed in concept with the FAQS streamlined approach to the TQP qualification process (see attached chart).
- The FTCP agreed with retaining and updating to the new performance competency format nine FAQS recommended by the Working Group (see attached FAQS recommended listing). These nine FAQS will be the initial “core” set of FAQS. It was also decided that the criteria and process used to define core FAQSs be documented. This criteria and process will be used in the future to make a determination if a request or recommendation is made to add a FAQS in the “core” FAQS grouping.
- The FTCP agreed that a Team needed to be established to further evaluate the additional recommendations made by the Working Group, i.e., Archive, Need to Be Addressed, and Proposed New Development. The team would also work to identify tools that would support supervisors in development of a job specific qualification card that would be key to the new FAQS approach.

#### **ACTIONS:**

- Karen Boardman, Mike Mikolanis, and Al MacDougall define the process for the new TQP approach, roles and responsibilities, what tools are needed, etc., and refine the process in the next year.

**Due: DRAFT description document for review - April 2016**

- Karen Boardman brief the new TQP approach to the following:
  - DOE Senior and Field Managers
  - Defense Nuclear Facilities Safety Board (DNFSB)
- FTCP Agents brief new TQP approach to program and/or site management and TQP participants.  
**Due: April 2017**
- Due to the new TQP approach and recommended FAQS streamline recommendations, the following actions and need to be completed:
  - Jeff Roberson, NNSA, review proposal to archive the following three FAQSs and provide NNSA's recommendation on path forward:
    - NNSA Package Certification Engineer
    - Nuclear Explosive Safety Study
    - Weapons Quality Assurance
 NOTE: These three FAQSs will become part of the Program-Specific QS as describe in the new TQP qualification process.  
**Due: March 1, 2017**
  - KB and Jeff Roberson discuss with Program Office the archival of the Construction Management FAQS.  
**Due: April 2017**
  - KB and Jeff Roberson meet with NA-40 to discuss path forward on Emergency Management FAQS – critical priority. (NTC is currently housing NA-80 training in NTC LMS – should hopefully assist NA-40 with their training.)  
**Due: April 2017**
  - Karen Boardman and Al MacDougall will meet with Aviation Manager/Aviation Safety Officer Program Office to discuss archival of these two FAQSs.  
**Due: April 2017**
- Al MacDougall establish Team to further evaluate the additional recommendations made by the Working Group, i.e., Archive, Need to Be Addressed, and Proposed New Development.

As part of this effort, the team will start with development the approach for off the shelf job specific qualification card templates for Safety System Oversight (SSO) personnel. The team would work with the NTC to see how competencies within e-TQP (for current and archived FAQS) could be linked to these templates and tools/training for supervisors needing to conduct a job analysis as part of developing the job specific qualification card. These effort would also support decision for how to address the SSO function with the TQP (provide tools and standard approaches for job specific qualification cards, or create an FAQS that should be added to the core, or another approach).

In addition, it was requested that Al MacDougall check on Criticality Safety FAQS – Date of FAQS, status, does FAQS need to be updated.

**Due: Initial progress reports to the FTCP during March 2017 conference call with a formal status report during May 2017 FTF meeting.**

- Team Members include:
  - FTCP Deputy Chair - Mike Mikolanis
  - EM - Brian Stickney and Melvin Boyd
  - NA - Jim Todd
  - AU - James Heffner (SSO Representative)
  - EA-NTC - Al MacDougall

#### 6. STSM Continuing Training Program

##### DECISION:

- The FTCP agreed that the STSM FAQs would be the priority after the GTB Part B (Oversight Performance) FAQs and training development.

##### ACTIONS:

- STSM Job Task Analysis – Proposed Dates: Week of July 17, 2017  
Program office level FTCP Agents provide names of HQ or Field STSMs to participate on team. Request 2 NA and EM representatives and 1 SC and NE representative.

**Due: Provide names to Al MacDougall by January 17, 2017.**

#### 7. e-TQP Implementation

##### ACTIONS:

- Establish Team to review FTCP Reports – Jeannie Lozoya will work on establishing Team.

**Due: CY 2017 – First Quarter**

- Team Members include:
  - FTCP Chair - Karen Boardman
  - FTCP Deputy Chair - Mike Mikolanis
  - EM - Joe Franco
  - AU - Jeanette Yarrington
  - NA - Shari Crandall
  - EA-NTC - Jeannie Lozoya

**Due: Those that would like to participate, submit names to Jeannie Lozoya by January 17, 2016**

#### 8. Other:

Karen Boardman provided an update to the FTCP on the DOE Training Institute (DTI) and the Vet Success Program.

##### ACTIONS:

- Karen Boardman will share DTI information and the DOE Secretary Memorandum with FTCP – see DTI link below. – **COMPLETE**  
<https://dti.doe.gov/>
- Karen Boardman will share Vet Success agenda with FTCP – see attached. - **COMPLETE**  
If anyone would like a copy of any of the modules presented, please send request to Jeannie Lozoya.

Mike Mikolanis recommended that the DNFSB participate as observer/part of process to provide feedback to FTCP on upcoming major initiatives, i.e., STSM FAQs, etc.

### **ACTION:**

- Al MacDougall will contact the DNFSB representatives for the following two upcoming initiatives: GTB Part B (Oversight Performance) and the STSM to extend an invitation to observe and participate as part of the process.

Karen B. would like the following agenda topics for next F2F meeting:

- Share resources that are available for assisting organizations with qualification.
  - Tools
  - Exams/Tests
  - NNSA – Quarterly Meetings/Continuing Training Program
  - STSM Qualification, etc.
- Mike Mikolanis will go over Roles and Responsibilities at next F2F meeting.
  - What is an Agent's involvement? Old and current state?
  - Share what sites are doing for a quality workplace (Federal vs. Contractor). Share ideas:
    1. Retention/Recruitment
    2. Quality of Life
    3. Telework
    4. Modernization of Space/Furniture

### **9. Closing**

Karen Boardman and Mike Mikolanis thanked everyone for their participation and closed the meeting.