

**Oak Ridge Office FTCP Panel Meeting
November 14, 2013
Agenda and Meeting Minutes**

Attendees:

Patrick Smith, Chair, and ORO Agent to the DOE FTCP Panel
David Allen
Pauline Douglas
John Shewairy
Butch Brant
Michael Wilson
Rand Spinney

Agenda and Discussion:

1. Review of the Panel Charter and Composition of the Panel
 - Review the recently signed Charter [**HANDOUT: Current Charter**]

Discussion: Patrick Smith handed out and reviewed the recently signed Charter. He noted that all members of the panel had input to the charter and that it will be placed on the ORO FTCP website. Completion of the charter is the first of several corrective actions from the recent Oak Ridge Office Self-Assessment. Patrick also noted that today's meeting addresses a second corrective action from the same self-assessment.

Action: Michael - ensure the Charter is placed on the ORO FTCP website.

2. FTCP Agent Homepage
 - Provide a website to contain FTCP documents

Discussion: Patrick discussed his desire to have a single location to incorporate applicable FTCP documents such as the FTCP Panel Charter, FTCP Panel meeting minutes, etc. This page will be part of the ORO FTCP website.

Actions: Michael - work with the web master to create a page and include the applicable documents.

3. FTCP and TQP Assessment [**HANDOUTS: DOE O 426.1 (p. 11), FTCP & TQP Assessment Plan and TQP Assessment Plan**]
 - Discuss the need to complete an Assessment of the FTCP/TQP
 - Solicit input/assessment team participation from AMs
 - Establish a start date

Discussion: Patrick addressed the need to complete an assessment of the FTCP and TQP every four years, referring to DOE O. 426.1. He discussed previous completed assessments noting that the last assessment occurred in 2009 and only included the TQP. The last recorded review of the FTCP was in 2000. Patrick noted that there is a deadline of February 1st, 2014 imposed by the Oak Ridge Office Self-Assessment conducted this year. His plan is to complete an assessment of the FTCP and TQP to

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comply with DOE O. 426.1

The Panel had an in-depth discussion of the process highlighting several factors that will impact the assessment. The assessment team make-up will consist of Patrick Smith (Team Leader), Michael Wilson (T&DG), Kristen Breidenbach (AMSTS), and support from the ORAU Staff. Patrick asked both Pauline and John for feedback on participation from their respective organizations, noting that AMA would have representation from the T&DG. Pauline stated she would consider individuals from her organization and would notify Patrick. John agreed that the T&DG staff would represent his organization. Butch Brant is coordinating the potential participation of an outside panel member from Y-12 to have an independent reviewer on the panel.

Rand recommended that a member from the Federal Human Resources Branch play a role on the team. He expressed that this would help with those portions focused on recruiting, staffing and retention of TQP participants. John advised the panel that the Human Resources Division is preparing for a review in February and that assignment to the team might not be possible. The panel concluded that assignment of an HR Specialist to the team would not be needed but perhaps establishment of a liaison would be appropriate. John expressed his and the Federal Human Resources Divisions' support for the assessment.

John asked for the start date for the assessment. Patrick expressed his desire to start the assessment after the Thanksgiving Holiday. He asked that the Panel members review the FTCP and TQP Assessment Plan and make recommendations to the plan.

Actions: Pauline - notify Patrick of the team participant from her organization. **David, Pauline, and John** - review the Assessment Plan and advise Patrick of any recommended changes.

4. Oak Ridge Office Combined Office/Facility Specific Qualification Standard [HANDOUTS: Draft Oak Ridge Office Office/Facility Specific Qualification Standard, dtd 10/22/2013]
- Discuss the need to update the ORO OFS
 - Discuss the concept of a "combined" ORO OFS
 - Solicit Panel feedback on the combined OFS

Discussion: The discussion started with Patrick recapping the three levels of the TQP qualification, General Technical Base, Functional Area Qualification Standards, and the Office/Facility Specific Qualification Standard. The ORO Office/Facility Specific qualification standards are overdue for review. Patrick covered the elements of the combined OFS draft noting that the new format would include a Common Core section applicable to all ORO TQP participants and then separate sections for each competency area. (i.e., Emergency Management, Environment, Safety and Health, Reservation Management, Safeguards and Security, and Technical Training.) The document is a compilation of the previous separate standards and includes the current competencies. The Common Core and Reservation Management sections need to be developed. Patrick stated he would take on the task of drafting the Common Core section of the standard.

The concern of future updates to one competency area was addressed by noting that each Manager

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would be able to update a specific section without requiring an update to the entire document. (Example: an update to Safeguards and Security would require Pauline and Patrick to sign, not the entire panel.) Language to this effect will need to be included into the draft.

Michael noted a couple of additions to the standard. First was the need to have a final qualification process (written exam, oral exam, or facility walk-thru). The current process only includes these requirements for the STSM and FACREP qualifications. DOE O. 426.1 requires a final qualification for all TQP participants. Second, there is an ORO OFS Qualification Card included in the draft standard. The standard was developed utilizing the FAQs Qualification Cards on the HSS TQP website. Currently participants are documenting their completion of each item as an equivalency. This document will help document developmental activities and will aid management in planning their learning activities and budgets. Overall the Panel was supportive of the combined ORO OFS and will review and provide recommendations to improve the document.

As part of this discussion, David brought up the idea that the T&DG should meet with both the participant and the supervisor during the TQP orientation process. He believed this will create a relationship aiding in successful completion of the qualification. As well, he thought this would also aid in refreshing supervisors knowledge of program requirements. During the panel discussion, other members agree with David's proposal. Butch proposed that the T&DG incorporate this strategy into our current process. His proposal was supported by all members of the panel. Additionally, there is a process flow chart for the TQP Qualification process that will be added to the draft ORO OFS as well as an ORO TQP Manual that is in the drafting process.

Action: 1. **All panel members** - review the combined ORO OFS and provide feedback to Patrick and Michael. 2. **Patrick** - develop the common core standards for review by the Panel. 3. **David, Pauline, and John** - assign a SME to review/update your sections of the combined standard. Inform Patrick and Michael who the SME will be. 4. **Michael** - incorporate the appropriate changes to the TQP Orientation process to include supervisors. 5. **Michael** - draft language allowing the update of individual sections without requiring the entire standard to be updated.

5. Workforce Analysis & Staffing Plan

- Reminder of the TQP Workforce Analysis & Staffing Plan

Discussion: Patrick reminded the Panel that Michael had sent this requirement out on his behalf and the due date is December 6, 2013. The Panel had a discussion on ensuring this analysis lined up with the analysis conducted in the greater ORO workforce analysis, conducted separately. David provided legitimate concerns regarding the congruency of the data as Department Head Quarters is closely scrutinizing all manpower decisions. John agreed that the two reports must concur with each other. Butch noted that the TQP report becomes a subset of the data provided in the larger ORO report.

Action: **David, Pauline and John** - provide input to Michael by December 6, 2013 for consolidation into one report.

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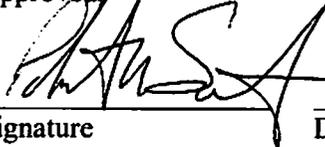
6. Future meetings

- Establish a periodicity for Panel meetings

Discussion: Patrick recommended the Panel meet on a quarterly basis. The Panel agreed.

Action: Patrick/Michael – Establish a Date/Time/Location for the next meeting.

Approved

 11/26/13
Signature Date

Patrick N. Smith
ORO FTCP Agent