

OAK RIDGE OFFICE FEDERAL TECHNICAL CAPABILITY PROGRAM PANEL CHARTER AND FTCP AGENT RESPONSIBILITIES

Purpose

The purpose of the Oak Ridge Office (ORO) Federal Technical Capability Program (FTCP) Panel is to guide the implementation of ORO's Federal Technical Capability Program to successfully support the overall Oak Ridge mission.

Goals/Objectives

- Support the development of the ORO Technical Qualification Program competencies and Line Management actions to implement Integrated Safety Management Systems and requirements.
- Provide leadership by example for the ORO Federal Technical Capability Program.
- Foster teamwork with Senior Management to identify and apply policies, procedures, organizational changes and Office of Science Management Systems and descriptions which establish and maintain ORO's technical capability.
- Facilitate execution of ORO's missions within the policies and guidance framework of the Defense Nuclear Facilities Safety Board Recommendations and the DOE FTCP.
- Analyze cross cutting issues, discuss alternatives, propose solutions, and when appropriate, implement solutions to maintain or improve ORO's technical capability.
- Interface with and provide appropriate support to the DOE FTCP Panel.
- Work with ORO's Human Resource Division and Training and Development Group to sponsor needed training for developing and maintaining federal technical capability.
- Serve as an information exchange forum on federal technical capability issues.

Organization

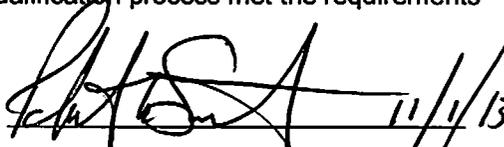
- The Oak Ridge Office FTCP Panel shall be composed of the senior manager from the following organizations: Administration, Safety and Technical Services, and Safeguards, Security and Emergency Management. The Team Lead of the Training and Development Group, who administers the specific activities of the FTCP, shall serve as ex-officio member of the Panel. Alternates, who must also be senior managers, may attend meetings if the member is not available. Neither the Chair nor the FTCP member may delegate their position.
- The Panel will periodically meet with Senior Management and discuss key issues and status.
- The Panel will meet at least semi-annually, but will also meet on an ad hoc basis as determined by the Chair.
- Minutes will be produced for all meetings by the Chair and distributed electronically to the Panel.

ORO Agent Responsibilities

- Coordinate with Oak Ridge Office (ORO) Training the development of the annual workforce analysis and staffing plans.
- Oversee implementation of the Technical Qualification Program (TQP) for ORO, and ensure that the qualification process is relevant, and aligned with mission priorities.

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- Assist the ORO Manager in establishing or maintaining formal STSM programs for their organizations.
- Facilitate recruitments to fill open STSM positions with technically competent individuals.
- Concur with STSM vacancy announcements to ensure the inclusion of adequate selection criteria.
- Lead, participate in, or oversee FTC program assessments and TQP assessments within their organizations.
- Solicit information and feedback from organizations within ORO regarding the improvement of technical capability of the Department's workforce.
- Keep ORO organizations participating in the TQP informed of the progress/problems associated with execution of FTCP, and seek support from senior managers regarding successful implementation.
- Assist with the development/maintaining of the ORO FTC Program and serve as the Chair of the ORO FTCP Panel.
- Review the STSM Qualification Card to certify that the qualification process met the requirements of ORO's TQP.


ORO FTCP Panel Chair/Agent Date 11/1/13