

Federal Technical Capability Panel
Conference Call MEETING MINUTES – April 15, 2020

Roll was taken and thanks to all who were able to call in and participate.

Opening Remarks – Karen Boardman, Chair

- Pat Worthington provided updates on the NNSA Accreditation Activity:
 - A distinguished board convened that included members from EA, IDOO, RL & ORP, SC, NNSA Leadership, and from AU, Pat Worthington Chaired the meeting.
 - This NNSA Accreditation is a major accomplishment for NNSA and the Department, was unanimously recommended, and an aggressive presentation was given to the Board.
- Jeff Roberson added a “Thank You” to all and appreciation for the hard work from Agents and Coordinators for laying the foundation. He expressed sincere appreciation with all that is going on right now, and how thankful NNSA was to get this effort onto the schedules and receive assistance from Dr. Bookless and Dr. Rude.
- Karen added that this was a huge lift and hopefully the lessons-learned will be shared, as they will be of great benefit for the rest of the TQP community.

ACTION: Karen requested for Pat to add/submit the FTCP Charter package with the Accreditation package for signature approval. Pat agreed that it would be a good idea and will move forward.

Learning Nucleus (LN) Update

Karen Boardman/Melissa Otero

- Continue to work and make progress with OPM and Powertrain.
 - Plan to have all the NTC eLearning courses loaded and tested, and have lessons-learned by mid-May; courses will be available the first part of July.
- Work continues with the Power Administration, John Walsh and Dave Rude, to determine how the catalog will look and on the overall progress.
 - Melissa added that the team (HC, PMA, NTC) has had weekly meetings and are achieving great agreement across the board, to determine what will be included in the catalog, and to develop a matrix for prioritizing functionality and implement beta testing.
 - The goal is to have TQP links to IDPs to courses and ultimately link back to the Qual Card, and it would be ideal if items on the Qual Card would also be marked complete. The target date to get the technical component of the LN in place is this November.
 - Another area being worked in the LN is for Continuing Training.

FTCP Support Program Activities

Melissa Otero

- Working with Tom Kohler on the STSM & FR Exam Question Bank.
 - Will send for review to a smaller group first and then to the larger group once Tom has reviewed and edited.
- The Draft FTCP Technical Program Manager/Program Liaison (TPM/PL) QS was sent out to Agents for review/comment.
 - Want to give a shout out to Doug Eddy and Susan Morris for their support to get this done.
 - Since this is an internal FTCP QS, we will not review in RevCom. After all reviews and comments are resolved, we will run the TPM/PL QS through RevCom for concurrence only and then publish.

- NNSA reached out for support to look into streamlining Qualifying Officials (QOs) assignments, as well as reducing duplication within the FAQs competency statements.
 - Discussion arose regarding doing this in conjunction with NNSA Accreditation CAP actions. (*See Matrix sent with these minutes*).
 - Need to complete the crosswalk analysis and ensure that the common competency statements are worded the same way to eliminate any confusion. Then have a subject-matter expert concur on the proposed competency statements.
 - This is a great tool that can allow all TQP Offices, Agents, and participants to locate and utilize QOs for specific competency statements or determine where there are deficiencies/gaps in available QOs.
- Contact FTCP Support Program Mailbox at: FTCPSupport@ntc.doe.gov

Qualification Standard (QS) Development Update

Karen Boardman

- S&S FAQs – work continues on the Evaluation Guides to have consistent, high-quality products.

Reconstitution Planning

Karen Boardman/Al MacDougall

- The NTC has cancelled or postponed all scheduled instructor-led classes through May (current).
- Working to determine what is needed now, and the feasibility in developing or researching:
 - Learning Sessions to push out basic knowledge
 - Audio files converted to text
 - Current Lessons-Learned
 - Technologies for video distance learning—Webex, Zoom, etc.
 - Separate chunked videos for instructor-led training
 - Topics—GTB, others
- Bottom line is that we are looking into all of these virtual training options for short term and long term.
- Please let the NTC know what you all need at your sites for training reconstitution. What can we do for you?
 - Lee Moody offered site monies to assist, if needed.

Meeting Adjourned

Karen Boardman

- Wish you all the best of health. Take care and stay home.

Attachments sent with these minutes:

- QOWL - TQP QO Matrix
- Draft Agenda for **next Conference Call on May 20**. Please send additional topics you wish to address to Al MacDougall.