

Federal Technical Capability Panel
Conference Call MEETING MINUTES – May 20, 2020

Roll was taken and thanks to all who were able to call in and participate. **NOTE:** A new call in number was established and a new calendar invite was sent out to all.

Learning Nucleus Update – Karen Boardman, Chair

- All data and courses will continue to be transferred through June
- Plan is to go live on July 15.
 - Students will continue to use the NTC LMS for eLearning
- Technical Certification Module – Melissa Otero
 - Have had meeting with and provided Powertrain with technical requirements and demos.
 - Work will continue with the technical buildout requirements and existing functionality will be included in the LN.

FTCP Support Program Activities – Melissa Otero

- FTCP-PSQS-TPM/PL: Comments received were incorporated, minus one NNSA organization, and once those comments are resolved the PSQS will then go to RevCom to capture Agent concurrence.
- FTCP-PSQS-S&S: Went out to all for comment response by May 29 to Al MacDougall. Feedback was also solicited directly from the S&S community and SMEs.
- WQA QS update: No current progress
- Exam Bank is on hiatus right now, however Tom Kohler will try to provide something to the FTCP Support Office within the next week.
- CTP update – Walter Meeks: CT Module will be loaded into eTQP
 - Added another tab, called Continuing Training, next to the documents tab
 - Ready for initial roll out in 2 weeks
- eTQP Enhancements: User guide will be updated to reflect the modifications
 - Standing by for feedback and guidance
 - Feedback is not required, however this will help us capture system needs/requirements which can be incorporated into the LN.
- Aviation Safety – Al MacDougall: the PSQS was sent out for review and comment. Al worked with the Office of Aviation Management to develop the PSQS. Once comments are received, we will work to resolve them, place the PSQS in RevCom to capture Agent concurrence/signatures and then publish the standard.
- EM FAQs: Currently on hold, but will continue working it soon.
- Critical Safety FAQs: We will be working on the JTA soon.

TQP Positions – Melissa Otero (*shared documents are attached to these minutes*)

- Will share how other sites document which positions are required to be in the TQP.
- Will share what positions are required to be in eTQP and how they are determined.

- Jim Todd noted that at Sandia they are currently retrofitting their process to meet current NNSA Supplemental Directive requirements.
 - They will be very clear about what areas of responsibility should be included in the TQP; inclusion not exclusion.
- Before an announcement goes out a determination is made whether that position belongs in TQP; PD with performance standards with expectations on the candidate.
- Some NNSA organizations use Position Evaluation Questionnaires (PEQs) which are part of NNSA Supplemental Directive 426.1.
- With the release of DOE O 426.1B, *Federal Technical Capabilities*, the option for using Job-Specific Qualification Standards (JSQS) and Program-Specific Qualification Standards (PSQS) is available.

NTC Support Priorities for Reconstitution Planning - Karen Boardman/Al MacDougall

- KAFB, SNL, ABQ Complex all going to Phase I in early June.
- HQ sent out a notice with new capacity limits to 20 people for their conference rooms.
- When using commercial carriers, the Kirtland Air Force Base (KAFB) commander has implemented travel restrictions for personnel working on KAFB to quarantine for 14 days after travel, so this limits what the NTC is able to do as far as host or provide classroom training.
- The NTC continues to work on Advanced Computer Technology opportunities
 - Working on Distance Learning format with shortened lessons.
 - Support GTB part B; doing knowledge transfer modules that will be available in audio or text files as an interactive evaluation guide for the knowledge in GTB Part B.
 - Formality Ops/Con Ops/Configuration Management: modularize the course; recorded videos that you can watch and get credit.
 - DOE-310 Data Analysis course: converting to a distance learning format using Webex or Microsoft Teams that will be piloted in July/August timeframe.
- Critical Training with social distancing protocols in place
 - Some organizations opting for WebEx (SNL).
 - Some organizations have venues that they could implement socially distancing for their students (SR). They can do VTC if sites have qualified proctors on hand.
 - NTC cannot do VTC's yet as non-essential personnel are not allowed on KAFB at this time.

ACTION ALL: Please let Karen what you are doing and what you will be needing for Mission Critical Training.

COVID-19 Lessons Learned – Larry Palmer

- EA has put together a team and Larry is participating to collect data and conduct an analysis to put together a final product that will potentially serve all departments, once completed.
 - Is your site compiling any Lessons Learned?
 - How did you transition from normal to abnormal operations?
 - Once framework with initial questions are formulated and approved (June), would you be amenable to be contacted for a few minutes to provide your site input?

ACTION ALL: Please send Larry Palmer any inputs you might have to assist with this effort.
lpalmer@ntc.doe.gov.

Meeting Adjourned - Karen Boardman

- We will talk again next Month. Until then, be safe.

Attachments sent with these minutes:

- TQP Participant Application – Richland Example Template
- TQP Site Specific Implementation Requirements Form – LFO Example-Doug Eddy
- TQP Position Designation Internal Memo – SFO Example
- PEQ – NA-40 Example Template
- Draft Agenda for **next Conference Call on June 17**. Please send additional topics you wish to address to Melissa Otero.