

**Federal Technical Capability Panel
Conference Call Minutes
July 20, 2016**

Karen Boardman, Chair, not in attendance. On travel.
Mike Mikolanis, Deputy Chair, opened the meeting and welcomed everyone.

**PLEASE NOTE: FTCP F2F MEETING SCHEDULED FOR NOVEMBER 29-30, 2016.
ACTION: Please send agenda topics to Jeannie Lozoya by August 31, 2016**

Jeanette Yarrington provided an update on the following FTCP activities:

NV Reaccreditation Update

Jeanette reported that the NV Reaccreditation Board will meet on July 27, 2016 to review the NV Reaccreditation Report and Corrective Action Plan for submittal to the Deputy Secretary.

DOE Order 426.1 Status

Jeanette reported that the status is that DOE O 426.1 has been submitted to MA-HQ for REVCOM submittal. MA-HQ will notify Jeanette when it the Order is entered into the REVCOM process/system.

STSM Listing

The following two sites have not provided the STSM data:

- Portsmouth Paducah Project Office
- EM-HQ

Quarterly Report Data Call

The following two sites have not provided the STSM data:

- Richland Operations Office
- Carlsbad Field Office

FR/SSO Update – James Heffner

- James announced that the approval process has been initiated for the 2017 Nuclear and Facility Safety Program (NFSP) Workshop. The proposed Workshop dates/location are May 1-5, 2017 in Las Vegas. James indicated that strong consideration is being given for having the event at an alternative venue next year. The conference package has been submitted to Matt Moury for review and submission to the Conference Management System.
- DOE-STD-1063 – DRAFT has been completed and submitted to AU-30 for submission to the REVCOM process.
- EM FR Initiative – The team is looking into areas such as incentives and compensation (bonuses, pay band, etc.), recognition, upward mobility possibilities, tools to facilitate job performance elevate/reinvigorate the importance of the FRs. The lead for this effort is Greg Sosson.

ACTION: Mike Mikolanis requested James Heffner provide with information on the EM-FR initiative. James Heffner reported on July 22, 2016 - Action complete.

Safeguards & Security (S&S) FAQs – Jeannie Lozoya

Jeannie reported that the NTC and a team of SME's continue to work towards completing Job Task Analyses (JTA) for the development of S&S FAQs. The following is what has been completed and the schedule for upcoming JTAs:

- Physical Security – October 14-16, 2015
- Personnel Security – June 21-23, 2016
- Program Planning and Management – July 19-21, 2016
- Vulnerability Assessment – TBD
- Information Security – TBD
- MC&A – TBD
- Protective Force – TBD

AI MacDougall provided an update on the following FTCP activities:

NSS FAQs

The NSS FAQs comment negotiation phase is complete and comments were submitted on June 22, 2016 – no inquiries were received. AI MacDougall will submit the NSS FAQs for signature in August 2016.

Oversight Performance Competencies – FAQs

The Oversight Performance Competency FAQs (GTB Part B) was distributed to FTCP Agents for comment – some minor editing comments were received. AI MacDougall will start working on the Project Justification Memo for review by Agents and submission into the REVCOM process.

Action: AI MacDougall prepare Project Justification Memo by August 12, 2016.

Discussion was held regarding the communication of the new Oversight FAQs (GTB Part B) and how important it is to improve the performance of oversight. It was requested that AI provide briefing slides to share with the FTCP Agents so they can communicate to their sites/organization the path forward and communicate the same message.

Action: AI MacDougall prepare briefing slides on the Oversight FAQs (GTB Part B) and provide to FTCP by August 12, 2016

STSM Continuing Training Program (CTP)

The STSM CTP working group is scheduled to conduct a conference call on Thursday, July 21, 2016. The results of the conference call will be provided during the August FTCP call.

NTC Activities

AI reported that the NTC will be working on the Baseline Training Schedule for 2017. He requested the sites/organizations to submit known training needs for 2017. AI also highlighted that a number of the Safety Basis courses are now on-line that were previously instructor-led courses.

Action: Mark Miller-NTC, will provide a crosswalk between the previous SAF courses and the new on-line courses by August 12, 2016.

Retirement Announcement by Karey McAlhany

Karey McAlhany announced that he will be retiring on August 31, 2016. Mike Mikolanis congratulated Mr. McAlhany.

Closing Comments – Mike Mikolanis

Mike discussed the date change of the upcoming FTCP F2F Meeting. Due to Election Day on November 8, the meeting dates are now November 29-30, 2016 at the National Training Center, Albuquerque, NM. The FTCP was in agreement with the dates. A request was made by Jeannie Lozoya for agenda topics be submitted by August 31, 2016.

Action: Send FTCP F2F agenda topics to Jeannie Lozoya by August 31, 2016

Mike Mikolanis thanked everyone for their continued support and participation.