National Nuclear Security Administration

Department of Energy
National Nuclear Security Administration
Service Center
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Albuquerque, NM 87185

JUL 14 2008

MEMORANDUM FOR: Distribution

FROM: Karen L. Boardman, Chairperson, Federal Technical Capability Panel

SUBJECT: Approval of the U.S. Department of Energy (DOE) Calendar Year 2007 Annual Report - 08-NA SC-005

This memorandum forwards DOE Calendar Year 2007 Annual Report, which has been approved for publication and distribution.

Attachments

cc w/attachments:
FTCP Agents
E. White, NNSA SC
R. McMorland, HS-1.1
G. Mortensen, INPO

Distribution:

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Manager, Richland Operations Office (RL)
Manager, Sandia Site Office (SSO)
Manager, Savannah River Operations Office (SR)
Manager, Savannah River Site Office (SRSO)
Manager, Y-12 Site Office (YSO)
Senior Advisor for ES&H (NA-3.6)

U.S. Department of Energy

Federal Technical Capability Program

Calendar Year 2007 Annual Report

July 2008

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Executive Summary

The U.S. Department of Energy (DOE) is committed to ensuring employees are trained and technically capable of performing their duties. In pursuit of this objective, the Secretary of Energy issued DOE Policy 426.1, Federal Technical Capability Policy for Defense Nuclear Facilities, to institutionalize the Federal Technical Capability Program (FTCP). The Deputy Secretary established the Federal Technical Capability Panel (Panel) to oversee the implementation of the FTCP recognizing that corporate leadership and line management ownership are essential to successful program implementation. The Panel consists of senior managers designated as Agents to represent DOE Headquarters (HQ) and field elements with defense nuclear facility responsibilities, including the National Nuclear Security Administration (NNSA). The Panel herein submits a report to the Deputy Secretary of Energy which summarizes the actions taken over the past year to ensure organizations maintain the critical technical capabilities needed for the safe operation of defense nuclear facilities.

Karen L. Boardman 7.3.08

Karen L. Boardman, Chairperson
Federal Technical Capability Panel

Table of Contents

1.0 Purpose and Scope

The Federal Technical Capability Panel (Panel) is responsible for managing the Federal Technical Capability Program (FTCP), which includes overseeing the Technical Qualification Program (TQP). The TQP includes the Safety System Oversight (SSO) Program; the Facility Representative (FR) Program; and the Senior Technical Safety Manager (STSM) Program and other critical technical skills, such as nuclear safety, nuclear explosive safety, electrical systems and safety oversight, safety software quality assurance, civil/structural engineering, fire protection engineering and criticality safety. As part of its ongoing mission, the Panel ensures Offices conduct annual workforce analyses and develop staffing plans that identify those critical technical capabilities and positions needed to ensure safe operations at defense nuclear facilities.

2.0 2007 Accomplishments

The DOE is committed to ensuring that employees are trained and technically capable of performing their duties. In pursuit of this objective, the Federal Technical Capability Program (FTCP) was established with the recognition that corporate leadership and line management ownership are essential to successfully implementing a program to recruit, develop, deploy, and retain technical capability at defense nuclear facilities. The Panel consists of senior personnel, designated as Agents, to represent DOE Headquarters and field elements with defense nuclear facility responsibilities, including the National Nuclear Security Administration (NNSA). The Panel Chairperson reports to the Deputy Secretary and is responsible for overseeing the TQP. The Panel conducts periodic assessments of the effectiveness of the FTCP using internal and independent experts, and provides recommendations to senior Department officials regarding DOE technical capabilities.

The Department's vision, as described in the implementation plan that responds to Board Recommendation 2004-1, *Oversight of Complex, High-Hazard Nuclear Operations*, is for its technical personnel to be recognized among all Federal agencies for their excellence. The 2004-1 implementation plan outlined actions DOE would take to upgrade Federal technical capabilities. In January 2007, the last open implementation plan commitment related to the FTCP was completed when Revision 1 of the FTCP corrective action plan was issued by the Deputy Secretary.

Enhancements to technical capabilities as a result of FTCP efforts in 2007 included:

- **Workforce Analysis.** The Workforce Analysis for NNSA, EM, HSS, and Headquarters offices was updated. The list of key positions in NNSA, EM, and HSS was prioritized, and staffing plans detailing actions to be taken and

due dates for completion were developed. A summary of the results is presented in Section 3.0.

- **Functional Area Qualification Standards (FAQs).** A FAQs champion was identified. The process for developing FAQs was updated and documented. A schedule for updating FAQS was developed, and six FAQs were updated in 2007. Several more FAQ revisions will be released in 2008. A sponsor was identified for each FAQ along with an updated list of key support personnel. Work commenced on new FAQs for Weapons Quality Assurance, Safety Systems Oversight, and Safety Basis Professional. Additional details are provided in Section 4.0.

- **Safety System Oversight.** A new Safety System Oversight (SSO) sponsor was identified, who has established a working group to refine SSO qualification requirements and staffing basis criteria. A SSO communications forum was added to the FTCP website to enhance sharing of experiences and lessons learned. Additional details are provided in Section 5.0.

- **Accreditation Process.** Nine sites are scheduled to undertake voluntary TQP accreditation in 2008. Additional information is included in Section 7.0.

- **Enhanced National Training Center Utilization.** Over 30 courses were conducted, including Nuclear Executive Leadership Training, Senior Technical Safety Manager Overview, SSO Duties/Responsibilities and Assessment, and General Technical Base for the Future Leaders Program. Courses in Contractor Oversight Awareness and Electrical Safety Awareness were developed. Additional details are provided in Section 8.0.

- **Federal Technical Capability Program Manual Update.** To accommodate changes identified by the FTCP and Board Recommendation 2004-1 activities, the FTCP prepared a revision to DOE Manual 426.1-1A, *Federal Technical Capability Manual*, which will be issued in 2008. Additional details are provided in Section 9.0.

- **Continued Enhancement of the Facility Representative Program.** The Department continued its efforts to improve Facility Representative staffing and training. Details of these efforts are provided in Section 10.0.

Two meetings of the FTCP agents were conducted on May, 16, 2007 and November 27, 2007. The meeting agendas are include on the following two pages. Additional information is available of the FTCP webpage at http://www.hss.doe.gov/deprep/ftcp/meeting.asp .

Federal Technical Capability Panel
Face-to-Face Meeting
May 16, 2007
Las Vegas, Nevada

Agenda

Time	Topic	Speaker
8:00 – 8:30	Opening Remarks and Introductions	Ms. Boardman
8:30 – 10:00	*Crucial Conversations: Tools for Talking when Stakes are High*	Mr. Al Switzler VitalSmarts™
10:00 – 10:15	Break	
10:15 – 10:45	Sharing of Overall Status and Lessons Learned from Implementation of the NNSA and EM Intern Programs to assure Long-term Retention of the Department's Future Leaders	Mr. Chung Mr. Evans
10:45 – 11:15	TQP Accreditation Process	Dr. Worthington
11:15 – 11:45	SSO Program – Next Steps	Dr. O'Brien
11:45 –1:00	Lunch	
1:00 – 1:30	• NTC/NNSA Service Center/ETS Roles & Responsibilities • NTC Training Schedule	Dr. Szenasi
1:30 – 2:00	Development/Refinement of Safeguards and Security Personnel Qualifications	Dr. Szenasi
2:00 – 2:30	Status on Effort to Upgrade/Revise FAQS • Electrical FAQS Status • GTB	Dr. Ghovanlou
2:30 – 2:45	Break	
2:45 – 3:15	DNFSB Recommendation 2004-1 Commitment 13 CAP – Status of Commitments and What Next…	Ms. Boardman
3:15 – 4:00	New Business, Concerns, or Issues	Ms. Boardman
4:00 – 4:30	Final Comments and Closure of FTCP Meeting	Ms. Boardman

Federal Technical Capability Panel
Face-to-Face Meeting
November 27, 2007
Brookhaven National Laboratory
Brookhaven Center – Building 30 - South Room

Agenda

Time	Topic	Speaker
8:00-8:15	WELCOME	Mike Holland Karen Boardman
8:15-8:30	FTCP 2007 Accomplishments and 2008 Goals DNFSB Recommendation 2004-1 IP/FTCP CAP	Karen Boardman
8:30-9:15	New Direction in Learning at DOE	Jeff Pon,
9:15-10:00	FR, SSO, and other TQP Improvements at Idaho	Beth Sellers
10:00-10:15	BREAK	
10:15-11:00	Commercial Safety System Oversight Processes	Kent Hamlin,
11:00-11:30	FTCP Manual Update Progress	Pat Worthington Dave Chaney
11:30 -12:45	LUNCH	
12:45-1:15	Safety System Oversight Team/FAQ Update	Jim O'Brien
1:15-2:15	FTCP TQP Workforce Staffing Analysis	All FTCP Agents
2:15-2:30	FTCP TQP Quarterly Reporting/Over Dues and Metrics	Bob McMorland Jim Todd, Bill Boyce, Alan Tate, Kevin Hall Ed Blackwood
2:30-2:45	BREAK	
2:45-3:15	FTCP FAQS Update Process and Interface Ali Ghovanlou	Pat Worthington
3:15-3:25	TQP Accreditation Process & Team Volunteers	Pat Worthington Jeannette Yarrington
3:25-3:55	CDNS Summary of Biennial Reviews and DOE CTA/CNS Perspective on Federal T&Q/Technical Capability	Dick Crowe Chip Lagdon
3:55-4:25	TQP Continuing Training Programs	Ed Blackwood Mark Alsdorf
4:25-4:55	DOE-ETS, NTC and NNSA Training Resource Coordination	Barry Weaver Jim Szenasi Gene Chavez Mark Alsdorf
4:55-5:00	CLOSING	Karen Boardman

3.0 Staffing and Qualifications

In the Quarterly Report for the period ending December 31, 2006, 21 organizational elements reported 1,149 people were participating the TQP, of which 927 (81%) were identified as fully qualified. The report also identified that 20 personnel were overdue. This left a gap of 202 people for which no meaningful data was included in the report.

After considerable deliberation among a team of Agents, the Quarterly Report for the period ending in June 2007 was significantly modified to include the following information.

3.1 Number of Capabilities Needed

This column defines the number of required technical capabilities (rather than the number of personnel required, since more than one part-time capability can be accomplished by one person). It complements the annual work force analysis.

3.2 Number of Capabilities Staffed by Onboard, Fully Qualified Personnel

This column identifies the number of required technical capabilities being met by fully qualified personnel.

3.3 Number of Capabilities for Which Onboard Staff are Engaged in Initial Qualification, or Are Overdue Either for Initial Qualification or Requalification

This column identifies the number of capabilities for which the required personnel are onboard, but are not presently fully qualified.

3.4 Number of Capabilities for Which Onboard Staff Are Overdue to Complete Initial Qualification or Requalification

This column is a subset of Column E. It identifies the number of onboard personnel who overdue to complete initial qualification or requalification.

3.6 Staffing Shortfall

This column identifies the number of capabilities for which the required personnel are **not** onboard. If this column is other than zero, an explanation of what action is being taken (e.g. recruitment, posting, etc.) or needs to be taken (e.g. funding required) to correct the staffing shortfall is provided.

These changes provide for a more direct understanding of how many capabilities are required, how many capabilities are staffed by fully qualified personnel, how many capabilities have staff available that are either engaged in initial qualification or are overdue for requalification, and the number of capabilities for which staff are not currently on board.

As sample quarterly report is shown on the next page. In addition to the overall TQP data shown, the actual report includes similar data for STSMs, FRs, SSO, and Nuclear Safety Specialists.

At the end of December 2007, a total of 1,403 TQP capabilities were required across the DOE/NNSA complex, for which 1,004 were staffed with fully qualified personnel, 278 were staffed by persons on schedule to complete qualification/requalification and 31 were staffed with personnel overdue to complete qualification/requalification. Ninety capabilities did not have staffing available at the end of the year. The actions needed/being taken to resolve these staffing shortfalls are identified in the Comments column of the quarterly report.

To facilitate qualifications across the complex, numerous documents were posted on the FTCP website in 2007, including:

- 29 qualification cards, each based on the current version of its associated FAQ Standard;
- 16 gap qualification cards, each are based on the differences between the current and previous versions of its associated FAQ Standard;
- Reference materials for 24 FAQ Standards;
- List of sponsors and subject matter experts for each FAQ Standard.

During 2007, several challenges to maintaining adequate technical staffing across the complex were identified. These include both acute conditions, such as organizational unit reorganizations, and layoffs, and chronic conditions, including remote site locations (e.g. Carlsbad), retirements, and lack of long-term employment security (e.g. for clean up projects and new construction projects at several sites). The anticipated increase in commercial nuclear plant design and construction will likely create an additional drain on specialized expertise, such as STSMs, nuclear safety specialists, fire protection engineers, and criticality safety personnel.

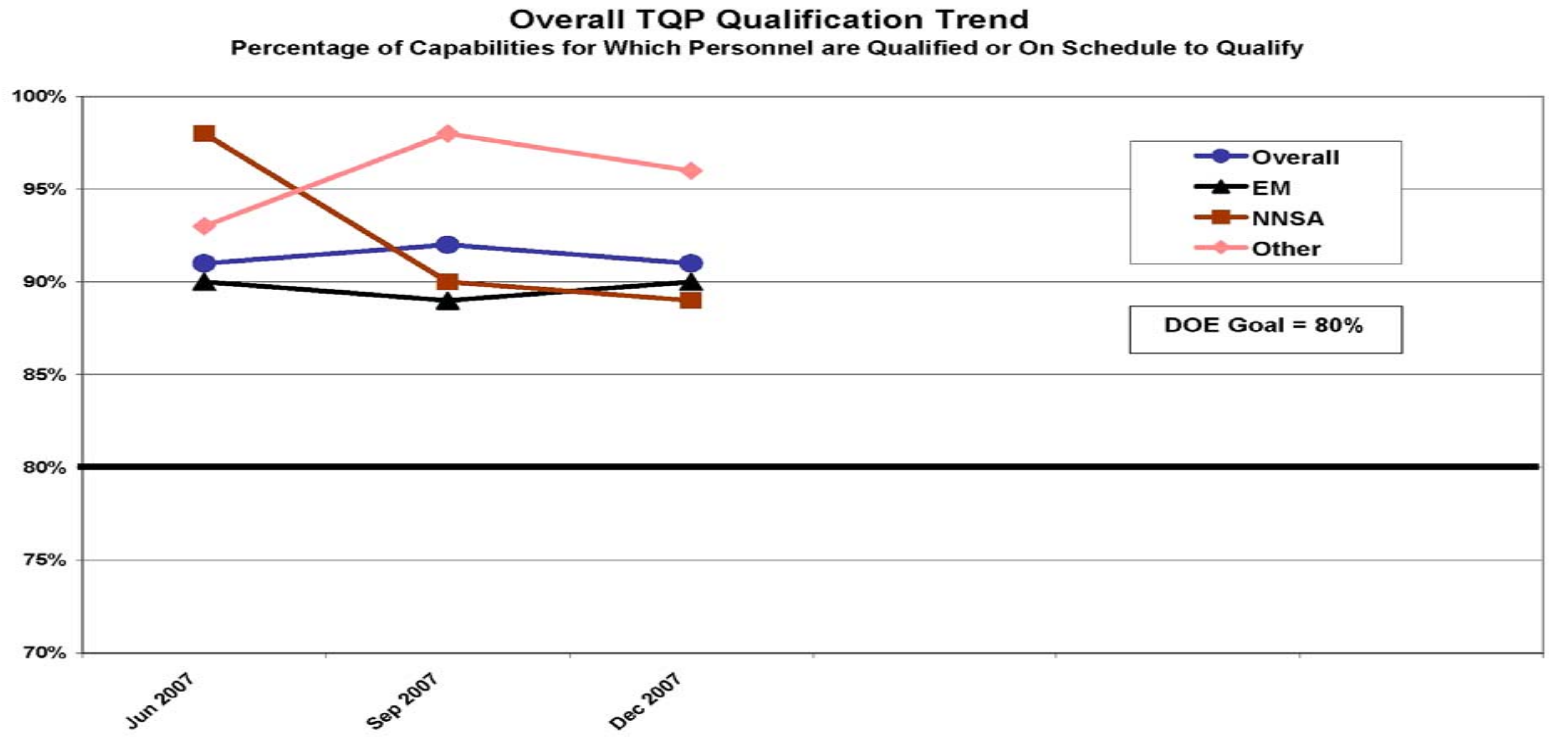
Sample Revised Quarterly Report Data Table

Status of Qualifications in the Technical Qualification Program (TQP)
December 31, 2007
Update Frequency: Quarterly

OVERALL TQP QUALIFICATIONS										
Office		**Number of Capabilities Needed (e.g. Based on Annual Workforce Analysis) (C)**	**Number of Capabilities Staffed by Onboard, Fully Qualified Personnel (D)**	**Number of Capabilities for Which Onboard Staff are Engaged in Initial Qualification, or are Overdue Either for Initial Qualification or Requalification (Includes Column F) (E)**	**Number of Capabilities for Which Onboard Staff are Overdue to Complete Initial Qualification or Requalification (F)**	**Staffing Shortfall , i.e. Number of Capabilities for Which Personnel are Not Onboard =C-(D+E)**	**Percentage of Capabilities for Which Staff are Onboard =(D+E)/C**	**Percentage of Capabilities Staffed by Onboard, Fully Qualified Personnel =D/C**	**Percentage of Capabilities for Which Onboard Staff Are Either Fully Qualified or on Schedule for Qualification =((D+E)-F)/C**	**Comments**
National Nuclear Security Administration (NNSA)										
Los Alamos Site Office	LASO	80	34	36	5	10	88%	43%	81%	All 10 positions have been advertised to fill the vacancies.
Livermore Site Office	LSO	48	34	11	1	3	94%	71%	92%	Selections are in process for two vacancies: Technical Training Manager, and Environmental Team Lead. The third vacancy, the Deputy Manager position, is on hold.
Nevada Site Office	NSO	56	34	18	5	4	93%	61%	84%	Expect to fill 1 Industrial Hygienist position in March 2008, and 2 STSM positions and 1 Technical Training position in June 2008.
Pantex Site Office	PXSO	46	31	11	0	4	91%	67%	91%	See STSM and SSO tables for staffing shortfall details
Savannah River Site Office	SRSO	18	11	7	0	0	100%	61%	100%	
Sandia Site Office	SSO	42	35	5	2	2	95%	83%	90%	Civil/Structural Engineering and Electrical Systems coverage provided through matrix support from NNSA SC
Y-12 Site Office	YSO	83	68	10	1	5	94%	82%	93%	Staffing shortfall includes 1 required SSO who is currently working on Fire Protection Engineering qualification, and 4 new positions to support the UPF Project for which HQ approval is pending.
NNSA Headquarters	NA-HQ	87	43	44	10	0	100%	49%	89%	
NNSA Service Center	NA-SC	37	32	2	0	3	92%	86%	92%	One NSS and 1 STSM will report in January 2008. One Occupational Safety will report in February 2008.
NNSA Totals		497	322	144	24	31	94%	65%	89%	
Environmental Management (EM)										
Carlsbad Field Office	CBFO	17	15	2	0	0	100%	88%	100%	
CBC and OSS&SP Field Personnel	CBC & OSSSP	33	25	7	0	1	97%	76%	97%	EMCBC, EM Cadre, & field personnel at ANL, BNL, Denver, FCP, GJO, OAK, MCP, SPRU, WVDP.
Office of River Protection	ORP	105	68	18	0	19	82%	65%	82%	Nineteen vacancies will be filled by hiring 15 personnel.
Portsmouth/Paducah Project Office	PPPO	23	16	5	0	2	91%	70%	91%	PPPO is currently posting for Portsmouth Site Lead and Senior Technical Advisor.
Richland Operations Office	RL	69	47	22	4	0	100%	68%	94%	
Savannah River Ops. Office	SR	227	157	49	1	21	91%	69%	90%	Total in column "E" includes 20 fully qualified personnel now pursuing qualification in a new FAQ. Plans for eliminating the FR, STSM, and NS staffing shortfalls are described in their respective tables. The Quick Hire program will be used to fill the other open positions.
EM Headquarters	EM-HQ	18	15	3	0	0	100%	83%	100%	Thirty-four positions are being addedto the TQP that will be reflected in the next Quarterly Report.
EM Totals		492	343	106	5	43	91%	70%	90%	
Others										
Health, Safety and Security	HSS	96	76	20	0	0	100%	79%	100%	
Chief Nuclear Safety CTA Staff	CNS	9	6	2	2	1	89%	67%	67%	CNS staff dual qualify as STSM and SSO. One seismic engineering position will be posted shortly.
Idaho Operations Office	NE-ID	128	106	19	0	3	98%	83%	98%	Need FTE allowances to recruit 2 additional SSO. 1 FR has been recruited and will start work in January 2008.
Oak Ridge Operations Office	OR (SC)	175	147	18	0	10	94%	84%	94%	One STSM position, one radiation protection, and four safeguards & security positions will be filled during FY 2008. One SSO position will be filled in the 2nd quarter of FY 2008. One FR position is in the interview process. Two additional FR vacancies will not be filled until the confidence in future EM remediation projects increases.
Pacific Northwest Site Office (SC)	PNSO	6	4	0	0	2	67%	67%	67%	In the process of filling 1 FR and 1 SSO vacancies.
Others Totals		414	339	59	2	16	96%	82%	96%	
DOE Total		**1403**	**1004**	**309**	**31**	90	94%	72%	91%	
DOE Goals		-	-	-				-	**80%**	

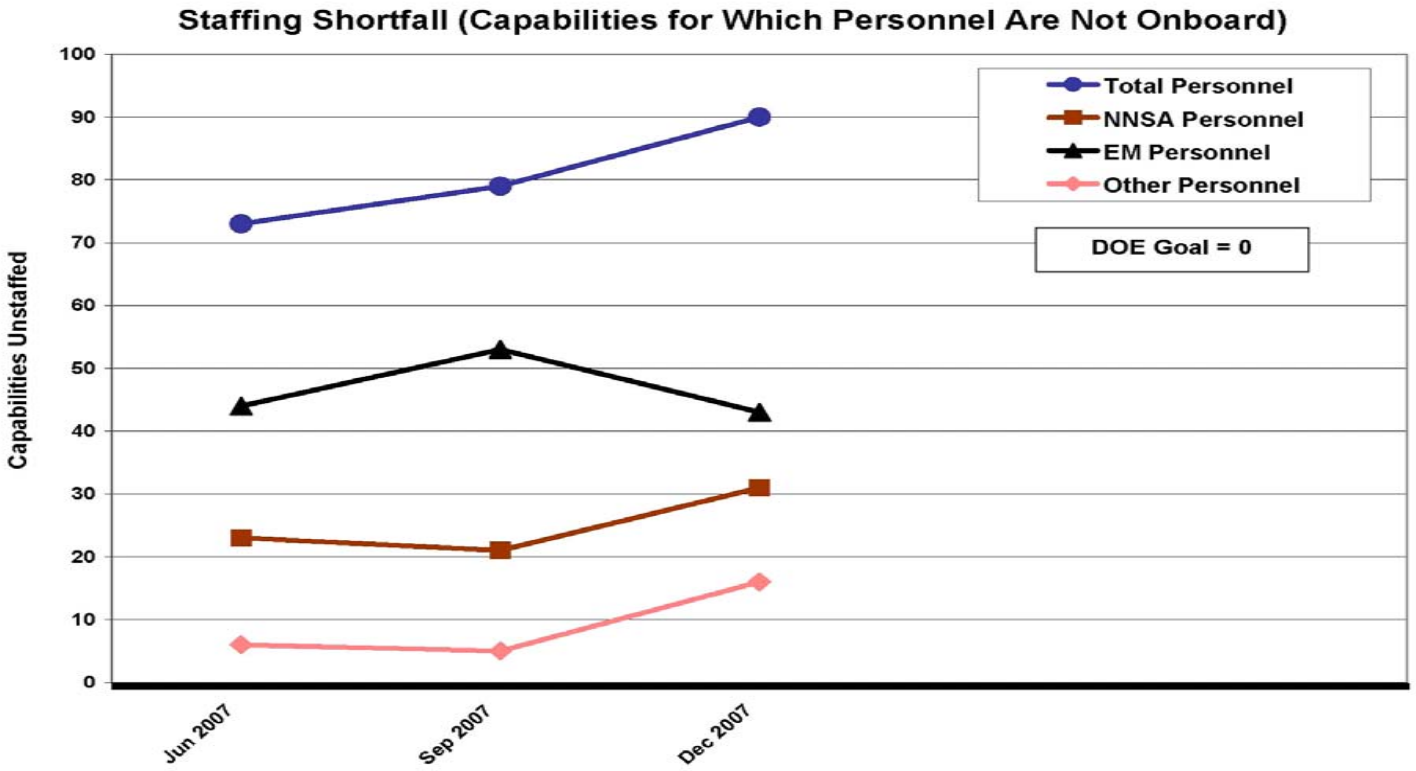
Notes:

Sample Revised Quarterly Report Overall Qualification Trend Chart



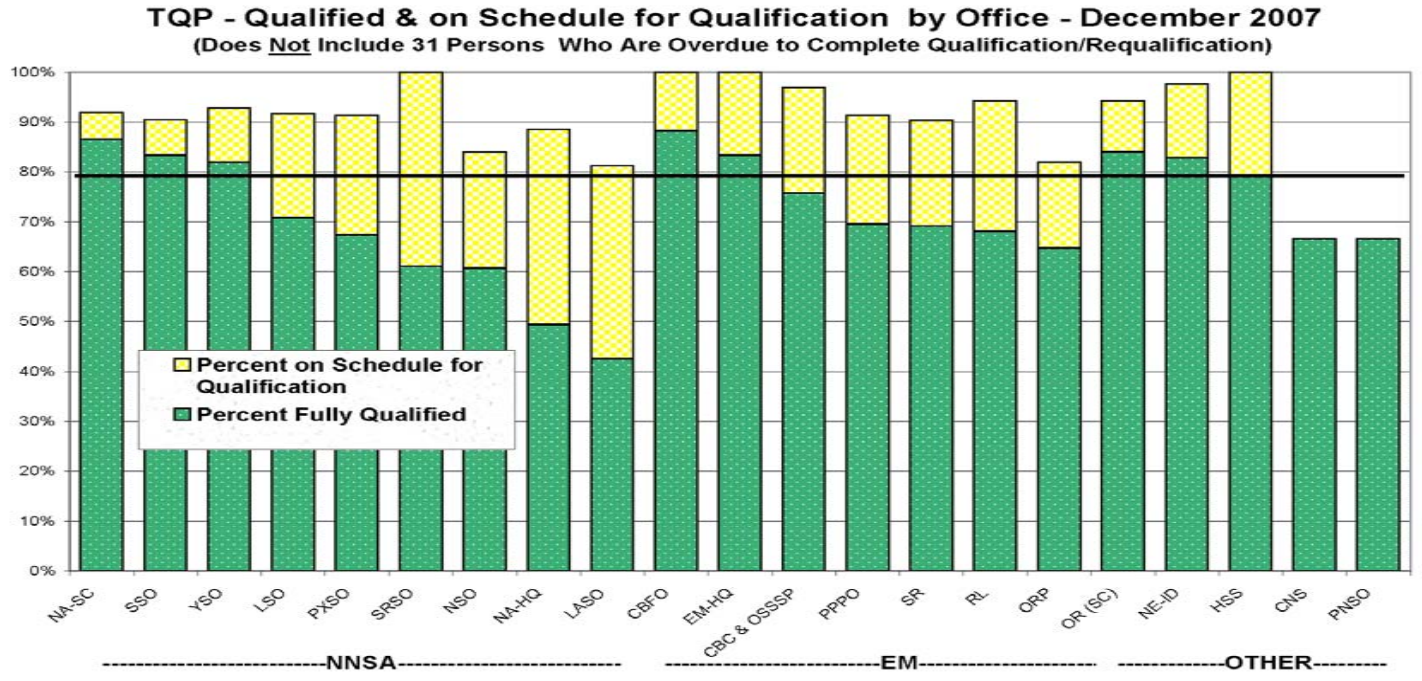
Attachment 7

Sample Revised Quarterly Report Staffing Shortfall Trend Chart



Attachment 8

Sample Revised Quarterly Report Office Staffing Bar Chart



Attachment 6

4.0 Functional Area Qualification Standards

The Department's response to Commitment 11 in the DOE 2004-1 Revision 1 Implementation Plan included the task of developing a process for identifying highly qualified and experienced individuals that would assist the Department in improving its overall technical capabilities. To meet this commitment DOE selected fifteen highly-qualified and experienced personnel to serve as DOE sponsors and alternate sponsors for the five following functional areas: Civil/Structural Engineering (DOE-STD-1182-2004), Criticality Safety (DOE-STD-1173-2003), Fire Protection Engineering (DOE-STD-1137-2000), Nuclear Explosive Safety (DOE-STD-1185-2004) and Safety Software Quality Assurance (DOE-STD-1172-2003). This activity completed the actions identified under Commitment 11.

Commitment 13 in the FTCP Corrective Action Plan, Revision 1, included a requirement to develop a process for identifying Departmental Champions for the core science and engineering FAQ disciplines. A further requirement was to establish a formal process for developing and revising the FAQ Standards, and for ensuring they contain appropriate and adequate qualification and re-qualification requirements.

The October 2007 draft revision of DOE Manual 426.1-1B, *Federal Technical Capability Manual* that will be completed soon, includes an updated section that describes a systematic approach for the process of developing and revising the FAQ Standards to include appropriate qualification and re-qualification requirements.

During the past two years, seven FAQ Standards for Senior Technical Safety Manager, Electrical Systems and Safety Oversight, Industrial Hygiene, Nuclear Safety Specialist, Nuclear Explosive Safety Study, Fire Protection Engineering, and General Technical Base have been reviewed and revised. Two additional FAQ Standards, Civil/Structural Engineering and Mechanical Systems, are in the final editing stage. The revised FAQ Standard for Safety Software Quality Assurance has recently completed the DOE RevCom review process. Six additional FAQ Standards in the areas of Criticality Safety, Deactivation and Decommissioning, Instrumentation and Control, Radiation Protection, Safeguards and Security and Chemical Processing are on the schedule to be revised during 2008. New FAQ Standards are in process for issuance: Weapons QA and Safety System Oversight.

5.0 Safety System Oversight

HSS is leading an effort with the FTCP to evaluate the DOE SSO program to look for program improvements. SSO personnel are responsible for providing oversight for implementation of contractors' programs to ensure that critical safety systems will function if needed. In 2008, the SSO champion plans to

develop a report that identifies recommended program improvements, and to work with the Program and Field Offices in their implementation. Health, Safety and Security has coordinated with the FTCP to sponsor a SSO workshop held in conjunction with the FR conference and FTCP meeting to share best practices and lessons learned for SSO personnel. The Panel has involved the commercial nuclear power industry's Institute of Nuclear Power Operations in the SSO working group effort.

6.0 Human Capital Management – DOE University

The Office of Human Capital Management (HC) is in the process of establishing a DOE University which will initially be comprised of existing training and developmental programs within DOE, as well as many other functional areas. The University will be led by a Board of Directors which will be Co-Chaired by the DOE Chief Learning Officer and a rotating SES (2-yr term) from a Program Office. The Board of Directors will set policies, direction, and priorities for the University.

The DOE University System envisions having a constellation of multiple colleges that focus on learning and development related to specific mission functional areas. In addition to a College of Technical Qualifications, other colleges may include a College of Project Management, College of Acquisition Management, College of Financial Management, etc. The Colleges will provide subject matter expertise for their own curricula/course development. The Colleges will operate within the "university" system. The College Deans will serve on University Board of Directors.

HC will have the responsibility for managing the University system, centralized training registration, with centralized tracking, reporting, QA and auditing.

The entire University system will utilize a competency-centric framework. There are four "families" of competency utilized in the framework: Universal competencies, Leadership competencies, Management competencies, and Mission Critical Function competencies.

Each college will develop their respective technical MCF competencies. HC will focus on Universal, Leadership, and Management competencies and cross program Mission Critical Function competencies and associated training. HC will also assist and facilitate colleges in Mission Critical Function competency and training course development.

HC is migrating to a new version of the Plateau Learning Management System which has a greatly enhanced competency management functionality. This will assist all DOE in defining the four families of competencies and in aligning learning and development opportunities to the competencies.

7.0 Technical Qualification Program Accreditation

Institutionalizing the voluntary TQP accreditation process was a result of the Department's deliverable for Commitment 13 in the FTCP Corrective Action Plan, Revision 1. Accreditation enables both Headquarters and field organizations in DOE to demonstrate that they have an effective program in place to ensure the technical competency of DOE employees whose duties and responsibilities require them to provide assistance, guidance, direction, oversight, or evaluation of contractor activities that could impact the safe operation of a defense nuclear facility

In May 2006, the first pilot TQP accreditation was conducted at the Y-12 National Security Complex in Oak Ridge, TN. This resulted in the Y-12 Site Office (YSO) receiving their TQP accreditation. In 2008, there are nine sites on the schedule for TQP accreditation.

8.0 National Training Center

The Office of Safety Training Operations has made significant progress in the delivery and development of courses, including hands-on and web-based training, in support of the training needs analysis identified throughout the DOE and NNSA communities.

The Safety Training Program (STP) supports the DOE Technical Professional Career Development Program (TPCDP) in the training, development, and qualification activities and initiatives as defined in the draft DOE M 426.1B. In support of the TPCDP, the STP provides technical and leadership competency development to improve capabilities to fulfill safety, security, and leadership responsibilities within the Department. Major courses are provided to support Senior Technical Safety Management, Safety System Oversight, Contractor Oversight, General Technical Base, Leadership Development and Electrical Safety.

In addition, the integration of safety and security to balance safety needs with security requirements has been emphasized and has been a major focus of the STP and other training programs at the NTC to assist in the development and qualification of our technical professionals. The Integrated Safety and Security Training and Evaluation Complex (ISSTEC) provide a facility where "hands on" training can be accomplished.

There are approximately 24 courses available under the STP. In FY 2007, the STP delivered 34 courses for over 600 participants. The STP continues to develop courses identified as a training need to support major DOE career development, training, and qualifications programs.

9.0 Federal Technical Capability Program Manual

A major revision of the FTCP Manual, last updated in 2004, was initiated early in FY 2007 and will be completed in 2008. The manual revision was the result of the Department's response to Commitment 13 in the FTCP Corrective Action Plan, Revision 1. The Office of Health, Safety and Security (HSS) is the Office of Primary Interest (OPI) for revisions to the FTCP Manual, with significant involvement from HC and the Panel.

Most notable changes were the following: Institutionalize the workforce analysis process; institutionalize the voluntary site accreditation process; institutionalize the Technical Intern Program; formalize the Nuclear Executive Leadership Training (NETL) Program; formalize process for developing or revising FAQ Standards; and formalize the Technical Professional Career Development Program. In addition to these changes, the recent manual revision resulted in a streamlined and more concise description of the FTCP goals and activities.

10.0 Facility Representative Program

Facility Representatives are highly trained Department employees who provide effective day-to-day oversight of contractor operations at the Department's most hazardous facilities. Approximately 200 Facility Representatives around the complex provide oversight of operational activities important to mission accomplishment and worker and public safety. The Department's standard, DOE-STD-1063-2006, *Facility Representatives*, defines the duties, responsibilities, and qualifications for Department Facility Representatives. The Facility Representative program supports Department managers in ensuring that Facility Representatives are competent and technically qualified to perform their jobs.

Key components of the program include:

- Complex-wide performance indicator reports provided to the Department's senior managers every quarter since 1999 for evaluation and feedback to improve the program
- Designated Facility Representative Steering Committee members and sponsors at each field and major Headquarters program office to serve as management advocates for Facility Representatives
- Monthly conference calls of the Facility Representative Steering Committee to discuss program development and operational oversight issues
- Annual Facility Representatives Workshop to promote the sharing of lessons learned from Facility Representative programs across the complex
- Facility Representative web site http://www.hss.energy.gov/deprep/facrep to provide information on the Facility Representative program, qualification

standards, vacancy announcements, and other useful information for the Department's Facility Representatives.

Oversight performed by Facility Representatives provides Department line managers with real-time, accurate, and objective information on the effectiveness of contractor work performance and practices, including implementation of ISM. The Department's experience has shown that when personnel are dedicated to this function, the information that they provide can be used proactively to ensure that work is completed in a safe and environmentally responsible manner. Further, Facility Representatives have obtained a strong understanding of the technical nuclear and hazardous operations needed to successfully perform in positions of increased responsibility throughout the Department.

10.1 Facility Representative of the Year

The Facility Representative of the Year award is provided annually to a Facility Representative who consistently demonstrates exceptional performance and who makes significant contributions to the safe and efficient operation of Department facilities. A total of 13 Facility Representatives were nominated for the Facility Representative of the Year Award by their field offices. A panel of senior field and Headquarters personnel selects the overall Department winner of the award from the field nominees. The 13 nominees from field offices demonstrated continued strong management support for the program and exceptional performance. This year, the award was presented to a Facility Representative from the Idaho Operations Office. His accomplishments are described as part of the Annual Workshop discussion below.

10.2 Annual Workshop

The 2007 Annual Facility Representatives Workshop was held in Las Vegas, Nevada, May 15-17, 2007. The purpose of the workshop was to share lessons learned from Facility Representatives across the DOE complex and to provide information to assist Facility Representatives in carrying out their responsibilities. A total of 121 people attended, representing every major program and field office. Included in the total were 53 Facility Representatives, representing one-quarter of the Department's Facility Representative community.

Glenn Podonsky, the Department's Chief Health, Safety and Security Officer provided the keynote address. He addressed safety oversight perspective and expectations. Mr. Podonsky discussed the new HSS organization and the challenges of providing effective policy and oversight between the field and DOE Headquarters. He stressed that Facility Representatives play a key role in operational safety and effectiveness, and encouraged partnering with HSS. Also, Joseph F. Bader, a member of the Defense Nuclear Facilities Safety Board, provided constructive and insightful remarks on Facility Representative

membership on integrated project teams with respect to design and construction through a facility's life cycle.

The Facility Representative Lessons Learned/Good Practice presentations were again a central component of the workshop. This exchange was highly valuable as participants provided pertinent topics and valuable lessons learned. A total of 15 Facility Representatives provided presentations on operational, technical, and programmatic topics.

Also at the workshop, the Department-wide 2007 Facility Representative of the Year Award was presented to an employee of the Idaho Operations Office. Some of his noteworthy accomplishments included chairing a Type B Accident Investigation for an individual who received a severe hand injury from a table saw, participation in a three-week detail with Nuclear Regulatory Commission (NRC) Resident Inspectors to observe and learn oversight techniques, and participation on the EM Operational Readiness Review for the startup of Remote-Handled Transuranic Waste Operations at the Waste Isolation Pilot Plant (WIPP).

10.3 Continuous Improvement

The Department continued with its efforts to improve the Facility Representative program. A sound Facility Representative program is mandated by DOE Manual 426.1-1A, *Federal Technical Capability Manual*, Section II, Facility Representatives.

Field element managers are required in DOE-STD-1063-2006 to periodically (at least every three years) evaluate their Facility Representative programs relative to the standard to ensure a high and continuously improving level of performance. Field element self-assessments were conducted at the Los Alamos Site Office, Nevada Site Office, and Idaho Operations Office during 2007. Each site program was assessed in the following areas: Facility Representative qualifications; adequacy of coverage for DOE facilities; effectiveness of Facility Representative oversight of facilities; adequacy of functional support from field element management; and adequacy of performance assessment and feedback improvement processes.

On August 21, 2007, the Savannah River Operations Office hosted a one-day summit for Facility Representatives at EM sites across the DOE complex. The keynote address emphasized facility safety, and was delivered by the Hon. James A. Rispoli, Assistant Secretary for EM. The summit included a panel discussion assessing the past performance and future challenges of the EM Facility Representative Program. Panel members included the Manager of the Idaho Operations Office, the EM Deputy Assistant Secretary of Safety Management and Operations, and a senior member of the DNFSB staff. Other presentations at the summit included site challenges, human performance improvement, and a comparative analysis of the Facility Representative programs at EM sites

11.0 Corrective Action Plan

The *Federal Technical Capability Program (FTCP) Corrective Action Plan*, Revision 1, was issued on January 17, 2007. This plan is Deliverable B for Commitment 13 in the Department of Energy (DOE) *Implementation Plan to Improve Oversight of Nuclear Operations*, Revision 2, issued in response to Defense Nuclear Facilities Safety Board Recommendation 2004-1. A copy of the plan is posted on the FTCP website. A revision to the plan is anticipated in the summer of 2008.

12.0 2008 Goals Summary

Over the past year, the Panel has vigorously pursued enhancements to the DOE TQP and capability of DOE technical personnel to perform their duties. The Panel has identified the following goals for 2008, associated with improving and retaining technical capability within the Department.

12.1 Functional Area Qualification Standards:

- Refine the FAQ Standards process.
- Continue to revise and update FAQ Standards.
- Issue/initiate new FAQ Standards for Weapons QA, Safety System Oversight, and possibly Confinement Ventilation.
- Continue integration of recruitment, qualifications, training, retention, succession planning, etc.

12.2 Safety System Oversight (SSO):

- Finalize the SSO FAQ Standard, as appropriate.
- Continue to focus on Program improvements (FTCP SSO Working Group recommendations).

12.3 FTCP TQP Accreditation:

- Continue FTCP TQP accreditation of DOE sites.
- Finalize revised FTC Manual (DOE M 426.1-1B).

12.4 FTCP Annual Report:

- Facilitate alignment of DOE Technical Workforce Staffing Analyses (DOE FTCP and DOE HCO).

12.5 Pilot a DOE/NNSA Corporate Continuing Training Program: NNSA Service Center and Nevada Site Office.

12.6 Expand the use of the DOE Enterprise Training Service support, as capabilities are validated.

12.7 Continue to enhance working relationships with DOE and NNSA Office of Human Capital Management Offices and Office of Health, Safety and Security (HSS) with utilization of the HSS National Training Center.