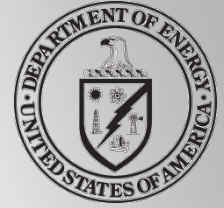


***U.S. DEPARTMENT
OF ENERGY***



**FEDERAL
TECHNICAL
CAPABILITY
PROGRAM**

***FY 2012
OPERATIONAL
PLAN***

December 2011

Revised: February 2012

Federal Technical Capability Program

The objective of the Federal Technical Capability Program is to recruit, deploy, develop, and retain Federal personnel with the necessary technical capabilities to safely accomplish the Department's missions and responsibilities. The Department has identified guiding principles to accomplish that objective and identified four general functions of the Federal Technical Capability Program. The guiding principles are:

- Federal personnel possess the experience, knowledge, skills, and abilities that are necessary to discharge their safety responsibilities;
- Line managers are accountable and have the responsibility, authority, and flexibility to achieve and maintain technical excellence;
- Supporting organizations (personnel, training, contracts, finance, etc.) recognize line managers as customers and effectively support them in achieving and maintaining technical capabilities; and
- An integrated corporate approach is required to ensure that necessary technical capabilities and resources are available to meet the overall needs of the Department's defense nuclear facility missions.

The four general functions are:

- Executive commitment and line management ownership;
- Recruiting and deploying technically capable personnel;
- Developing and documenting technically capable personnel; and
- Retaining critical technical skills.

The Federal Technical Capability Panel is responsible for overseeing the overall implementation of the Federal Technical Capability Program. Headquarters and field elements are responsible for implementing specific activities within the program. Some activities addressing technical capability functions apply complex-wide; for example, the Department's Policies, Orders, and Standards, which promulgate requirements and guidelines for the administration of technical training. Other mechanisms vary from site to site or between program offices. Each field office and Headquarters program office develops and implements a program that meets the complex-wide requirements defined in the Order. However, the offices are then free to customize implementation details to meet the needs defined by line management at each site or program office.

This is the fourth Federal Technical Capability Program Operational Plan. It supports the DOE Strategic Plan, specifically Goal 4 – Management and Operational Excellence, and establishes an operational and adaptable framework that combines the best wisdom of all Department stakeholders to maximize mission success. The FY 2012 goals are: Enhance Qualification Process; Enhance Training; and Improve FTCP Management Processes. The objectives and actions under each goal provide the road map for success.

MISSION

Develop and maintain a program for the recruitment, deployment, development, and retention of Federal personnel with the demonstrated technical capability to safely accomplish the Department's mission and responsibilities.

VISION

For DOE to be a technically proficient enterprise, with federal technical personnel overseeing Defense Nuclear Facilities in a manner that enables and enhances the DOE mission in a technically defensible fashion, while being recognized as preeminent in federal technical leadership and competency.

Federal Technical Capability Panel

<i>Chair</i>	<i>Karen Boardman</i>
<i>FTCP Deputy for Safeguards & Security</i>	<i>Theodore "Ted" Wyka</i>
<i>FTCP Senior Advisor</i>	<i>Dave Chaney</i>
<i>DOE Headquarters Agents</i>	
Chief of Nuclear Safety	<i>Richard Lagdon</i>
Office of Health, Safety and Security	<i>Pat Worthington</i>
Office of Environmental Management	<i>Kenneth J. Picha</i>
Office of Science	<i>Carol Sohn</i>
National Nuclear Security Administration	<i>Michael Garcia</i>
<i>Office of Environmental Management Agents</i>	
Carlsbad Field Office	<i>George Basabilvazo</i>
EM Consolidated Business Center	<i>Timothy "TJ" Jackson</i>
Office of River Protection	<i>Jim Wicks</i>
Portsmouth Paducah Project Office	<i>Jack Zimmerman</i>
Richland Operations Office	<i>Ed Parsons</i>
Savannah River Operations Office	<i>Mike Mikolanis</i>
<i>Office of Science Agents</i>	
Oak Ridge Office	<i>Larry Kelly</i>
SC Pacific Northwest Site Office	<i>Ted Pietrok</i>
Chicago Office	<i>Justin Zamirowski</i>
<i>Office of Nuclear Energy Agents</i>	
Idaho Operations Office	<i>Dary Newbry</i>
<i>National Nuclear Security Administration Agents</i>	
CDNS	<i>Carl Sykes</i>
Kansas City Site Office	<i>Pat Hoopes</i>
Livermore Site Office	<i>Dan Nakahara</i>
Los Alamos Site Office	<i>Fred Bell</i>
Nevada Site Office	<i>Ray Phifer, Jr.</i>
Pantex Site Office	<i>Ken Hoar</i>
Sandia Site Office	<i>James Todd</i>
Savannah River Site Office	<i>Kevin Hall</i>
Y-12 Site Office	<i>Daniel Hoag</i>

Goal 1

Enhance Qualification Process

Champion: Dave Chaney, NNSA, Office of Safety and Health (NA-SH-20)

Objectives/Actions

Qualifying Officials Expectations/Training Information Sharing

Champion: Ted Pietrok

- Develop clearinghouse of various approaches used to train and qualify Qualifying Officials (QOs).
Date: March 31, 2012
 - Collect QO approaches from FTCP Agents and training representatives
 - Develop framework for organizing approaches
 - Set-up electronic clearinghouse on FTCP website
- Analyze QO approaches to identify standardized approach, if appropriate.
Date: September 30, 2012
 - Determine if there are a standard set of elements common to all QO approaches
 - Develop a standardized framework for QO training and qualification
 - Present standardized approach to FTCP Agents for discussion and decision

Exam Bank Institutionalization

Champion: Patrick Romero and Mark Alsdorf

- Complete generator installation at NNSA sites.
Date: February 1, 2012
 - Train administrators
 - Install examination generator software on DOE sites
Date: June 30, 2012
- Develop lessons learned from Richland installation test case.
- Identify DOE organizations and potential installation challenges.
- Complete installation at DOE sites.

JTA Analysis

Champion: Barry Weaver

- Complete all JTAs by the end of CY2011.
- Revise the standards as necessary using page changes.

Expert-Level Discussion

Champion: Patrick Romero

- Revisit FTCP Issue Paper, FTCP-10-004, Clarify Qualification Process, to "re-evaluate the definition of expert level in functional area qualification standards."
Date: January 30, 2012
- Present options to the FTCP for decision prior to the face-to-face meeting.
Date: May 2012

Individual Competencies

Champion: Earl Hughes

Evaluate FTCP competency/KSA formulation processes (below the level of an FAQS) for promulgation (e.g., HFE, Oversight, etc.).

Date: September 30, 2012

Goal 2

Enhance Training

Champion: TJ Jackson, EM Consolidated Business Center

Objectives/Actions

Human Factors Engineering Training Development

Champion: Carol Ingram

- Design training to support the approved Human Factors Engineering (HFE) competencies.
Date: March 31, 2012
 - Complete analysis for target audiences
 - Compile training materials
 - Refine learning objectives
- Develop and implement training.
Date: September 30, 2012
 - Determine and implement appropriate training methods based on analytical results
 - Develop and finalize lesson plans, materials, etc.
 - Provide training

Technical Training Needs Assessment (TNA)/Individual Development Plan (IDP) and Continuing Education

Champion: Mike Michaelis

- Integrate the numerous Departmental training needs assessments into one viable tool that includes input from IDPs and vetted courses.
Date: September 30, 2012
- Determine the needs and purpose of a TNA.
 - Identify current process(es) with LDTS, NTC, and NNSA.
Date: April 30, 2012
 - Determine customer needs from a TNA, including the training providers (this includes timing of the assessment, outcomes, organizational actions, etc.)
Date: May 31, 2012
 - Identify constraints/obstacles
Date: June 29, 2012
 - Develop a consolidated approach/format that aligns TNA input with IDP development
Date: August 31, 2012

- Provide a recommended path forward for consolidation of the TNA process for LDTS, NTC and NNSA approval.
Date: September 30, 2012

**STSM Functional Qualification Standard Update/Card/
Training Update**
Champion: Pat Worthington

FAQS Update:

- FAQS revised, working group/FTCP comments resolved.
Date: December 30, 2011
- Review, comment, incorporation of changes by DNFSB, FTCP, SMEs.
Date: March 30, 2012
- FAQS approved.
Date: April 30, 2012

Training:

- Distribute DRAFT STSM Overview Course Design Document for review and comments.
Date: November 30, 2011
- Finalize and Approval of Design Document.
Date: December 30, 2011
- Revision effort of STSM Overview Course Materials.
Date: January-April 2012
- STSM Overview PILOT Course Delivery.
Date: May 2012
- POST-PILOT Review and Revision.
Date: June 30, 2012

SME Involvement in Course Development and Instruction
Champion: Mike Mikolanis

- Select FAQS/Competencies for project pilot.
- Perform JTA of selected FAQS/Competencies.
- Develop course using SAT method.
- Identify SMEs
Date: June 2012
 - NTC define SME certification requirements
Date: June 2012
 - SMEs complete certification requirements
Date: Ongoing

Goal 3

Improve FTCP Management Processes

Champions: *Ted Wyka, Office of Security Operations and Pat Worthington, Office of Health and Safety*

Objectives/Actions

Workforce Analysis: Improving the FTCP Workforce Analysis as an Effective Tool to be Used in Other Baseline Staffing Activities

Champions: *Dary Newbry and Ken Hoar*

- Identify available Workforce Analysis Tools.
Date: March 2012
- Evaluate tools for application in the FTCP Workforce Analysis.
Date: June 2012
- Recommend an effective Workforce Analysis process that can be applied complex wide.
Date: September 2012

FTCP Quarterly Report - Determine if the FTCP Quarterly Report Continues to Fulfill a Useful Function, or if it Should Be Revised or Discontinued

Champion: *Fred Bell*

- Review and evaluate the original purpose and need of the Quarterly Report, determine if there is a continuing need, and if yes, if the purpose is being satisfied.
Date: February 29, 2012
- Interview/poll a sample of recipients to determine if the report provides value commensurate with the effort to produce it, or if different information would provide greater value.
Date: April 30, 2012
- Recommend changes in report information, methodology, and frequency based on preparer and user input.
Date: August 31, 2012

Business Case for Accreditation Incentives – Challenge the Enterprise to Foster Confidence and Support of TQP Accreditation

Champions: *Ray Phifer and Jeanette Yarrington*

- Develop a marketing strategy to garner support across the enterprise for participation in TQP Accreditation.
Date: January 31, 2012
- Actively capture and disseminate lessons learned and best practices regarding TQP Accreditation across the enterprise.
Date: July 31, 2012
- Develop and secure approved incentives for achieving TQP Accreditation.
Date: September 28, 2012

Steering Group/Strategic Interface

Champion: *Allen Tate and Victoria Frank*

- Assess the role of the FTCP (interviews and document reviews).
Date: January 31, 2012
- Evaluate the effectiveness of the FTCP (against DNFSB recommendations, PSO inputs, FTCP Operation Plans, etc).
Date: March 29, 2012
- From the research conducted:
 - Identify possible strategic interface points within DOE (amongst PSOs, within PSOs, and in DOE HQ) and outside of DOE (DNFSB, INPO, and other professional organizations).
 - Define possible changes in FTCP collaboration methods (conference calls, meetings, etc) to improve panel effectiveness and efficiency.
Date: June 29, 2012
- Document findings in a report and propose recommendations to FTCP in a FTCP Issue Paper.
Date: August 30, 2012