



Exercise and Drill Subcommittee Training Working Group (TWG)

Highlights TWG Teleconference October 21, 2009, 3:00 p.m. EST

Participants

| | |
|-------------------------------------|---|
| Steve Arnold/Theta Pro2Serve | Tom Hoertkorn/DOE ORP |
| Amparo Atencio/ORISE | Thom Kerr/ORNL |
| Bob Burger/SNL | Terry Lawlor/B&W Y12 |
| Julie Donkin/DOE EM-63 | John Mitchell/Knowledge Systems Solutions |
| Marie Dunkle/M.K. Dunkle Consulting | Jim Moore/National Security Technologies |
| Kevin Hartnett/ DOE BSO | Sara Wynne/LBNL |

Review of August 2009 Minutes

Minutes of the August 2009 conference call were approved by Bob Burger without changes.

Updates from Objectives Core Groups

- *Objective 3/Lessons Learned*

The Lessons Learned document is now final and needs to be blessed by the core group and TWG leadership. Next steps are to obtain approval for posting to EMI SIG website as an html document and printable version. It will be sent to the general EMI SIG membership via listserv.

- *Objective 6/Offsite Training*

This group continues to work on the survey process—collecting data regarding offsite training. The deadline for responses is the end of November. Diana de la Rosa will compile the responses and present the results during the EMI SIG annual meeting.

- *Objective 7/Proficiency*

More examples of proficiency training are needed. Currently we have examples from ORNL and DOE Oak Ridge site office only. A broadened request for examples (e.g., procedures, forms, plans) will be sent to the TWG membership. The core group will review common denominators for suggested good practices. Types of questions they seek to address include:

- How do sites document proficiency and how often?
- How are initial and ongoing proficiencies documented (e.g., proficiency review for qualified incumbents)? Sandia is simplifying performance checklists for lesson plans.

TWG Subcommittee Status

Questions arose about how to make the Steering Committee aware of the TWG's interest in converting to a stand-alone subcommittee rather than a working group under the Exercises and Drill Subcommittee. Discussion resulted in the following plans:

- Provide list of accomplishments to Dorothy Cohen.
- Ensure involvement in the EMISIG annual meeting (prominent role).
- Express interest through a casual conversation with Steering Committee chair (Richard Davis).

EMI SIG Annual Meeting

Call for Proposals

The Call for Proposals for the annual meeting has been issued. Suggested proposal submissions include:

- A paper on training issues (e.g., successes, current site issues). Bob Burger, Thom Kerr, and Steve Arnold expressed an interest in working together to submit this proposal.
- Presentation on the Lessons Learned model document (Objective 3). Marie Dunkle volunteered.
- Presentation about offsite training (Objective 6).
- Presentation on collaboration (e.g., what is the TWG doing and a short section on each core group). Thom Kerr expressed interest.
- Demonstration of how to go through a lessons-learned process.

Others who may be interested in collaborating on a presentation can express interest by contacting Bob Burger, Amparo Atencio, or Dorothy Cohen. Details on the Call for Presentations are available at:

<http://orise.ornl.gov/emi/events/recent/2010/Documents/2010EMI-SIG-Call-for-Proposals.pdf>

TRADEing Post

There is currently only one confirmed display:

- ORNL: floor display. Will have space for TWG products and informational material.

A suggestion was made to develop a TWG-specific display. ORISE has display units and is available to assist with developing graphics for a high-quality display. A request for items to feature will be sent by Bob Burger to the general TWG membership (e.g., training lessons - learned documents, lesson plans).

Other display suggestions included:

- Provide copies of CDs to share.
- Provide examples of long-range and short-range training plans (Steve Lockett)

Action Items

| Responsible | Task | Deadline |
|--------------------------|--|----------|
| ORISE | Prepare Objective 3 Lessons Learned document as an html document. | COMPLETE |
| Amparo Atencio | Send Objective 3 Lessons Learned document to core group, TWG leadership, and EMI SIG general membership. | |
| Diana de la Rosa | Develop Objective 6 presentation. | |
| Bob Burger | Send lesson plan performance checklists to Thom Kerr. | COMPLETE |
| Bob Burger and Thom Kerr | Draft list of TWG accomplishments to provide to Dorothy Cohen. | |
| Bob Burger | Discuss interest in TWG subcommittee status with SC Chair. | |
| Bob Burger | Submit proposal for TWG training issues paper. | 1/7/2010 |
| Marie Dunkle | Submit proposal for Lessons Learned model document. | 1/7/2010 |
| Bob Burger | Discuss proposal submission for Objective 6 with Diana de la Rosa. | |
| Bob Burger | Send out request for items to include in TWG display for TRADEing Post. | |

Next Call

January 20, 2010, 3:00 p.m. Eastern/2:00 p.m. Central/1:00p.m. Mountain/12:00 Noon Pacific