



Department of Energy

National Training Center
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September 23, 2014

MEMORANDUM FOR DISTRIBUTION

FROM:


KAREN L. BOARDMAN
CHAIR
FEDERAL TECHNICAL CAPABILITY PANEL

SUBJECT:

Annual Workforce Analysis and Staffing Plan Report
for Calendar Year 2014

The Department of Energy (DOE) Federal Technical Capability Order, DOE O 426.1 Chg.1, requires that managers perform an annual workforce analysis (WFA) of their organization and develop staffing plans that identify technical capabilities and positions they need to ensure safe operation of defense nuclear facilities (DNF). This workforce analysis process continues to cover technical capability needs to address defense nuclear facility and related operational hazards. Individual site summaries developed at the end of each year are a basis for DOE Federal Technical Capability Panel (FTCP) reporting to the Secretary of Energy, summarizing DOE's federal technical capabilities for defense nuclear facility safety assurance. It is expected that Field Elements, Support Centers and Program Secretarial Offices use the resulting annual WFAs in DNF safety recruitment prioritization.

This memorandum forwards guidance for performing this year's workforce analysis and reporting the results. Report format and directions are in Attachment 1. This is a consistent format for your workforce analysis and staffing plans for evaluation at the organizational level. Workforce analysis guidance (Attachment 2) should assist you in determining your technical staffing needs. Use of equivalent technical staffing analyses methods is acceptable. Electronic copies of the report format, completed 2013 reports, and other staffing worksheets can be obtained at <http://www.energy.gov/ehss/ftcp-site-specific-information>, or by contacting Jeanette Yarrington at (301) 903-7030, jeanette.yarrington@hq.doe.gov. The DOE FTCP Technical Qualification Program (TQP) Workforce Analysis and Staffing Plans and Summary Reports must be formally transmitted to me by January 15, 2015.

If you have questions, please contact your DOE FTCP Agent, or the DOE FTCP Deputy, Dave Chaney, NA-SH-2, at (505) 845-4300.

Attachments as stated.

cc w/attachments:

DOE FTCP Agents

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