FTCP Issue Paper: Methodology for Counting TQP Personnel and Qualifications

DOCUMENT NUMBER: FTCP-08-001

PROBLEM: The annual FTCP technical staffing analysis is based on number of FTEs and the quarterly performance reports are based on the number of qualifications [capabilities] for those FTEs, which may be substantially different. Some sites have tried to equate the two, resulting in erroneous results.

BACKGROUND: DOE M 426.1-1A, *Federal Technical Capability Manual*, requires periodic workforce analyses to develop staffing plans and identify skill gaps. The FTCP Chair provides further guidance each Fall for a summary staffing report of the status at the end of the calendar year. Since the reports are used for staffing purposes, the letter by the FTCP chairperson emphasizes the need to consistently utilize full time equivalents (FTE). The instructions for the annual staffing analysis reinforce this objective with the following statements:

- *Except for STSMs, enter the number of personnel in Full Time Equivalents (FTE) (e.g. 0.1 FTE) needed to support safe operations for your site or office.*
- *For STSMs, enter the number of positions requiring STSM qualification.*
- *The objective is to avoid double counting and to be clear if a fully utilized specialist is unavailable for other assignments.*
- *The same person may be included in multiple capabilities as a fraction of an FTE in each capability.*

FTCP tracks qualifications through a quarterly performance report. This report covers performance based on a count of the number of "capabilities" needed, staffed, qualified, or overdue. The guidance for the quarterly report includes the following:

- *A "capability" is defined as a job need.*
- *Any full time need is counted as one capability.*
- *Different part time needs count as separate capabilities. For example, a need for a half-time NS and a half-time SSO count as 2 capabilities, even when both capabilities are met by one person.*
- *Ideally, the baseline for the number of capabilities needed is the Annual Workforce Analysis.*

PROPOSED RESOLUTION(S): Unlike the annual staffing analysis which reports personnel in fractions of 2080 hours per year, the quarterly qualification report summarizes the number of TQP qualifications needed and achieved. Staffing gaps may be fractions but qualifications are always whole numbers. As the example in the quarterly guidance indicates, one person may be required to earn several qualifications so the numbers of FTEs and qualifications are not always the same. There was some confusion because the quarterly status report said to base the number of capabilities on the annual staffing analysis, which has FTEs rather than capabilities. Several sites reported staffing in whole numbers this year and used the same numbers for the quarterly status reports.

STSMs are an exception. STSM is not a separate job but a skill of a manager in a position responsible for activities impacting the safe operation of sites and facilities. This responsibility is part of the ongoing management activity and cannot easily be broken out into hours per year. Therefore, in lieu of FTEs, the annual staffing reports requires listing the number of positions requiring STSM certification which should exactly correspond to the number of STSM capabilities in the quarterly reports.

A FTCP team was convened to review the procedures for both reports and determine if changes were needed. The team consisted of the following members: William Boyce, EM HQ; Dana Bryson, ORP; David Chaney, NNSA Service Center; Kevin Hall, SRSO; Bob McMorland, HSS; Allen Tate, SSO; James Todd, SSO.

DISSENTING OPINION(S): None

DECISION: The team reached the following conclusions to close this issue.

- The different basis between the annual staffing report based on number of FTEs and the quarterly performance reports based on number of capabilities is appropriate.
- Guidance should be removed from the quarterly performance report indicating that the baseline number of capabilities is from the annual staffing report.
- The STSM count in the annual staffing report is a reasonable exception. While no change is recommended, it should be recognized that the portion of time involved in STSM decisions may vary considerably from position to position. The comments on the form should note if a STSM is also counted in one of the other FAQS disciplines.

SIGNATURE:

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July 28, 2008
Date