

United States Government

Department of Energy

memorandum

Carlsbad Field Office
Carlsbad, New Mexico 88221

DATE: JAN 18 2013

REPLY TO
ATTN OF: CBFO:OESH:GTB:ANC:13-0701:UFC 3410.00

SUBJECT: CBFO Annual Workforce Analysis and Staffing Plan

TO: Karen L. Boardman, Chairperson, Federal Technical Capability Panel (HS-70)

The Carlsbad Field Office (CBFO) has updated the CBFO Annual Workforce Analysis and Staffing Plan as of December 31, 2012. The attachment to this Memorandum provides the updated CBFO Workforce Analysis and Staffing information on the Federal Technical Capability Program Workforce Staffing and Analysis Report template.

If you have questions, please contact Mr. George T. Basabilvazo, CBFO Federal Technical Capability Panel Agent, at (575) 234-7488.



Jose R. Franco, Manager
Carlsbad Field Office

Attachment

cc: w/attachment
P. Parrish, NA-SH-40 *ED
J. Yarrington, HS-10 ED
G. Basabilvazo, CBFO ED
A. Cooper, CBFO ED
J. Waters, CBFO ED

DOE M&RC

*ED denotes electronic distribution

Annual Workforce Analysis and Staffing Plan Report

Draft as of December 31, 2012

Reporting Office: Carlsbad Field Office

Section 1: Current Mission(s) of the Organization and Potential Changes

The WIPP mission is established by Public Law 102-579 “The Waste Isolation Pilot Plant Land Withdrawal Act”. The Carlsbad Field Office (CBFO) is responsible for the safe, compliant, and cost effective implementation of the WIPP mission which includes characterization, certification, transportation (at DOE sites and across the nation) and permanent geological disposal of Transuranic (TRU) and mixed-TRU waste in the WIPP underground. The CBFO is also responsible for the management of the National TRU Program. Because of the national responsibility, CBFO regularly interfaces with numerous DOE sites (i.e., NNSA, Office of Science, National Laboratories, etc.) in regards to TRU waste risk reduction, cleanup and disposition. The CBFO also regularly interfaces with the Defense Nuclear Facilities Safety Board, US Environmental Protection Agency - Office of Radiation and Indoor Air, US EPA Region 6, US Nuclear Regulatory Commission, numerous State Transportation Agencies, US Department of Transportation, US Mine Safety and Health Administration (HQ, Regional and Local), numerous State of New Mexico agencies, US Bureau of Land Management and DOE sites (such as but not limited to Richland, Office of River Protection, Idaho National Laboratory, Los Alamos National Laboratories, Argonne National Laboratory, Savannah River Site, Oak Ridge National Laboratory, etc). The WIPP facility is just one facet of the CBFO responsibility for the National TRU Program. The WIPP is a single facility that is classified as a nonreactor, nuclear hazard category 2 facility according to DOE-STD-1027-92.

- *WIPP facility is classified as a DOE Nuclear Hazard Category 2, nonreactor nuclear facility (single facility) with surface structures and an underground disposal area located at a depth of 2,150 feet below land surface*
- *The CBFO is also responsible for the management of the National TRU Program.*
- *CBFO also oversees underground research activities;*
 - *Enriched Xenon Observatory (EXO) – neutrinoless double beta decay observatory. EXO is designed to look for an ultra-rare phenomenon that could reveal key secrets about the nature of the neutrino*

There are no mission changes anticipated over the next five years. Ongoing operations, no new construction planned.

Section 2: SITE CHARACTERISTICS TABLE ¹

Number of Hazard Category 1, 2, or 3 Nuclear Facilities: HC 1: ; HC 2: 1 ; HC 3: .

Number of Radiological Facilities²: 0

Number of High or Moderate Hazard Non-Nuclear Facilities: 0

Number of Low Hazard Non-Nuclear Facilities: 0

Number of Documented Safety Analyses: 1

Number of Safety Systems³: 4 Safety Class, 14 Safety Significant SSCs

Number of Site Contractor FTEs: WIPP facility (Site) Contactors is approximately 500 FTEs (previous years Report estimates were for the entire National Transuranic Program (e.g., Central Characterization Program at Generator sites) across the nation not the WIPP Site. Last year's Staffing Report estimated a Total of 826 FTEs. The 826 FTEs ensure we compliantly, safely and cost effectively implement the mission and keep the entire Program compliant.)

Number of Federal FTEs: 57 (51 on board as of 12/31/2012)

1. Sites accountable to multiple Headquarter Program Offices should list FTE needs by each Cognizant Secretarial Office, e.g. Total 22 FTEs (EM – 20, SC-2)) NE – SC - 2).
2. Radiological Facilities are defined in 10 CFR 830 as below Hazard Category 3 Facilities. Hazard Category 1, 2 or 3 Nuclear Facilities should not be double counted as Radiological Facilities.
3. Safety Systems must be credited in a Documented Safety Analysis.

Section 3 - Technical Staffing Summary Table (See Notes below)

TECHNICAL CAPABILITY []	For All Facilities ¹		Comments
	Number of FTEs Needed ¹	Number of FTEs Onboard ¹	
Senior Technical Safety Managers	5	4	Deputy Manager vacant – interviews ongoing. CBFO Manager, Director of the Office of Site Operations, Director of ES&H and FTCP Agent STSM qualified. (FTCP Agent and Director of ES&H same individual).
Safety System Oversight Personnel	3.0**	2.0	Four individuals SSO qualified; one individual in early phase of qualification. One individual moved to another Office in CBFO and no longer performing SSO duties. **SSO staffing analysis indicates a need of 6.4 FTEs available about 0.5 FTE for SSO duties. CBFO Manager is working with DOE HQ on CBFO staffing needs and evaluating internal CBFO Organizational assignments to support SSO, if needed.
Facility Representatives	3.0	3.5	Three individuals FR qualified. Two FRs performing full time FR duties; one qualified FR has Work Control and FR Supervisory duties (limited FR duties). Additional FR candidate in early phase of qualification.
Other Technical Capabilities:	-	-	
Aviation Safety Manager	0	0	
Aviation Safety Officer	0	0	
Chemical Processing	0	0	
Civil/Structural Engineering	0	0	
Construction Mgmt	0	0	
Criticality Safety	0	0	
Deactivation and Decommissioning	0	0	
Electrical Systems/Safety Oversight	0.5	0.5	0.5 FTE. Collateral SSO duties
Emergency Management	1.0	0	The Emergency Management position is vacant.
Environmental Compliance	1.0	0	The Site Regulatory Specialist position is vacant
Environmental Restoration	0	0	
Facility Maintenance Mgmt	0.5	0.5	0.5 FTE. Individual in early phase of qualification. Plan to have collateral SSO duties in the future.
Fire Protection Engineering	1.0	0.5	0.5 FTE. Collateral SSO duties
Industrial Hygiene	0.5	0.5	0.5 FTE. Collateral Occupational Safety duties
Instrumentation and Control	0	0	
Mechanical Systems	0.5	0.5	0.5 FTE. Collateral SSO duties
Nuclear Explosive Safety	0	0	
Nuclear Safety Specialist	1	2	1.0 FTE needed. Two individuals qualified as NSS. One individual is on detail to another position in the CBFO Organization.
Occupational Safety	0.5	0.5	0.5 FTE.
NNSA Packaging Cert. Engineers	0	0	
Quality Assurance	2.0	2.0	QA Director retired on 12/28/12 and position is vacant. Two individuals detailed to other Offices in CBFO, qualification schedule will be extended. CBFO Manager is working with DOE HQ on CBFO staffing needs and evaluating internal CBFO Organizational assignments to

			support QA.
Radiation Protection	0.5	0.5	0.5 FTE. Collateral NSS duties
Safeguards and Security	1.0*	1.0	*Supervisor working with CBFO Manager on evaluating the need for individual to be in formal qualification program.
Safety Software Quality Assurance	0.5	0	Individual currently on detail to another CBFO Office in Organization. CBFO Manager is working with DOE HQ on CBFO staffing needs and evaluating internal Organizational assignments to support as needed.
Technical Program Manager	0.2	0.2	0.2 FTE. Individual is a STSM and performs several other collateral duties
Technical Training	1.0	1.0	1.0 FTE. Individual performs technical and other training related duties for CBFO. Currently not in CBFO TQP.
Transportation & Traffic Mgmt	0	0	
Waste Management	0.5	0.5	0.5 FTE. Collateral duties as SSO
Weapons QA	0	0	
Total	21.7	18.7	
Federal Project Directors ²	1	2	One FPD needed for an Operations Activity (i.e., Operate WIPP). One additional FPD qualified at Level 2 for succession purposes

Notes:

1. These columns identify the number of FTEs needed to perform the Federal Safety Assurance function for your site or office based on potential facility and operational hazards.
2. Federal Project Managers/Directors are not qualified via the Technical Qualification Program (other than completing the GTB, if FPM/Ds assigned to DOE Defense Nuclear Facilities) but in accordance with the Project Management Career Development Program.

Section Four: Current TQP shortages and plans for filling them:

Current CBFO TQP shortages consist of a Deputy Manager (STSM), Emergency Management Manager, and Site Regulatory Specialist. The Deputy Manager position was posted and closed and candidates are being interviewed. The current plan for the Emergency Management and Site Regulatory Specialist position vacancies is to post the vacancies in FY13 using normal recruitment/replacement process supported by and processed through EMCBC and DOE HQ. A CBFO technical candidate is in the early qualification phase under the Facility Maintenance Management FAQ. The CBFO Manager is working with DOE EM HQ on CBFO technical and non-technical staffing needs, needed changes to Organizational structure based on continuing uninterrupted TRU waste cleanup and risk reduction across the nation with the major concerns of an aging facility and a new WIPP Management and Operations Contractor.

Section Five: Projected TQP shortage/surplus over next five years:

There are no major changes anticipated to the WIPP mission over the next five years. However, the CBFO Federal Workforce is aging and CBFO has historically had challenges keeping and recruiting staff. Therefore, over the next five years there will likely be shortages to the CBFO Federal Workforce due to an aging workforce (e.g., retirement, early retirement, and voluntary separation incentive program), normal attrition and difficulty in recruiting and retaining technical personnel in a remote location. Currently southeast New Mexico and west Texas is experiencing a human resource demand to meet the numerous and lucrative oil and gas employment opportunities which is impacting recruitment and retention of technical personnel.

During calendar year 2012, four CBFO TQP shortages developed primarily due to retirement and different employment opportunities elsewhere. The numbers below are estimates and approximately 4 of the possible vacancies in the next 6 months to 2 years may be positions in the CBFO TQP.

- *CBFO TQP Positions Currently Vacant = 3*
- *CBFO TQP Possible Vacancies Next 6 months to 2 years - approximately 8*

Section Six: General concerns or recommendations related to TQP Technical Staffing:

There are no major changes anticipated to the WIPP mission over the next five years therefore no additional Functional Area Qualifications are expected to be needed. However, the need for additional Functional Area Qualifications will be evaluated annually.

The ever increasing concern over the federal FTEs, the budget, continuing resolutions and reduced program direction continue to represent significant challenges to keeping, incentivizing, and recruiting technical and non technical staff at CBFO. CBFO has consistently had problems recruiting and retaining qualified individuals in all categories (nontechnical/technical) because of, but not limited to, the following:

- a. Remote location*
- b. Local employment competition from the numerous oil and gas employment opportunities*
- c. Limited Air Service*
- d. Limited relocation benefits (e.g., guaranteed home buyout program, etc.)*
- e. High housing costs*
- f. Lack of university system permitting 4 year technical degrees within 1 hour commute*
- f. Limited Medical Specialists and consistent quality medical services locally*