



Department of Energy

Oak Ridge Office
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January 18, 2013

MEMORANDUM FOR KAREN L. BOARDMAN
CHAIRPERSON
FEDERAL TECHNICAL CAPABILITIES PANEL

FROM: MARK WHITNEY 
MANAGER
OAK RIDGE OFFICE OF ENVIRONMENTAL MANAGEMENT

SUBJECT: OAK RIDGE OFFICE OF ENVIRONMENTAL MANAGEMENT
ANNUAL WORKFORCE ANALYSIS AND STAFFING REPORT

REFERENCE: Memorandum from Karen L. Boardman to Distribution, *Annual Workforce Analysis and Staffing Plan Report for Calendar Year 2012*, dated October 24, 2012

As requested, attached is the Oak Ridge Office of Environmental Management (OREM) Calendar Year 2012 annual workforce analysis and staffing plan that identifies the technical capabilities and positions OREM needs to ensure safe operations of OREM assigned nuclear facilities. This report is submitted for incorporation into the Federal Technical Capabilities Panel Annual Report to the Secretary.

If you have any questions, please contact me or my Deputy Manager, Susan Cange, at (865) 576-0742.

Attachment

cc w/attachment:
Jason Armstrong, EM-94
Wendy Cain, EM-91
Susan Cange, EM-90
Jay Mullis, EM-93
Karen Ott, EM-90

**2012 Annual Workforce Analysis and Staffing Plan Report
United States, Department of Energy
Oak Ridge Office of Environmental Management**

Section One: Current Mission and Potential Changes

The Oak Ridge Office of Environmental Management (OREM) fulfills a mission of environmental clean-up by removing hazardous environmental contaminants and structures left behind from the Manhattan Project and Cold War-era operations. The OREM organization works aggressively to accelerate the clean-up schedule associated with closure projects at three sites within the Oak Ridge Reservation; the East Tennessee Technology Park (ETTP), Oak Ridge National Laboratory (ORNL), and Y-12 National Security Complex (Y-12).

The OREM is responsible for operation and remediation of the following types of facilities with compliant Documented Safety Analysis (DSA) management and proper maintenance of related safety systems. OREM ensures the principles of Integrated Safety Management (ISM) are fully integrated into all activities. Projects include:

- Transuranic Waste Processing Center (TWPC) Project
- ORNL Decontamination and Demolition Projects
- ETTP Projects, including the K-25 and K-27 Project
- U-233 Disposition Project
- Y-12 Projects including Landfills and Mercury Abatement
- American Recovery and Reinvestment Act (ARRA) Projects

Section Two: Site Characterization Table

- Number of Hazard Category 1, 2, or 3 Nuclear Facilities:
 - Hazard Category 1: 0
 - Hazard Category 2: 33
 - Hazard Category 3: 6
- Number of Radiological Facilities: 111
- Number of High or Moderate Hazard Non-Nuclear Facilities: 2
- Number of Low Hazard Non-Nuclear Facilities: 24
- Number of Documented Safety Analyses: 15
- Number of Safety Systems: 24
- Number of Site Contractor FTEs: 1,550
- Number of Federal Office FTEs: 73 (75 is the OREM ceiling)

Continue, Section Two: Technical Staffing Summary Table

TECHNICAL CAPABILITY	For All Facilities		Comments
	Number of FTEs Needed	Number of FTEs Onboard	
Senior Technical Safety Managers	4	4	
Safety System Oversight Personnel	2.5	2.0	Oak Ridge Integrated Support Center provides support.
Facility Representatives	14	14	
<i>Other Technical Capabilities:</i>			
Aviation Safety Manager	0	0	
Aviation Safety Officer	0	0	
Chemical Processing	0	0	
Civil/Structural Engineering	1.0	0.5	Oak Ridge Integrated Support Center provides support.
Construction Mgmt	0.5	0.5	
Criticality Safety	1.0	0	Support provided by technical support services contractor.
Deactivation and Decommissioning	2.5	2.5	
Electrical Systems/Safety Oversight	1.0	0	Oak Ridge Integrated Support Center provides support.
Emergency Management	1.0	0.25	Oak Ridge Integrated Support Center provides support.
Environmental Compliance	3.25	3.25	
Environmental Restoration	8.0	8.0	
Facility Maintenance Mgmt	0.5	0.5	
Fire Protection Engineering	1.5	0.5	Oak Ridge Integrated Support Center provides support.
Industrial Hygiene	1.0	0	Oak Ridge Integrated Support Center provides support.
Instrumentation and Control	0	0	
Mechanical Systems	0	0	
Nuclear Explosive Safety	0	0	
Nuclear Safety Specialist	6.0	1.5	Support provided technical support services contractor.
Occupational Safety	1.0	1.0	Oak Ridge Integrated Support Center provides support.
Packaging Certification Engineers	0	0	
Quality Assurance	4.25	3.25	
Radiation Protection	1.5	0.5	Oak Ridge Integrated Support Center provides support.
Safeguards and Security	1	0	Oak Ridge Integrated Support Center provides support.
Safety Software Quality Assurance	0.75	0.75	
Technical Program Manager	5	5	
Technical Training	0.25	0	Oak Ridge Integrated Support Center provides support.
Transportation & Traffic Mgmt	1.0	1.0	
Waste Management	4.0	3.0	Support provided by technical support services contractor.
Total	46	32	
Federal Project Directors	16	16	

Section 3: Current shortages and plans for filling them

The following identifies existing gaps in technical staffing necessary to meet the current needs of the OREM mission:

- Project Management Division Director, hiring action in process.

The OREM will continue to leverage resources from the Oak Ridge Office Integrated Support Center (ORO-ISC) and the use of technical support contractors to provide the necessary technical staffing needs. The ORO-ISC resources include function expertise in Radiation Protection, Occupational Safety, Industrial Hygiene, Environmental Compliance, Emergency Management, Safeguard and Security, and Safety System Oversight. Technical support contractors provided needed expertise in Nuclear Safety and Criticality Safety.

Section 4: Project shortages/surplus over the next five years

Retirement Demographics: Forty-one percent (41%) of the current OREM workforce will be eligible to retire by December 2016. The 2012 Voluntary Early Retirement Authority and Voluntary Separation Incentive Plan resulted in the reduction of 6 FTEs, with one additional employee retiring after many years of federal service. This reduction in staff did not adversely affect the mission of OREM as many ARRA projects have been completed.

Senior Technical Safety Managers: There are no anticipated shortages in the next 5 years.

Facility Representatives: One Facility Representative retired on December 31, 2012, and one additional Facility Representative is anticipated to retire in 2013. If the Facility Representative does retire in 2013, the Facility Representative staffing analysis identified that this position may need to be backfilled.

Safety System Oversight: There are no anticipated shortages in the next 5 years.

Subject Matter Experts: There are no anticipated shortages in the next 5 years.

Section 5: General comments or recommendation related to technical staffing

The current OREM workforce possesses a wealth of knowledge and operational experience to accomplish cleanup activities and projects across the Oak Ridge Reservation. Additionally, OREM is an advocate of DOE professional development programs. These programs provide an opportunity to develop a new generation of engineering and project management staff for succession planning to mitigate the effects of a retiring work force. In calendar 2011, OREM hired five new engineering graduates that continue to gain experience in project management, project controls, and facility operations.

Staffing needs over the next five years will include expertise related to contracting, engineering, operations, and project management. OREM base program activities will continue to focus on well-defined projects that deliver near-term value and continual improvements in project management and execution. The technical capabilities of the staff continue to be re-evaluated to ensure an appropriate mix of skills is available to adequately manage and oversee the OREM Project Portfolios. OREM acknowledges additional resources are required in some technical capabilities in order to ensure safe and effective operations.