



**Department of Energy**

Washington, DC 20585

January 13, 2011

MEMORANDUM FOR KAREN L. BOARDMAN

CHAIRPERSON

FEDERAL TECHNICAL CAPABILITY PANEL (FTCP)

FROM:

PATRICIA R. WORTHINGTON, PhD 

DIRECTOR

OFFICE OF HEALTH AND SAFETY

OFFICE OF HEALTH, SAFETY AND SECURITY

SUBJECT:

Office of Health, Safety and Security Annual Workforce Analysis and Staffing Plan Report for Calendar Year 2009 (10-NA-SC-09)

In accordance with the guidance memo of October 28, 2010, the Annual Workforce Analysis and Staffing Plan Report for the Office of Health, Safety and Security (HSS), is attached.

If you have any questions, please call me at (301) 903-5926 or the HSS Alternate FTCP Agent, Bradley K. Davy, at (301) 903-2473.

Attachment





## Section Two – Technical Staffing Summary Table (see Notes below)

Technical Capability	For All Facilities <sup>1</sup>		Comments
	Number of FTEs Needed <sup>1</sup>	Number of FTEs Onboard <sup>1</sup>	
Senior Technical Safety Managers	19	13	One HSS Manager needs to complete oral board. Two HSS Managers are newly indicated as becoming STSM qualified. Remaining HSS Managers need to schedule STSM course.
Safety System Oversight Personnel <sup>2</sup>	0	0	
Facility Representatives <sup>3</sup>	1	0	Position currently vacant in HS-50 due to retirement; HS-50 plans to fill position.
Other Technical Capabilities:			
Aviation Safety Manager	0	0	
Aviation Safety Officer	0	0	
Chemical Processing	0	0	
Civil/Structural Engineering	2	2	
Construction Management	1	1	
Criticality Safety	3	3	
Deactivation & Decommissioning	0	0	
Electrical Systems	2	2	
Emergency Management	5	3	
Environmental Compliance	3	3	
Environmental Restoration	1	1	
Facility Maintenance Management	0	0	
Fire Protection Engineering	1	1	
Industrial Hygiene	6	6	
Instrumentation & Control	1	1	
Mechanical Systems	2	2	
Nuclear Explosive	1	1	
Nuclear Safety Specialist	16	8	HS-60 reports 2 unfilled positions; recruitment efforts underway.
Occupational Safety	7	4	HS-60 reports 1 unfilled position; recruitment efforts underway.
Quality Assurance	5	1	HS-20 staff is progressing with QA qualification.
Radiation Protection	6	6	
Safeguards & Security	29	23	
Safety Software Quality Assurance	3	3	
Technical Program Manager	1	0	
Technical Training	0	0	
Transportation & Traffic Mgmt	0	0	
Waste Management	1	1	
Weapons QA	0	0	
Federal Project Directors <sup>4</sup>	0	0	

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. SSO staffing analysis worksheets may be used in this process. They are posted at <http://www.hss.energy.gov/dep/dep/ftcp/>.
3. Facility Representative staffing analysis worksheets are posted at <http://www.hss.energy.gov/dep/dep/ftcp/>.
4. Federal Project Managers/Directors are not qualified via the Technical Qualification Program, but are qualified in accordance with DOE O 360.1A using the Project Management Career Development Program

### **Section Three: Current shortages and plans for filling them**

HS-64 reports the following shortages: 2 NSS FTEs short and 1 Occupational Safety FTE. Recent recruitment efforts for nuclear safety engineers were not successful in filling all shortages. Currently pursuing recruitment efforts.

HS-61 reports they are in need of a Physical Security Systems position as a result of one retirement and one TDY to the Security Policy organization. It was determined that this position was not critical to be filled at this time and has been put on hold.

FR Position currently vacant in HS-50 due to retirement; HS-50 plans to fill vacancy.

### **Section Four: Projected shortage/surplus over next five years**

HSS acknowledges that over 40% of the current HSS workforce will be eligible to retire in the next few years. Critical technical skill gaps will exist and additional personnel will either need to be hired or current technical personnel will need to be qualified in needed technical areas.

### **Section Five: General comments or recommendations related to the Technical Staffing**

- 1) HSS technical staffing is based on HSS management's judgment of TQP FTE requirements based technical issue priorities and past experience with actual staff time spent in the respective functional areas supporting technical issues.
- 2) HSS currently has 26 personnel that are in the process of completing qualifications in various functional areas. Of those personnel, six will be fully qualified as STSMs. This will bring our total to 19 senior manager positions within the organization, which HSS management feels is appropriate to complete STSM qualification due to the nature of their positions.