



Department of Energy

Washington, DC 20585

January 24, 2012

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 2011

In accordance with the guidance memo of October 13, 2011, 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



**Annual Workforce Analysis and Staffing Plan Report
as of December 31, 2011
Reporting Office: Office of Health, Safety and Security**

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

The Office of Health, Safety and Security (HSS) is the Department of Energy's (DOE) central organization responsible for health, safety, environment, and security; providing corporate-level leadership and strategic vision to coordinate and integrate these vital programs. HSS is responsible for policy development and technical assistance; safety analysis; corporate safety and security programs; education and training; complex-wide independent oversight; and enforcement. The Chief Health, Safety and Security Officer advises the Deputy Secretary and the Secretary on all matters related to health, safety and security across the complex.

Section Two - SITE CHARACTERISTICS TABLE

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

HC1 0 HC2 0 HC3 0

Number of Radiological Facilities: 0

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

Number of Low Hazard Non-Nuclear Facilities: 1

Number of Documented Safety Analyses: 0

Number of Safety Systems: 0

Number of Site Contractor FTEs: 0

Number of Federal Office FTEs¹: 105

¹ Notes:

HSS does not operate facilities directly. Number of Federal FTE's represents the number of capabilities that are currently needed in the HSS TQP.

Section Two – 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	21	14	Four HSS Managers need to complete oral boards. Remaining three HSS Managers need to schedule STSM course.
Safety System Oversight Personnel ²	0	0	
Facility Representatives ³	0	0	
Other Technical Capabilities:			
Aviation Safety Manager	0	0	
Aviation Safety Officer	0	0	
Chemical Processing	0	0	
Civil/Structural Engineering	2	2	
Construction Management	0	0	
Criticality Safety	3	3	
Deactivation & Decommissioning	0	0	
Electrical Systems	2	2	
Emergency Management	5	3	
Environmental Compliance	2	2	
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	15	9	
Occupational Safety	5	5	
Quality Assurance	6	1	
Radiation Protection	7	6	
Safeguards & Security	21	18	
Safety Software Quality Assurance	3	3	
Technical Program Manager	1	0	
Technical Training	0	0	
Transportation & Traffic Mgmt	0	0	
Waste Management	0	0	
Weapons QA	0	0	
Federal Project Directors ⁴	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/deprep/ftcp>.
3. Facility Representative staffing analysis worksheets are posted at <http://www/hss.energy.gov/deprep/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

As of December 31, 2011 several of our HSS TQP employees have retired. Those duties are being assumed by HSS staff not in the HSS TQP. There are no current plans to qualify those staff members.

There are currently no shortages being reported by HSS Managers that are associated with the oversight of defense nuclear facilities.

Section Four: Projected shortage/surplus over next five years

HSS acknowledges that over 40% of the current HSS workforce are 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 25 personnel that are in the process of completing qualifications in various functional areas. Of those personnel, 7 will be fully qualified as STSMs. This will bring our total to 21 senior manager positions within the organization, which HSS management feels is appropriate to complete STSM qualification due to the nature of their positions.