

Annual Workforce Analysis and Staffing Plan Report
As of December 31, 2011
Reporting Office: NNSA NA-40

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

- 1. The Office of Emergency Operations (NA-40) administers and directs DOE and NNSA programs for emergency response capabilities to ensure availability and viability to respond to emergencies at DOE and NNSA facilities and field sites, and to nuclear and radiological emergencies within the United States and abroad. NA-40 is also responsible for the development of Departmental policy and guidance, technical assistance, and supporting implementation of emergency management planning, preparedness, readiness assurance, and response activities within DOE and NNSA. Additionally, NA-40 implements Program Secretarial Officer (PSO) responsibilities for Emergency Management at NNSA sites and facilities as delineated in the NA-10/NA-40 Agreement for the Implementation of NNSA Emergency Management Responsibilities, October 2, 2008.**
- 2. NA-40 has no nuclear or radiological facilities under its cognizance; however, two offices within NA-40 have technical positions involved in the development of emergency management policy and guidance, and implementation of line oversight, readiness assurance activities, and technical assistance at DOE and NNSA sites that could impact the safe operations of defense nuclear facilities. These offices are:**
 - Office of Emergency Management Policy (NA-41) – Develops Departmental policy and guidance for DOE/NNSA Emergency Management.**
 - Office of Emergency Management Implementation (NA-43) – Provides line oversight for Emergency Management at NNSA sites and facilities; supports CDNS Biennial Reviews; Operational Awareness activities; and ORRs.**
- 3. There are no expected or potential changes to the NA-40 mission that may significantly impact current technical staffing levels and/or TQP participation**

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Section Two – Technical Staffing Summary Table

Technical Capability	For All Facilities		Comments
	Number of FTEs Needed	Number of FTEs Onboard	
Senior Technical Safety Managers (STSM)	2	2	NA-40 Deputy Associate Administrator (DAA) NA-43 Director – Currently serving as NA-40’s DAA STSM back-up and TQP Coordinator
Emergency Management	7	6	NA-41 (3) and NA-43 (4)

Total Number of Federal FTEs: 100

Section Three: Current shortages and plans for filling them

- **NA-40 Lead STSM:** Ms. Deborah Wilber was recently appointed as the Deputy Associate Administrator for Emergency Operations (NA-40). As the Deputy Associate Administrator, Ms. Wilber shares responsibility with the Associate Administrator for the direction of all phases of the NA-40 mission, including the management of its six subordinate offices and providing technical leadership, expertise, and direction of the DOE/NNSA national emergency response capability. This includes among other missions, radiological/nuclear emergency response missions both in domestic and international arenas. A Position Evaluation Questionnaire (PEQ) for STSM has been prepared and will be submitted to the NNSA HQ Agent for approval.
- Any staff shortages will be filled based on NA-40’s leadership priorities. No contractors can be used to fill these positions.

Section Four: Projected shortage/surplus over next five years

- Staff shortages are managed through the use of emergency management experts from Site Offices, Albuquerque Complex, and support contractors. In FY 2011, NA-43 started using technical resources made available by the Office of Safety and Emergency Management Evaluations (HS-45). However due to the issuance of DOE O 227 the role of HS-45 transition back to Independent Oversight Evaluations and their technical resources became unavailable to support Emergency Management line oversight and operational awareness activities.
- No surpluses expected in the next five years.

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

- **NA-40 is also the sponsor for DOE STD 1177-2004 Emergency Management FAQ. During FY 2011, a comprehensive Job Task Analysis (JTA) was performed on the standard and a revision of the standard will be performed in CY 2012 based on the results of the JTA and DOE Subject Matter Experts.**