



Department of Energy
National Nuclear Security Administration
Washington, DC 20585



February 16, 2011

MEMORANDUM FOR KAREN L. BOARDMAN CHAIRPERSON
FEDERAL TECHNICAL CAPABILITY PANEL (FTCP)

FROM: FRANK B. RUSSO 
SENIOR ADVISOR FOR ENVIRONMENT SAFETY AND HEALTH

SUBJECT: National Nuclear Security Administration (NNSA) Headquarters Annual
Workforce Analysis and Staffing Plan Report for Calendar Year 2010

In accordance with the guidance memo of October 28, 2010, the Combined Headquarters Annual Workforce Analysis and Staffing Plan Report for NNSA Headquarters (HQ) Organizations for Calendar Year 2010 are attached. This report contains a summary of the individual *Annual Workforce Analysis and Staffing Plan Reports* for NNSA HQ Organizations that include technical positions subject to the requirements of the Technical Qualification Program (TQP). Those organizations are:

NA-2.1, Office of the Chief of Defense Nuclear Safety (CDNS) (Attachment 1)
NA-3.6, Office of the Environmental, Safety & Health Advisor (Attachment 2)
NA-10, Office of Defense Programs (DP) (Attachment 3)
NA-26, Office of Fissile Material Disposition (Attachment 4)
NA-40, Office of Emergency Operations (Attachment 5)
NA-50, Office of Infrastructure and Environment (Attachment 6)
NA-70, Office of Defense Nuclear Security (Attachment 7)

NNSA established the NNSA HQ Technical Training and Competency Program (TTCP) in September 2008 and has made significant progress in the implementation of TQP including:

- 93% of NNSA HQ TQP participants are qualified or on schedule to qualify. A significant increase from 44%.
- 77% increase in the number of capabilities filled by fully qualified personnel.
- 45% increase in the number of participating NNSA HQ personnel.

The 2010 NNSA Workforce Analysis and Staffing Plan identifies the following critical needs and actions:



- Near-term critical needs in Quality Assurance (NA-10), Weapons Quality Assurance (NA-10), Safety Software Quality Assurance (NA-10) and Facility Maintenance (NA-10, NA-26).
- Long term critical needs in Criticality Safety (NA-10), Civil/Structural Engineering (NA-10, NA-26), Industrial Hygiene (NA-10, NA-26), and Health Physics (NA-10, NA-26).
- Establishing qualification programs for Weapon Program Managers and Engineers/ Scientists (NA-10) and Non-Nuclear Explosive Safety Specialists (NA-10).
- Continued emphasis on retaining critical capabilities including Senior Technical Safety Managers (all NNSA HQ), Facility Representatives (NA-10, NA-26), Construction Management (NA-10, NA-26), Nuclear Explosive (NA-10), Nuclear Safety Specialists (NA-10, NA-26), Emergency Management (NA-40), Safeguards and Security (NA-70).

The pending NNSA HQ reorganization and the NNSA-wide Federal Baseline Staffing Requirements structure review is will likely require some NNSA HQ organizations to re-evaluate positions for critical skill sets and participation in the TQP.

The individual organizations reports are included as attachments. If you have any questions, please contact the NNSA HQ TQP Manager, Dan Field, at 202-586-0295.

cc:

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