



Department of Energy
Office of Science
Washington, DC 20585

December 15, 2010

MEMORANDUM TO KAREN L. BOARDMAN
CHAIRPERSON
FEDERAL TECHNICAL CAPABILITY PANEL

FROM: GEORGE J. MALOSH
DEPUTY DIRECTOR FOR FIELD OPERATIONS
OFFICE OF SCIENCE

SUBJECT: Annual Workforce Analysis and Staffing Plan Report for
Calendar Year 2010

In response to your memo dated October 28, 2010, enclosed is the Office of Science (SC) Headquarters Workforce Analysis and Staffing Plan Report for Calendar Year 2010. The subject report was prepared in accordance with your guidance and represents the necessary resources required to provide oversight of Building 325 at Pacific Northwest National Laboratory, the only defense nuclear facility overseen by SC-Headquarters.

If you have any questions regarding this memorandum, please contact Carol Sohn at carol.sohn@pnso.science.doe.gov or (509) 375-2320.

Enclosure

cc w/encl:
C. L. Sohn, SC-3



**Annual Workforce Analysis and Staffing Plan Report
as of December 31, 2010**

Reporting Office: SC-3/Headquarters

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

The Office of Science manages fundamental research programs in basic energy sciences, biological and environmental sciences, and computational science. In addition, the Office of Science is the Federal Government's largest single funder of materials and chemical sciences, and it supports unique and vital parts of U.S. research in climate change, geophysics, genomics, life sciences, and science education. The Office of Science Headquarters oversees one operating defense Hazard Category 2 nuclear facility and approximately 15 non-defense Hazard Category 1-3 nuclear facilities (some downgrades in progress).

Ongoing changes include the reduction of the nuclear footprint at one SC site resulting in downgrading of several Hazard Category 2 and 3 non-defense nuclear facilities to radiological.

Section Two - SITE CHARACTERISTICS TABLE¹

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

HC1 _____ HC2 1 HC3 _____ (only defense nuclear facilities)

Number of Radiological Facilities²: Not applicable

Number of High or Moderate Hazard Non-Nuclear Facilities: Not applicable

Number of Low Hazard Non-Nuclear Facilities: Not applicable

Number of Documented Safety Analyses: 1

Number of Safety Systems³: 4 safety significant credited safety systems (2 of these are passive)

Number of Site Contractor FTEs: Primary role is oversight of site office

Number of Federal Office FTEs: 3

Notes:

1. Sites accountable to multiple Headquarter Program Offices should list FTE needs by each Cognizant Secretarial Office, e.g. Total 22 FTEs (EM - 20, NE - 2).
2. Radiological Facilities are defined in 10 CFR 830 as below Hazard Category 3 Facilities. Hazard Category 1, 2 or 3 Nuclear Facilities should not be double counted as Radiological Facilities.
3. Safety Systems must be credited in a Documented Safety Analysis.

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	3	3	
Safety System Oversight Personnel ²			
Facility Representatives ³			
Other Technical Capabilities:			
Aviation Safety Manager			
Aviation Safety Officer			
Chemical Processing			
Civil/Structural Engineering			
Construction Management			
Criticality Safety			
Deactivation & Decommissioning			
Electrical Systems			
Emergency Management			
Environmental Compliance			
Environmental Restoration			
Facility Maintenance Management			
Fire Protection Engineering			
Industrial Hygiene			
Instrumentation & Control			
Mechanical Systems			
NNSA Packaging Cert. Engineer			
Nuclear Explosive			
Nuclear Safety Specialist			
Occupational Safety			
Quality Assurance			
Radiation Protection			
Safeguards & Security			
Safety Software Quality Assurance			
Technical Program Manager			
Technical Training			
Transportation & Traffic Mgmt			
Waste Management			
Weapons QA			
Federal Project Directors ⁴			

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/depdep/ftcp/>.
3. Facility Representative staffing analysis worksheets are posted at <http://www.hss.energy.gov/depdep/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

There are currently no shortages associated with the oversight of defense nuclear facilities.

Section Four: Projected shortage/surplus over next five years

There are not expected shortages or surpluses associated with the oversight of defense nuclear facilities.

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

SC-3 has no comments or recommendations for the FTCP related to technical staffing.