



Department of Energy
Office of Science
Washington, DC 20585

NOV 19 2012

MEMORANDUM TO KAREN L. BOARDMAN
CHAIRPERSON
FEDERAL TECHNICAL CAPABILITY PANEL

FROM: JOSEPH A. MCBREARTY *JamcBrearty 11/19/12*
DEPUTY DIRECTOR FOR FIELD OPERATIONS
OFFICE OF SCIENCE

SUBJECT: Annual Workforce Analysis and Staffing Plan Report for
Calendar Year 2012

In response to your memo dated October 24, 2012, enclosed is the Office of Science (SC) Headquarters Workforce Analysis and Staffing Plan Report for Calendar Year 2012. 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, please contact me, or you may contact Carol Sohn at carol.sohn@pnso.science.doe.gov or (509) 375-2320.

Enclosure

cc w/encl:
C. L. Sohn, SC-3
D. Chaney, NNSA Service Center



Annual Workforce Analysis and Staffing Plan Report
Draft as of December 31, 2012
Reporting Office: Office of Science-Headquarters, SC-3

Section 1: 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 13 non-defense Hazard Category 1-3 nuclear facilities (some downgrades are continuing).

Recently completed 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. Efforts will continue at this site.

Section 2: SITE CHARACTERISTICS TABLE ¹

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

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 systems (2 of these are passive)

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

Number of Federal FTEs: 3

1. Sites accountable to multiple Headquarter Program Offices should list FTE needs by each Cognizant Secretarial Office, e.g. Total 22 FTEs (EM – 20, SC-2)) NE – SC - 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 3 - 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			
Facility Representatives			
Other Technical Capabilities:			
Aviation Safety Manager			
Aviation Safety Officer			
Chemical Processing			
Civil/Structural Engineering			
Construction Mgmt			
Criticality Safety			
Deactivation and Decommissioning			
Electrical Systems/Safety Oversight			
Emergency Management			
Environmental Compliance			
Environmental Restoration			
Facility Maintenance Mgmt			
Fire Protection Engineering			
Industrial Hygiene			
Instrumentation and Control			
Mechanical Systems			
Nuclear Explosive Safety			
Nuclear Safety Specialist			
Occupational Safety			
Packaging Certification Engineers			
Quality Assurance			
Radiation Protection			
Safeguards and Security			
Safety Software Quality Assurance			
Technical Program Manager			
Technical Training			
Transportation & Traffic Mgmt			
Waste Management			
Total	3	3	
Federal Project Directors ²			

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. Federal Project Managers/Directors are not qualified via the Technical Qualification Program (other than completing the GTB, if FPM/Ds assigned to DOE Defense Nuclear Facilities) but in accordance with the Project Management Career Development Program.

Section Four: Current TQP shortages and plans for filling them:

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

Section Five: Projected TQP shortage/surplus over next five years:

There are no expected shortages or surpluses associated with the oversight of defense nuclear facilities.

Section Six: General concerns or recommendations related to TQP Technical Staffing:

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



Department of Energy

National Training Center
PO Box 5400
Albuquerque, NM 87185-5400

October 24, 2012

MEMORANDUM FOR DISTRIBUTION

FROM:

Karen L. Boardman
KAREN L. BOARDMAN
CHAIRPERSON
FEDERAL TECHNICAL CAPABILITY PANEL

SUBJECT:

Annual Workforce Analysis and Staffing Plan Report for Calendar Year
2012

The Department of Energy (DOE) Federal Technical Capability Order, DOE O 426.1, requires that managers perform an annual workforce analysis of their organization and develop staffing plans that identify technical capabilities and positions they need to ensure safe operation of defense nuclear facilities. This workforce analysis process continues to cover technical capability needs to address defense nuclear facility and related operational hazards. Individual site summaries developed at the end of each year are a basis for the Federal Technical Capability Panel (FTCP) biennial report to the Secretary of Energy. The biennial report summarizes actions taken or necessary trends to maintain DOE's federal technical capabilities for safety assurance.

This memorandum forwards guidance for performing this year's workforce analysis and reporting the results. Report format and directions are in Attachment 1. This is a consistent format for your workforce analysis and staffing plans for evaluation at the organizational level. Workforce analysis guidance (Attachment 2) should assist you in determining your technical staffing needs. Use of equivalent technical staffing analyses methods is acceptable. Electronic copies of the report format, completed 2011 reports, staffing worksheets, and other assistance for this workforce analysis are posted at <http://www.hss.energy.gov/deprep/ftcp>. The Workforce Analysis and Staffing Plans and summary reports must be formally transmitted to me by January 21, 2013.

If you have questions, please contact your FTCP Agent or the DOE FTCP Senior Advisor, David Chaney, NA-SH-2, at (505) 845-4300.

Attachments (2)

cc:

FTCP Agents