

United States Government**National Nuclear Security Administration (NNSA)
Savannah River Site Office (SRSO)**

Memorandum

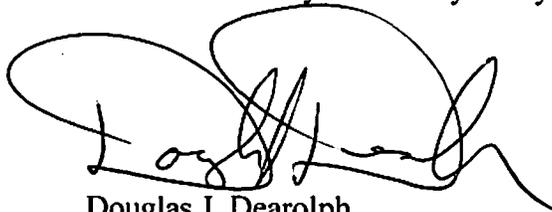
DATE: January 20, 2011**REPLY TO****ATTN OF: SV (McAlhany, 803-208-8230)****SUBJECT: Annual Workforce Analysis and Staffing Plan Report****TO: Karen L. Boardman, Chairperson, Federal Technical Capability Panel (FTCP), NNSA Service Center**

In response to your October 28, 2010, memorandum, we have conducted a staffing analysis for the SRSO. This analysis was conducted in accordance with the models and guidance provided at the FTCP website. We have also completed the attached tables as requested.

As SRSO is co-located on an Environmental Management landlord site, we rely on the Savannah River Operations Office for matrix support for certain functions due to the limited number of NNSA employees within SRSO. We also rely on technical support from the NNSA Service Center and to a lesser extent from NA-26 personnel located at the site. This reliance on matrix support is delineated in the Technical Staffing Summary Table.

As the overall NNSA presence grows at the Savannah River Site (SRS), there is a possibility that facilities at SRS will be transferred to SRSO. If this occurs, then our staffing needs will have to be re-evaluated and adjusted accordingly.

If you have any questions or comments, please contact me or Karey McAlhany of my staff, at 803-208-8230.



Douglas J. Dearolph
Manager

SV:BKM:mbb

COR-SRSOMO-1.19.2011-316685

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

cc w/o attach:

Dave Chaney, NNSA Service Center

**Annual Workforce Analysis and Staffing Plan Report
as of December 31, 2010
Reporting Office :Savannah River Site Office**

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

The SRSO supports the NNSA Stockpile Stewardship and Stockpile Evaluation programs through the following core missions:

- Provide tritium and non-tritium loaded reservoirs to meet Nuclear Weapons Stockpile plan requirements
- Conduct Stockpile Evaluation program
- Maintain the capability to extract tritium

In meeting the above core missions, SRSO oversees:

- Four major operating Category II nuclear facilities;
- One major Category II nuclear facility which has been Deactivated and is in long-term lay-up;
- One minor operating Category II nuclear facility;
- Two operating Category III nuclear facilities

Section Two - SITE CHARACTERISTICS TABLE¹

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

HC1 _____ HC2 5 HC3 2

Number of Radiological Facilities²: _____ 0

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

Number of Low Hazard Non-Nuclear Facilities: _____ 0

Number of Documented Safety Analyses: _____ 2

Number of Safety Systems³: 20 Active / 12 Passive/Design Features / 11 Specific Admin Controls

Number of Site Contractor FTEs: _____ 432

Number of Federal Office FTEs: _____ 32

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	4	
Safety System Oversight Personnel ²	1	1	Add'l SSO support provided by individuals from other FAs.
Facility Representatives ³	3	3	3 FRs fully qualified; 1 FLP to eventually become FR.
Other Technical Capabilities:			
Aviation Safety Manager	0	0	
Aviation Safety Officer	0	0	
Chemical Processing	0	0	
Civil/Structural Engineering	0.25	0	DOE-SR matrix support and NNSA-SC support.
Construction Management	0.5	0	Recruitment action underway.
Criticality Safety	0	0	
Deactivation & Decommissioning	0	0	
Electrical Systems	0.5	0	NNSA-SC and individuals from other FAs.
Emergency Management	0.1	0	DOE-SR matrix support and NNSA-SC support.
Environmental Compliance	0.1	0	DOE-SR matrix support and NNSA-SC support.
Environmental Restoration	0	0	
Facility Maintenance Management	1	1	
Fire Protection Engineering	0.25	0	NA-26 support and NNSA-SC support.
Industrial Hygiene	0.1	0	DOE-SR matrix support and NNSA-SC support.
Instrumentation & Control	0.25	0	DOE-SR matrix support and NNSA-SC support.
Mechanical Systems	0.25	0	DOE-SR matrix support and NNSA-SC support.
NNSA Packaging Cert. Engineer	0.1	0	DOE-SR matrix support and NNSA-SC support.
Nuclear Explosive	0	0	
Nuclear Safety Specialist	1	1	
Occupational Safety	0.1	0	DOE-SR matrix support and NNSA-SC support.
Quality Assurance	0.5	0	Safety Software QA and Weapons QA individuals are dual qualified in QA.
Radiation Protection	0.25	0	DOE-SR matrix support and NNSA-SC support.
Safeguards & Security	5.5	2	Recruitment action underway.
Safety Software Quality Assurance	1	1	
Technical Program Manager	2	2	
Technical Training	0.25	0	NNSA-SC support.
Transportation & Traffic Mgmt	0.25	0	DOE-SR matrix support and NNSA-SC support.
Waste Management	0.1	0	DOE-SR matrix support and NNSA-SC support.
Weapons QA	1	1	
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/dep/dep/ftcp/>.
3. Facility Representative staffing analysis worksheets are posted at <http://www.hss.energy.gov/dep/dep/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

SRSO currently relies on matrix support from the Savannah River Operations Office (DOE-SR), the NNSA Service Center (NNSA-SC), or NA-26 personnel located at SRS to cover our needs as delineated in the above Technical Staffing table. We currently have four TQP designated vacancies due to retirements within the Site Office and are working recruitment actions to backfill.

Section Four: Projected shortage/surplus over next five years

Of the 32 Federal FTEs currently assigned to SRSO, 20 are designated TQP positions. Of these 20 FTEs, one employee is currently eligible for retirement, and an additional 5 are eligible within the next five years. Of these five, three are currently occupying STSM designated positions. These retirements will result in a significant loss of corporate knowledge for the site office. SRSO currently has one Future Leader participant who will graduate in June 2011 and an additional participant who will graduate from the program in June 2012. To maintain current levels of technical personnel, recruitment and continued use of the Future Leaders program will be required.

Over the next five years, SRSO is projected to pick up ownership of several additional facilities including the K Reactor facility, the Waste Solidification Building, and the MOX facility. As these facilities transition over, SRSO will have to reassess its resources and increase staffing as needed to provide adequate oversight of these additional facilities. Areas where staffing is projected to increase include FRs, Nuclear Safety Specialists, SSOs, and Security professionals.

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

Over the next 10 years, an additional two individuals in the TQP will be eligible for retirement. SRSO continues to bring in new individuals as attrition opens up new vacancies and will pass on as much corporate knowledge as possible.