

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

Memorandum

DATE: January 17, 2013**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 24, 2012, 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 Albuquerque Complex 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 additional 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:acr

COR-SRSOCABM-1.14.2012-489394

Attachment: Annual Workforce Analysis and Staffing Plan Report as of December 31, 2012

cc w/o attach:

Dave Chaney, NNSA Albuquerque Complex

**Annual Workforce Analysis and Staffing Plan Report
as of December 31, 2012
Reporting Office: Savannah River Site Office**

Section 1: 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:

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

Section 2: SITE CHARACTERISTICS TABLE¹

Number of Hazard Category 1, 2, or 3 Nuclear Facilities: HC 1: 0 ; HC 2: 6 ; HC 3: 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/14 Passive/Design Features/13 Specific Admin Controls

Number of Site Contractor FTEs: 429

Number of Federal FTEs: 32 (currently have 31 on board)

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, 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	4	
Safety System Oversight Personnel	1	1	Add'l SSO support provided by individuals from other FAs.
Facility Representatives	3	3	
Other Technical Capabilities:			
Aviation Safety Manager	0	0	
Aviation Safety Officer	0	0	
Chemical Processing	0	0	
Civil/Structural Engineering	0.1	0	DOE-SR matrix support and NA-SH support.
Construction Mgmt	0	0	
Criticality Safety	0	0	
Deactivation and Decommissioning	0	0	
Electrical Systems/Safety Oversight	0.5	0	Supported by SSO function.
Emergency Management	0.25	0	DOE-SR matrix support and NA-SH support.
Environmental Compliance	0.1	0	DOE-SR matrix support and NA-SH support.
Environmental Restoration	0	0	
Facility Maintenance Mgmt	0.25	0	Supported by other FAs, NA-SH, and DOE-SR.
Fire Protection Engineering	0.25	0	Supported by NA-26 and NA-SH.
Industrial Hygiene	0.1	0	DOE-SR matrix support and NA-SH support.
Instrumentation and Control	0.25	0	DOE-SR matrix support and NA-SH support.
Mechanical Systems	0.25	0	DOE-SR matrix support and NA-SH support.
NNSA Packaging Cert. Engineers	0.1	0	DOE-SR matrix support and NA-SH support.
Nuclear Explosive Safety	0	0	
Nuclear Safety Specialist	2	2	
Occupational Safety	0.25	1	
Quality Assurance	0.75	1	
Radiation Protection	0.25	0	DOE-SR matrix support and NA-SH support.
Safeguards and Security	5	5	
Safety Software Quality Assurance	0.25	0	Support provided by QA function.
Technical Program Manager	3	3	
Technical Training	0.1	0	DOE-SR matrix support and NA-SH support.
Transportation & Traffic Mgmt	0.1	0	DOE-SR matrix support and NA-SH support.
Waste Management	0.1	0	DOE-SR matrix support and NA-SH support.
Weapons QA	1	1	
Total	21.95	21	
Federal Project Directors²	1	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. 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:

SRSO has no technical vacancies at this time. SRSO currently relies on matrix support from the Savannah River Operations Office (DOE-SR), the NNSA NA-SH, or NA-26 personnel located at SRS to augment our needs as delineated in the above Technical Staffing Table.

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

Of the 32 Federal FTEs currently assigned to SRSO, 21 are designated as TQP positions. Of these 21 FTEs, three are currently eligible for retirement, and an additional five are eligible within the next five years. Of these eight, two are currently occupying STSM designated positions. The eventual retirement of these eight individuals will result in a significant loss of corporate knowledge for the Site Office.

Over the next several years, SRSO is projected to pick up ownership of several additional facilities. 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 Six: General concerns or recommendations related to TQP Technical Staffing:

Within the 5-10 year window, an additional three individuals in the TQP will be eligible for retirement. SRSO will need to continue to bring in new individuals as attrition opens up new vacancies and will pass on as much corporate knowledge as possible.