

United States Government

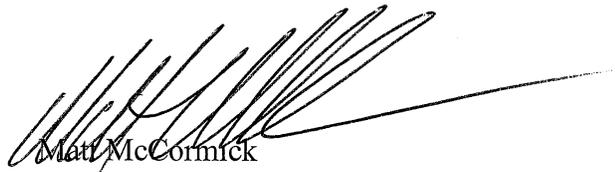
Department of Energy

# memorandum

Richland Operations Office

DATE: JAN 29 2013  
REPLY TO  
ATTN OF: AMSE:JEP/13-AMSE-0010  
SUBJECT: ANNUAL WORKFORCE ANALYSIS AND STAFFING PLAN  
TO: Karen Boardman, Chairperson  
Federal Technical Capability Panel

This memorandum is in response to the October 24, 2012, memorandum requesting the Richland Operations Office's (RL) Annual Workforce Analysis and Staffing Plan report. In accordance with the direction in the above reference, RL performed a workforce analysis and developed the attached RL Calendar Year 2012 Workforce Analysis and Staffing Plan report. This memorandum transmits this report for review and incorporation into the Federal Technical Capability Panel (FTCP) Report to the Secretary. If you have any questions, please contact me, or your staff may contact Ed Parsons, Senior Technical Advisor, on (509) 376-2876.



Matt McCormick  
Manager

Attachment

Prod 2/5/2013

**Annual Workforce Analysis and Staffing Plan Report***Draft as of December 31, 2012***Reporting Office: Richland Operations Office****Section 1: Current Mission(s) of the Organization and Potential Changes**

The Richland Operations Office (RL) mission is to complete environmental cleanup of the Hanford Site while protecting the health and safety of the workforce and the public. The major site cleanup projects include River Corridor, Central Plateau, Groundwater Protection, Rightsize Infrastructure, well as other, small projects. RL's vision is to reduce the active area of cleanup to the Central Plateau by 2015. This goal will shrink Hanford's 586 square mile footprint by a total of 75% by this date.

During the next few years, the RL mission will focus on the following major activities:

- Tri Party Agreement Milestones
- Plutonium Finishing Plant Deactivation & Decommissioning (D&D) and final closure
- Operation of the Environmental Remediation Disposal Facility
- Solid Waste stabilization and disposition
- Soil and Groundwater remediation
- Nuclear Facility D&D and cleanup actions

**Section 2: SITE CHARACTERISTICS TABLE <sup>1</sup>**

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

**HC 1: 0**

**HC 2: 14**

**HC 3: 7**

**Number of Radiological Facilities<sup>2</sup>: 18**

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

**Number of Low Hazard Non-Nuclear Facilities: 0**

**Number of Documented Safety Analyses: 19**

**Number of Safety Systems<sup>3</sup>: 29**

**Number of Site Contractor FTEs: 4470**

**Number of Federal FTEs: 254**

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 <sup>1</sup>		Comments
	Number of FTEs Needed <sup>1</sup>	Number of FTEs Onboard <sup>1</sup>	
Senior Technical Safety Managers (STSMs)	6.8	6.8	Two STSMs in qualification at this time
Safety System Oversight (SSO) Personnel	1.2	1.2	Electrical-0.2, HVAC-.5, Fire-0.3, I&C-0.1, Mechanical-0.1
Facility Representatives	18	17	Staffing shortfall – 1 FTE, filled by contractor
Other Technical Capabilities:			
Aviation Safety Manager	0.1	0.1	
Aviation Safety Officer	0.1	0.1	
Chemical Processing			
Civil/Structural Engineering			
Construction Mgmt			
Criticality Safety	0.2	0.2	
Deactivation and Decommissioning			
Electrical Systems	0.5	0.5	Performed by SSO individual.
Emergency Management	1	1	In qualification at this time
Environmental Compliance	6	6	Expected retirement of two individuals in 2013
Environmental Restoration			
Facility Maintenance Mgmt	0.1	0.1	
Fire Protection Engineering	0.7	0.7	Performed by SSO individual.
Industrial Hygiene	2	2	One in qualification at this time
Instrumentation and Control	0.2	0.2	Performed by SSO individual
Mechanical Systems	0.1	0.1	Performed by SSO individual.
Nuclear Explosive Safety			
Nuclear Safety Specialist	5.5	5.5	One in qualification at this time: One retirement in 2013
Occupational Safety	1	0	Staffing shortfall – 1 FTE hired to report in Jan, 2013
Packaging Certification Engineers	0.5	0.5	
Quality Assurance	3	3	
Radiation Protection	4	4	
Safeguards and Security	2	2	Two in qualification at this time
Safety Software Quality Assurance	0.1	0.1	
Technical Program Manager			
Technical Training			
Transportation & Traffic Mgmt	0.5	0.5	
Waste Management			
Total			
Federal Project Directors <sup>2</sup>	N/A	N/A	

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

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

Facility Representative (FR) – The current shortfall will be managed through the use of contracted services. During 2013, a determination will be made if the open FTE slot will be filled, or remain a contracted position, or a reduction in need for the position.

Occupational Health and Safety - The 2012 shortfall will be filled within the first Calendar Year quarter of 2013.

Nuclear Safety Specialist – The current lead Nuclear Safety Specialist will be retiring in 2013. This position will either be filled internally or external hire.

Environmental Compliance – The NEPA compliance responsibility will be moved from the Office of River Protection to RL in 2013. RL also expects the retirement of two individuals from this functional area in 2013. RL plans on backfilling one of the positions upon retirement of the individual and transitioning the other open position to a STSM position.

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

There will be continued emphases on FR, SSO, and Subject Matter Expert staff activities in the immediate future and over the next several years. RL continues to focus on D&D work and expects to remain in a steady state situation in regards to technical staffing needs..

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

None