

United States GovernmentDepartment of Energy (DOE)

# memorandum

Savannah River Operations Office (SR)

DATE: **FEB 13 2013**REPLY TO  
ATTN OF: MGR (Moody/(803) 952-9468)

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

TO: Karen L. Boardman, Chairperson, Federal Technical Capability Panel

The Calendar Year 2012 DOE-SR Workforce Analysis and Staffing Plan Report is attached.

This analysis was conducted in conjunction with the development of the DOE-SR 5-Year Workforce Management Plan.

If you have any questions, please contact me or have your staff contact Mr. Edgar Gates at 803-952-9227 or Mrs. Deanna Yates at 803-952-6925.



David C. Moody  
Manager

MGR:EG:lec

OHCM-13-0025

Attachment:  
DOE-SR Annual Workforce Analysis  
and Staffing Plan Report

cc w/attachment:  
Michael Mikolanis, FTCA, MGR



**DEPARTMENT OF ENERGY (DOE)  
SAVANNAH RIVER OPERATIONS OFFICE (SR)  
Annual Workforce Analysis and Staffing Plan Report  
as of December 31, 2012**

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

1. Continued safe operation of the following facilities or activities:

- Operation of Hazard Category 2 and 3 nuclear facilities (Defense Waste Processing Facility, F/H High Level Waste Tank Farms, H-Canyon/HB-Line, F-Canyon Complex, 235-F, F/H Analytical Laboratories, L-Area Used Nuclear Fuel Facility, K-Area Complex, Saltstone Disposition Facilities, and E-Area Solid Waste Management Area Facilities);
- DOE direct-managed design and construction (Salt Waste Processing Facility) supporting the high level waste disposition;
- Environmental restoration and facility deactivation and decommissioning projects;
- General site infrastructure systems (e.g., biomass plants, roads, bridges, dams, and utilities);
- Management of Federal Facility Agreements, including: operation and maintenance of active and passive soil and groundwater remediation systems, and monitoring of groundwater and surface water);
- Integrated regulatory compliance strategy, in consultation with other DOE-SR project offices;
- Oversight of various tenant organizations (e.g., U.S. Forest Service, Archeological Research Program, South Carolina Department of Natural Resources, Natural Resources Conservation Service, and the Savannah River Ecology Laboratory);
- Non-radiological traffic and transportation management;
- Environmental Management System and the energy/sustainability program;
- Savannah River Site Community Re-Use Organization asset reuse projects/activities;
- Design, construction and startup of the Plutonium Disposition Project;
- Implementation of Nuclear Quality Assurance-1 (NQA-1) across SRS;
- Continued implementation of DOE O 226.1B-Implementation of DOE Oversight Policy;
- Operation and assessment of Safeguards and Security systems to protect SNM at the required levels to support current assigned missions in SRS Category 1, 2 and 3 storage and processing facilities (K-Area Complex, H-Canyon/HB-Line, L-Area Complex and Savannah River National Laboratory);

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

- Secure storage of consolidated excess plutonium from other sites throughout the DOE Complex at SRS (SRS Strategy 40);
  - Information Technology Systems certification and accreditation packages for all accreditation boundaries;
  - Continued safe operation of the Savannah River National Laboratory (SRNL) activities which include:
    - Four operating hazard category 2 and 3 nuclear facilities,
    - Four operating non-nuclear, low hazard chemical facilities, and
    - Five other industrial facilities.
2. Potential or probable changes to the mission that may significantly affect technical staffing needs.
- Implementation of Enterprise SRS strategic initiatives in the areas of:
    - Environmental Stewardship,
    - National Security, and
    - Clean Energy;
  - Continued growth and development of SRNL as Environmental Management's corporate laboratory in its efforts to provide federal and non-federal work for others, and as a premier applied technology laboratory and long-term asset for our nation;
  - Continued advancement in the area of hydrogen technology to make the wide-spread use of hydrogen practical for powering America's future; and
  - Strengthening technology transfer through partnerships with universities, nonprofit institutions, and the private sector.

## **Section Two - SITE CHARACTERISTICS TABLE**

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

HC1 0 HC2 174 HC3 26 Total: 200

Number of Radiological Facilities: 36

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

Number of Low Hazard Non-Nuclear Facilities: 15

Number of Other Industrial Facilities: 237

Number of Documented Safety Analyses: 13

Number of Safety Systems: 113

Number of Site Contractor FTEs: 9,923

Number of Federal Office FTEs: 273

**Section Three: Technical Staffing Summary Table:**

The Senior Management Team (SMT) will continue to address critical needs and fill vacant positions based on mission priorities and funding availability. Positions have been prioritized (see comments section below) into three groups:

- High priority positions to be filled near term using accelerated recruitment/replacement;
- Medium priority positions to be filled using normal recruitment/replacement process; and
- Other positions to be covered by alternate means (e.g., matrix, support service contractors, other sites, programs or service centers). Except for short term assignments, matrix coverage should not rely on the technical staff already counted in the table.

<b>TECHNICAL STAFFING SUMMARY TABLE</b>			
	<b>For All Facilities</b>		
<b>Technical Capability</b>	<b>Number of FTEs Needed</b>	<b>Number of FTEs Onboard</b>	<b>Comments</b>
Senior Technical Safety Managers	29	24	Four of the five positions will be staffed near term, within the next 90 days. Interim coverage for the other position will be shared by other qualified STSMs within the organization with the vacancy. <b>(Priority: high)</b>
Safety System Oversight Personnel	21	21	
Facility Representatives	31	28	One position has been authorized to be filled and is pending HQ-EM approval to post the vacancy. Two other positions have not been authorized to be filled due to budgetary constraints. Interim coverage will be provided through a sharing of duties among other FRs. <b>(Priority: high)</b>
<b>Other Technical Capabilities:</b>			
Aviation Safety Manager	1	1	
Aviation Safety Officer	-	-	
Chemical Processing	1	1	
Civil/Structural Engineering	-	-	
Construction Management	-	-	
Criticality Safety	4	3	This position has been authorized to be filled and is pending HQ-EM approval to post the vacancy. <b>(Priority: high)</b>
Deactivation & Decommissioning	2	1	This position has not been authorized to be filled due to budgetary constraints. Interim coverage is currently provided part time by an employee within the owning organization.
Electrical Systems	2	1	This position has not been authorized to be filled due to budgetary constraints.
Emergency Management	3	3	
Environmental Compliance	12	11	This position has not been authorized to be filled due to budgetary constraints.
Environmental Restoration	3	4	
Facility Maintenance Management	1	1	
Fire Protection Engineering	2	1	This position has not been authorized to be filled due to budgetary constraints.
Industrial Hygiene	4	3	This position has not been authorized to be filled due to budgetary constraints.

Instrumentation & Control	1	1	
Mechanical Systems	6	5	This position has not been authorized to be filled due to budgetary constraints.
Nuclear Explosive	-	-	
Nuclear Safety Specialist	23	22	This position has not been authorized to be filled due to budgetary constraints. Interim coverage is currently provided part time by an employee within the owning organization.
Occupational Safety	6	6	
Quality Assurance	6	2	Tentative selection for one position has been made, pending final verification for entry on duty. Three other positions have not been authorized to be filled due to budgetary constraints. <b>(Priority: high (for authorized vacancy))</b>
Radiation Protection	4	3	This position has not been authorized to be filled due to budgetary constraints. Interim coverage is currently provided part time by an employee within the owning organization.
Safeguards & Security	11	11	
Safety Software Quality Assurance	2	3	
Technical Program Manager	10	9	This position has not been authorized to be filled due to budgetary constraints.
Technical Training	2	1	This position has not been authorized to be filled due to budgetary constraints.
Transportation & Traffic Mgmt	1	1	
Waste Management	10	10	
Weapons QA	-	-	
Federal Project Directors	5	5	
Project Management	-	-	

#### **Section Four: Current TOP Shortages and Plans for Filling Them:**

(See Section Three)

#### **Section Five: Projected TOP Shortage/Surplus Over Next Five Years:**

DOE-SR is facing one of the most challenging workforce periods due to the rapidly aging workforce, a strategic change in its mission and future skills imbalances in mission critical occupations (MCOs). Due to budget constraints, a decrease in the FTE ceiling, and unplanned losses, the SMT and Office of Human Capital Management will utilize all available resources to maintain a diverse, competent workforce. DOE-SR will continue to focus on entry level hiring in order to transfer knowledge from a "retirement ready" workforce to one that will acquire such knowledge and carry forward the SRS mission into the future. It is imperative that a critical investment be made now to ensure that a cadre of skilled and diverse employees is available to transition into MCOs as they become vacant. The SMT will manage the workforce more creatively and efficiently to staff critical positions to preserve competence, maintain diversity, and meet mission objectives.

Over the next 5 years, DOE-SR plans to recruit and fill vacancies considering internal as well as external sources (as budgetary constraints permit) to fill any voids created by attrition and downsizing. Peak workload will be addressed through details and reassignments of existing staff, and use of support service contracts.

**Section Six: General Comments or Recommendations Related to the TQP Technical Staffing:**

DOE-SR lost a number of skilled employees at various levels through retirements or transfers in FY 2012. Efforts will continue to fill remaining vacant positions, as program direction budget and FTE ceiling supports these requirements. Consideration will be given, to the extent feasible, to filling positions at the entry level to ensure that knowledge transfer and on-the-job training/qualification, where appropriate, are achieved. SR will continue to use existing resources and manpower to detail and reassign personnel in critical key positions while maintaining the safe operation of the site.