



Department of Energy
National Nuclear Security Administration
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MEMORANDUM FOR KAREN L. BOARDMAN
CHAIRPERSON
FEDERAL TECHNICAL CAPABILITY PANEL

FROM:

 KIMBERLY DAVIS LEBAK
MANAGER



SUBJECT:

Workforce Analysis and Staffing Plan Report for the Livermore Field Office 2012, Revision I

REFERENCE:

Memorandum (K. Boardman/Distribution), *Annual Workforce Analysis and Staffing Plan Report for Calendar Year 2012*, dated October 24, 2012

Please see the attached revised Workforce Analysis and Staffing Plan Report for the Livermore Field Office (LFO) for 2012, which has been prepared in accordance with the above reference. We have made corrections to the earlier submittal; please discard the December 27, 2012 version. The analysis identified a gap of 2.0 Full Time Employee (FTE) to perform the federal safety assurance program. These gaps will be filled by utilizing the LFO's succession plan which relies on restructuring positions without increasing the overall FTE. LFO's on-board FTE is currently 86.

LFO will continue to utilize the technical support staff of the Associate Administrator for Safety & Health as well as available resources from other site offices.

If you should have any questions, please contact Phil Hill at (925) 423-7936.

Attachment: Workforce Analysis and Staffing Plan Report for the Livermore Field Office 2012, Revision 1

cc (w/att.):
D. Chaney, MA-SH-2

Annual Workforce Analysis and Staffing Plan Report

December 31, 2012

Reporting Office: Livermore Field Office**Section 1: Current Mission of the Organization and Potential Changes**

1. The Livermore Field Office (LFO) mission is to administer the Management and Operating (M&O) contract for Lawrence Livermore National Laboratory (LLNL), including all activities at the site. This includes ensuring the safe, secure, and environmentally responsible operation of facilities under the purview of NNSA. The site office ensures federal personnel are technically qualified to accomplish the defense nuclear facility oversight required by this mission.
 - LLNL advances and applies science and technology to: ensure the safety, security, and reliability of the U.S. nuclear deterrent; reduce or counter global threats to national and global security from terrorism, weapons of mass destruction, and nuclear proliferation; enhance the energy and environmental security of the nation; and strengthen the nation's economic competitiveness. The Laboratory's core capabilities are applied to develop innovative solutions in the above areas, as well as bioscience and biotechnology, and fundamental science and engineering.
 - While much of LLNL's work is sponsored by NNSA, the lab also performs work for other federal agencies, including the Department of Defense and the Department of Homeland Security.
2. Potential or probable changes to mission that may affect technical staffing needs:
 - Reduction of Special Nuclear Materials below Security Category 2 will result in a small programmatic footprint. The change in Security Category in October of 2012 has created a surplus of 3 FTEs in Safeguards and Security.
 - LFO will be overseeing the contractor's preparation to ship transuranic (TRU) waste to WIPP in FY2016. At this time, it is not expected to affect technical staffing needs.

Section 2: SITE CHARACTERISTICS TABLE ¹Number of Hazard Category 1, 2, or 3 Nuclear Facilities: HC 1: 0 ; HC 2: 4 ; HC 3: 2 .Number of Radiological Facilities²: 76Number of High or Moderate Hazard Non-Nuclear Facilities: 8Number of Low Hazard Non-Nuclear Facilities: 26Number of Documented Safety Analyses: 6Number of Safety Systems³: 20Number of Site Contractor FTEs: 5875Number of Federal FTEs: 86

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	9	8	Assistant Manager for Facility Operations currently vacant. Considering reorganization or may fill from within LFO.
Safety System Oversight Personnel	2	2	A third Safety System Oversight (SSO) engineer, not listed here, is the Criticality Safety SME; see below.
Facility Representatives	5	5	In addition, there are three non-nuclear FRs in high hazard non-nuclear facilities; one FR in training on 120 day detail to QA support
Other Technical Capabilities:			
Aviation Safety Manager	0	0	Coverage available through matrix support from NNSA/HQ
Aviation Safety Officer	0	0	
Chemical Processing	0	0	
Civil/Structural Engineering	0	0	Coverage available through matrix support from NNSA/HQ
Construction Mgmt	0	0	The Federal Project Director (FPD) obtains construction safety support from a local non-TQP SME
Criticality Safety	1	1	FTE serves as third SSO (not included above)
Deactivation and Decommissioning	0	0	
Electrical Systems/Safety Oversight	0	0	1 SSO (above) qualified on Electrical Systems FAQs
Emergency Management	1	1	
Environmental Compliance	2	2	
Environmental Restoration	0	0	
Facility Maintenance Mgmt	1	1	
Federal Project Director ²	1	1	This nuclear FPD qualified through PMCDP and GTB
Fire Protection Engineering	1	1	Backup capability being developed
Industrial Hygiene	1	1	IH on board not in TQP; available as needed for consultation
Instrumentation and Control	0	0	
Mechanical Systems	0	0	1 SSO (above) qualified on Mechanical Systems FAQs
Nuclear Explosive Safety	0	0	
Nuclear Safety Specialist	3.5	3.5	1 FTE in initial qualification,
Occupational Safety	1	1	
Packaging Certification Engineers	0	0	
Quality Assurance	1	0	FR in training on 120-day detail (QA/SSQA); coverage available through matrix support from NNSA/HQ
Radiation Protection	1	1	
Safeguards and Security	12	12	One FTE has retired, won't be replaced
Safety Software Quality Assurance	0	0	See QA, above; use matrix support from NNSA/HQ
Technical Program Manager	3	3	
Technical Training	1	1	Retiring 6/29/ 2013, won't be replaced; will rely on matrix support from NNSA/HQ
Transportation & Traffic Mgmt	0	0	
Waste Management	2	2	
Weapons Quality Assurance	0.5	0.5	
Total	49	47	The number of FTEs currently in the TQP is 47.
Federal Project Directors ²	6	6	1 FPD reassigned to APM in 2012. Number shown doesn't include the nuclear facility FPD, who's included above, in the TQP (nuclear) section of the table.

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. In general, Federal Project Directors (FPDs) achieve certification through the DOE Project Management Career Development Program (PMCDP). FPDs assigned oversight responsibility for DOE Defense Nuclear Facilities are also placed in the Technical Qualification Program, and must complete the GTB, in addition to certification at the appropriate level of the PMCDP. A row has been inserted in the upper section of the table to include the nuclear FPD with the rest of the TQP.

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

- The LFO Technical Qualification Council is planning for upcoming TQP shortages. LFO has raised the issue of changing demographics and distribution at recent FTCP Face to Face meetings. LFO plans to continue to rely on NNSA/HQ in order to continue to meet technical capability needs
- STSM (AM for Facility Operations) vacancy is currently staffed with a detail. LFO management is considering reorganization to reduce from seven AMs to six.
- Quality Assurance (and Software QA) is currently being filled by an FR in training on a 120-day detail; there is no expectation for the detailee to qualify on the QA or SQA FAQs. LFO management is considering offering the detail to other current LFO employees through an expression of interest process. LFO policy is that individuals on detail are not required to qualify, that the supervisor or another designated qualified person serves as their compensatory measure. Qualification will be required if the position becomes permanent. If needed, LFO will obtain technical assistance from NA-SH.
- A Nuclear Safety Specialist undergoing initial qualification is expected to complete qualification by the end of FY2013.

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

Over the next five years approximately 48% of the individuals currently in the Technical Qualification Program will be eligible to retire. No surpluses are anticipated. Possible shortages in the following areas:

- Radiation Protection
- Technical Training Manager
- Nuclear Safety Specialist
- Occupational Safety

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

As mentioned above and earlier, the FTCP needs to ensure that the Department's technical capabilities needs continue to be met. The FTCP is in a good position to promote effective coordination and integration of technical resource needs related to nuclear safety across the complex.