



**Department of Energy**  
Pacific Northwest Site Office  
P.O. Box 350, K9-42  
Richland, Washington 99352

14-PNSO-0081

**JAN 03 2014**

MEMORANDUM FOR KAREN L. BOARDMAN, CHAIRPERSON  
FEDERAL TECHNICAL CAPABILITY PANEL  
NATIONAL TRAINING CENTER, HS-70

FROM:

ROGER E. SNYDER  
MANAGER

Handwritten signature of Roger E. Snyder in blue ink, with the initials "for RES" written below it.

SUBJECT:

ANALYSIS AND STAFFING PLAN REPORT FOR CY 2013 -  
PACIFIC NORTHWEST SITE OFFICE

In response to your memorandum dated October 11, 2013, attached is the Pacific Northwest Site Office (PNSO) Annual Workforce Analysis and Staffing Plan Report for CY 2013. The subject report was prepared in accordance with your guidance and represents the necessary resources required to provide oversight of the Pacific Northwest National Laboratory Defense Nuclear Facility known as Hanford Building 325.

If you have any questions, please contact me, or your staff may contact Ted Pietrok, PNSO FTCP Agent, on (509) 372-4900.

Attachment

cc w/attach:

J. A. McBrearty, SC-3

C. L. Sohn, SC-3

**Annual Workforce Analysis and Staffing Plan Report  
as of December 31, 2013  
Reporting Office: Pacific Northwest Site Office**

**SECTION ONE: SITE MISSION(S), OUTLOOK, AND CHARACTERISTICS**

1. As a multi-program national laboratory, the Pacific Northwest National Laboratory performs research and development missions and programs to support the overarching mission of the DOE through efforts in fundamental science, energy and environmental sciences and technologies, and national security. The Laboratory is comprised of facilities located in Richland, Washington; the Hanford Site; Sequim and Seattle, Washington; Portland, Oregon; and Washington D.C. Operated facilities include:
  - One Category II nuclear facility – Building 325, also called the Radiochemical Processing Laboratory – which is located on the Hanford Site, 300 Area, and
  - Six operating radiological facilities.
  - The rest of the laboratory facilities are low hazard non-nuclear facilities.
2. No changes to the mission are anticipated that will significantly affect the technical staffing needs. The level of technical oversight for Building 325 is not expected to change in 2014.

**Site Characteristics**

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

HC1 \_\_\_\_\_ HC2 1 (Bldg. 325) HC3 \_\_\_\_\_

**Number of Radiological Facilities:** 6 (318, 331, 3410, 3420, 3430, and RTL520)

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

**Number of Low Hazard Non-Nuclear Facilities:** 83 facilities (31 with active low hazard work)

**Number of Documented Safety Analyses:** 1 (Bldg. 325)

**Number of Safety Systems<sup>1</sup>:** 3 credited safety systems/features

**Number of Site Contractor FTEs:** 3947

**Number of Federal Office FTEs:** 33

**Notes:**

1. Credited safety systems/features at the 325 Building requiring SSO oversight include fire and criticality, as well as design features for glove boxes and hot cells (i.e., NPH oversight).

SECTION TWO: TECHNICAL STAFFING			
Technical Staffing Summary Table (see Notes below)			
Technical Capability	For All Facilities		Comments
	Number of FTEs Needed*	Number of FTEs Onboard*	
Senior Technical Safety Manager	2	2	PNSO currently has 2 qualified STSMs.
Safety System Oversight Personnel	0.3	0.3	SSO support for two active safety significant systems and one passive system is provided through the ISC. 3 disciplines are identified. It is not a full time assignment and thus conservatively set at 0.3 FTE.
Facility Representatives	3.7	3	FR staffing analysis conservatively includes non-defense nuclear facilities. Only 1.3 FRs are needed for Defense Nuclear Facility oversight of Building 325.
<b>Other Technical Capabilities:</b>			
Aviation Safety Manager	0	0	
Aviation Safety Officer	0	0	
Chemical Processing	0	0	
Civil/Structural Engineering	0.05	0.05	Program SME support is provided by SC ISC (NE-OR).**
Construction Management	0	0	
Criticality Safety	0.05	0.05	Program SME support provided by EM-40 thru SC ISC.**
Deactivation & Decommissioning	0	0	
Electrical Systems/SSO	0	0	
Emergency Management	0	0	
Environmental Compliance	0	0	
Environmental Restoration	0	0	
Facility Maintenance Mgmt.	0.05	0.05	Program SME support is provided by CH ISC.
Fire Protection Engineering	0.05	0.05	Program SME support is provided by CH ISC.**
Industrial Hygiene	0	0	
Instrumentation & Control	0	0	
Mechanical Systems	0	0	
Nuclear Explosive Safety	0	0	
Nuclear Safety Specialist	1	1	PNSO has one qualified NSS.
Occupational Safety	0	0	
NNSA Packaging Cert. Engineer	0	0	
Quality Assurance	0	0	
Radiation Protection	0	0	
Safeguards & Security	0	0	
Safety Software QA	0	0	
Technical Program Manager	0	0	
Technical Training	0.05	0.05	Program SME support is provided by OR ISC.
Transportation & Traffic Mgmt.	0.05	0.05	Program SME support is provided by OR ISC.
Waste Management	0	0	
Weapons QA	0	0	
Total	7.3	6.6	Difference is due to .7 fewer FR FTEs on board than staffing analysis conservatively recommends. Only 1.3 FRs are needed, therefore total 6.6 FTEs is adequate to ensure safe operations of defense nuclear facilities.
Federal Project Directors	0	0	No projected need during CY2014.

## Notes:

- \* These columns identify the number of FTEs needed to perform the Federal Safety Assurance function based on potential facility and operational hazards.
- \*\* These positions reflect additional time to support programmatic responsibilities beyond what is captured in the SSO line.

**Section Three: Current shortages and plans for filling them**

PNSO does not have any current shortages related to overseeing Defense Nuclear Facilities. PNSO receives adequate technical support from the Office of Science Integrated Support Centers as documented in the Fiscal Year (FY) 2014 Matrix Organizational Plan for Environment, Safety, and Health Support.

**Section Four: Projected shortage/surplus over next five years**

PNSO has identified that at least one Facility Representative is expected to retire within the next 5 years. With the exception of the two STSMs, the other 3 TQP qualified PNSO staff are also eligible to retire within the next 5 years.

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

None.