

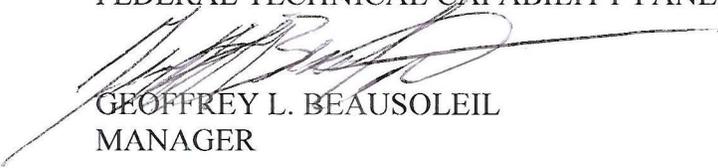


Department of Energy  
National Nuclear Security Administration  
Sandia Field Office  
P. O. Box 5400  
Albuquerque, NM 87185



JAN 15 2014

MEMORANDUM FOR: KAREN L. BOARDMAN  
CHAIRPERSON  
FEDERAL TECHNICAL CAPABILITY PANEL

FROM:   
GEOFFREY L. BEAUSOLEIL  
MANAGER

SUBJECT: Annual Workforce Analysis and Staffing Plan Report for 2013

REFERENCE: Boardman memorandum dated October 11, 2013; Subject: *Annual Workforce Analysis and Staffing Plan Report for Calendar Year 2013*

Attached is the Sandia Field Office workforce analysis and staffing plan, developed in accordance with the guidance provided in the referenced memorandum.

If you have questions, please contact me at (505) 845-6036 or James Todd, Assistant Manager for Engineering, at (505) 284-6668.

Attachment

cc w/attachment:

Michael Lempke, HQ/FORS, NA-3  
James McConnell, HQ/FORS NA-00  
James Todd, SFO/ENG, MS-0184  
Allen Tate, SFO/ENG, MS-0184

14-203-556216

**Annual Workforce Analysis and Staffing Plan Report  
as of December 31, 2013  
Reporting Office: Sandia Field Office**

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

1. The Sandia Field Office (SFO) mission is to provide contract oversight of Sandia National Laboratories (SNL) for the National Nuclear Security Administration (NNSA). The field office ensures federal personnel are technically qualified to accomplish the defense nuclear facility oversight required by this mission.
  - Sandia National Laboratories designs non-nuclear components for the nation's nuclear weapons, performs a wide variety of energy research and development projects, and works on assignments that respond to national security threats -- both military and economic. Sandia Corporation, with Lockheed Martin as its parent corporation, has been the DOE/NNSA Contractor since October 1, 1993. While much of SNL's work is sponsored by the NNSA, the lab also performs work for other federal agencies, including the Department of Defense and the Department of Homeland Security.
  - Sandia National Laboratories employs more than 8500 staff and 1500 subcontractors in the fields of engineering, science and technology. The lab performs operations in Albuquerque and Carlsbad, NM; Livermore, CA; Amarillo, TX; Point Barrow, AK; Kauai, HI; and Tonopah, NV.
2. No significant SNL mission changes requiring a change in field office technical staffing are anticipated. The following activities are projected for SNL operations:
  - Spent Nuclear Fuel Shipments; and
  - Nuclear Material De-inventory

**SITE CHARACTERISTICS TABLE <sup>1</sup>**

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

**HC1: 0 (Zero) HC2: 2 (Two) HC3: 3 (Three)**

**Number of Radiological Facilities <sup>2</sup>: 325 (three hundred twenty five)**

**Number of High or Moderate Hazard Non-Nuclear Facilities: 4 (Four) Moderate, 0 (Zero) High**

**Number of Accelerators (with approved Safety Analysis Documents): 2 (Two)**

**Number of Low Hazard Non-Nuclear Facilities: 726 (Seven hundred twenty six)**

**Number of Documented Safety Analyses: 6 (Six) total, 5 (Five) Active**

**Number of Safety Systems <sup>3</sup>: 7 (Seven)**

**Number of Site Contractor FTEs: ~10,000 (Approximately ten thousand)**

**Number of Federal Office FTEs: NA – 82 (Eighty-two)/ 83 (Eighty-three) Authorized/Assigned**

**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, NE - 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.

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<b>Section Two – Technical Staffing Summary Table (see Notes below)</b>			
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	4	3	Vacant DFOM Position
Safety System Oversight Personnel	0.5	0.5	Position is Instrumentation & Control
Facility Representative	2	2.2	
<b>Other Technical Capabilities:</b>			
Aviation Safety Manager	0.1	0	Coverage provided through matrix support from NNSA/HQ
Aviation Safety Officer	0	0	
Chemical Processing	0	0	
Civil/Structural Engineering	0.1	0	Coverage provided through matrix support from NNSA/HQ
Confinement Ventilation and Process Gas Treatment	0	0	
Construction Management	0	0	
Criticality Safety	0.1	0.1	With additional support from NNSA/HQ
Deactivation & Decommissioning	0	0	
Electrical Systems	0.1	0.1	
Emergency Management	1.0	1.0	Additional support provided by other field office staff
Environmental Compliance	4.3	4.3	0.4 FTE provided through matrix support from NNSA/HQ; also includes Team Lead duties (0.1 FTE)
Environmental Restoration	0	0	
Facility Maintenance Management	0.3	0.3	Additional support provided by defense nuclear facility FRs
Fire Protection Engineering	0.7	0.7	
Industrial Hygiene	1.0	1.0	
Instrumentation & Control	0.5	0.5	As noted in Safety System Oversight Personnel
Mechanical Systems	0	0	
NNSA Packaging Cert. Engineer	0	0	
Nuclear Explosive Safety	0	0	
Nuclear Safety Specialist	1.3	1.3	Additional support provided by defense nuclear facility FRs
Occupational Safety	2.0	2.0	Positions include Integrated Safety Management System, Non-Nuclear Explosive & Construction Safety Oversight
Quality Assurance	1.0	1.0	
Radiation Protection	1.0	1.0	
Safeguards & Security	7.0	4.0	None are Defense Nuclear Facility-related S&S positions; (includes vacant AMSS and 2 Security Specialists)
Safety Software Quality Assurance	0.1	0.1	Position also covers PAAA, DNFSB, and SNM De-inventory
Technical Program Manager	0	0	
Technical Training	0.2	0.2	Additional support provided by defense nuclear facility FRs
Transportation & Traffic Mgmt	1.0	1.0	
Waste Management	0.8	0.8	
Weapons QA	6.0	6.0	
Federal Project Directors <sup>2</sup>	0	0	No Defense Nuclear Facility-related FPD positions

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 but are qualified in accordance with the Project Management Career Development Program.

**Annual Workforce Analysis and Staffing Plan Report  
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**Section Three: Current TQP shortages and plans for filling them**

- High priority positions needing to be filled near term using accelerated recruitment/replacement
  - Request for authority to fill the vacant Deputy Manager position has been submitted to NA-3
  - The request for authority to fill the Assistant Manager, Safeguards and Security position and two security specialist positions has been submitted to NA-3
- Medium priority positions needing to be filled using normal recruitment/replacement process
  - None
- Other positions needing 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 technical staff already counted in the table.
  - Aviation Safety Manager, Civil/Structural Engineering, Criticality Safety, and additional support in Environmental Compliance are provided by NNSA/HQ

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

- Four staff members have indicated a desire to retire in the next five years; Safeguards and Security and Weapons Quality Assurance are the positions that would be affected by the retirements.

**Section Five: General comments or recommendations related to TQP Staffing**

The field office restructured in 2013 for more efficient functional alignment. This is a “snapshot” of the field office TQP staffing showing 4 vacancies with current requests to fill. The field office will use TQP quarterly reports to reflect the staffing changes accordingly.

