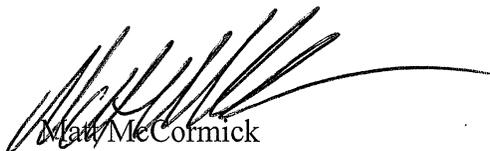

memorandum

Richland Operations Office

DATE: JAN 17 2014
REPLY TO
ATTN OF: AMSE:JEP/14-AMSE-0009
SUBJECT: ANNUAL WORKFORCE ANALYSIS AND STAFFING PLAN

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

This memorandum is in response to the October 11, 2013, 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 2013 Workforce Analysis and Staffing Plan report. This memorandum transmits this report for Federal Technical Capability Panel (FTCP) review and incorporation into the FTCP Annual 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

Annual Workforce Analysis and Staffing Plan Report as of December 31, 2013

Reporting Office: Richland Operations Office (RL)

This is a template. Explanatory/example wording not in bold type should be deleted for the report.

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

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, as well as other smaller 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%.

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

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

RL sees no major changes to its mission that may significantly affect technical staffing needs. However, budgetary and/or project direction changes may have some minor impact on the technical skill mix required to meet our mission goals.

Site Characteristics

Number and Hazard Category (HC) (per DOE Standard 1027) of NUCLEAR Facilities:

HC1 0 HC2 14 HC3 7 Less than HC3 18

Number of Documented Safety Analyses: 19

Total Number of Safety Systems credited in Documented Safety Analyses: 24

Number of High or Moderate Hazard NON-NUCLEAR Facilities: 0

Number of Low Hazard NON-NUCLEAR Facilities: 0

Number of Site Contractor FTEs (by Program Office): 4482

Number of Federal Office FTEs (by Program Office): 255

Sites accountable to multiple Headquarters Program Offices list FTEs by each Office, e.g. Total 22 FTEs (EM - 20, NE - 2).

SECTION TWO: TECHNICAL STAFFING
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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	6.8	6.8	
Safety System Oversight Personnel	1.2	1.2	Electrical-0.2, HVAC-.5, Fire-0.3, I&C-0.1, Mechanical-0.1
Facility Representatives	16	15	Open position
Other Technical Capabilities:			
Aviation Safety Manager	0.1	0.1	Performed by STSM individual
Aviation Safety Officer	0.1	0.1	Performed by STSM individual
Chemical Processing			
Civil/Structural Engineering			
Confinement Ventilation and Process Gas Treatment			
Construction Management			
Criticality Safety	0.2	0.2	
Deactivation & Decommissioning			
Electrical Systems	0.5	0.5	Performed by SSO individual.
Emergency Management	1	1	
Environmental Compliance	6	6	
Environmental Restoration			
Facility Maintenance Mgt.	0.1	0.1	
Fire Protection Engineering	0.7	0.7	Performed by SSO individual.
Industrial Hygiene	2	2	
Instrumentation & Control	0.2	0.2	Performed by SSO individual
Mechanical Systems	0.2	0.2	Performed by SSO individual.
NNSA Packaging Cert. Engineer			
Nuclear Explosive			
Nuclear Safety Specialist	6.3	6.3	
Occupational Safety	1	1	
Quality Assurance	4	4	
Radiation Protection	4	4	
Safeguards & Security	2	1	Open position
Safety Software QA	0.1	0.1	
Technical Program Manager			
Technical Training			
Transportation & Traffic Mgt.	0.5	0.5	
Waste Management			
Weapons QA			
Federal Project Directors ²	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 are not qualified via the Technical Qualification Program, but are qualified in accordance with the Project Management Career Development Program.

Section Three: Current shortages and plans for filling them
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At the end of 2013, the Richland Operations Office met the technical staffing expectations of the organization as described within our Technical Qualification Program Plan. All open positions noted in Section 2 are currently being filled through normal recruitment and hiring processes. Temporary resource gaps due to the loss of a technical staff member are being filled by either the temporary re-distribution of duties or the use of support services contractors during the hiring process. Support services contractors are also utilized by RL as

supplemental technical staffing when there is a need due to major evolutions of site activities.

RL also monitors the technical staff for individuals who may be retiring from government service in the near future and will plan for those potential changes in our technical workforce.

Section Four: Projected shortage/surplus over next five years

There will be continued emphases on Facility Representative, Safety System Oversight, 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 relative steady state situation in regards to technical staffing needs.

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

None. However, RL anticipates the implementation of the complex-wide electronic qualification card management system now in development. RL believes this system will provide an increase in efficiency at RL.