



U. S. Department of Energy
National Nuclear Security Administration
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MEMORANDUM FOR KAREN L. BOARDMAN

CHAIR
FEDERAL TECHNICAL CAPABILITY PANEL

FROM: N. NICOLE NELSON-JEAN
MANAGER

SUBJECT: Annual Workforce Analysis and Staffing Plan Report for the
Livermore Field Office 2014

REFERENCE: Memorandum (K. Boardman/Distribution), *Annual Workforce Analysis and Staffing Plan Report for Calendar Year 2014*, dated September 23, 2014

Please see the attached Workforce Analysis and Staffing Plan Report for the Livermore Field Office (LFO) for 2014, which has been prepared in accordance with the above reference. The analysis identified a gap of 5.0 Full Time Employees (FTEs) to perform the federal Quality Assurance program function, a Facility Representative function, a Senior Technical Safety Manager function, a Radiation Protection function, and a Safety System Oversight function. These gaps will be filled by utilizing the LFO's succession planning process which relies on restructuring positions without increasing the overall FTE count first and then external recruiting when necessary. Where applicable, we will temporarily fill technical positions with appropriately qualified detailees.

LFO will continue to utilize the technical support staff of the National Nuclear Security Administration Headquarters as well as available resources from other Field Offices.

If you should have any questions, please contact Mike Brown at (925) 423-7061.

Attachment: Annual Workforce Analysis and Staffing Plan Report as of January 15, 2015 for the Livermore Field Office

cc (w/att.):
D. Chaney, NA-SH-2/FTCP Deputy
P. Parrish, NA-SH-40
W. White, NA-50
J. Yarrington, HS-10

Annual Workforce Analysis and Staffing Plan Report (As of 12/31/14)

Reporting Office: Livermore Field Office

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

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

1. Provide several bullets that frame the types and magnitude of technical capabilities currently needed for safe operations in your sites or Program hazardous facilities or activities (non-nuclear and nuclear facilities including radiological facilities).

- The Livermore Field Office (LFO) mission is to administer the Management and Operating 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 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.
- 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 LLNL'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. Describe any potential or probable changes to the mission that may significantly affect technical staffing needs.

- Reduction of Special Nuclear Materials below Security Category 2 resulted in a smaller programmatic Special Nuclear Material and security footprint.
- LFO will be overseeing the contractor's preparation to ship transuranic waste to WIPP in FY2018. At this time, it is not expected to affect technical staffing needs;
- A significant number of staff approaching retirement eligibility has resulted in FTE reduction of 4 LFO FTEs between October 2013 and January 2015. This trend is expected to continue.

Site Characteristics (Sites ONLY)

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

HC1 0 **HC2** 4 **HC3** 2 **Less than HC3** 76

Number of Documented Safety Analyses: 6

Total Number of Safety Systems credited in Documented Safety Analyses: 17

Number of High or Moderate Hazard NON-NUCLEAR Facilities: 8

Number of Low Hazard NON-NUCLEAR Facilities: 29

Number of Site Contractor FTEs (by Program Office): 5450

Number of Federal Office FTEs (by Program Office): Total 78 (all NNSA)

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

Complete the Technical Staffing Summary Table as follows for each of the technical capabilities for Defense Nuclear Facilities:

- Senior Technical Safety Manager (STSM) qualification needs are determined by the position in the organization rather than the FTE workload. For STSMs, enter the number of positions requiring STSM qualification and the number assigned as of December 2014.
- For Technical Capabilities other than STSM, enter the number of personnel in Full Time Equivalents (FTE) (e.g. 0.1 FTE) needed to support safe defense nuclear facility operations for your site or office. Enter the number of FTE personnel who are on board as of December 2014.
- STSM/Facility Representative (FR)/Safety System Oversight (SSO) personnel are generally required for all defense nuclear facilities. FRs are also used for other types of hazardous facilities. FR personnel are normally not assigned to partial FTE requirements.
- If an SSO is assigned as a partial FTE to both an SSO Technical Capability and as a non-SSO, include a comment noting the division of time. For example, a fire protection engineer assigned 0.5 FTE as a SSO and 0.5 FTE for other fire protection work could be included in the SSO total and also entered on the fire protection engineering competency as 0.5 FTE with a comment that the fire protection engineer also serves 0.5 FTE as a SSO. The objective is to avoid double counting and to be clear if a fully utilized specialist is unavailable for other assignments.
- FR and SSO staffing analysis worksheets and examples are available by request.
- The same person may be included in multiple capabilities as a fraction of an FTE in each capability. However, this requires completing multiple FAQs.
- If other types of experts in the list are not needed at the site, show zero in the Number of FTEs Needed columns. Do not delete the capability from the list. Only list technical capabilities with an approved Functional Area Qualification Standard (FAQ). Technical capability needs that are not covered by a FAQ should be noted in Section 5 for potential development of new FAQs.
- Collateral duties assigned should be considered in completing the workforce analysis.
- Use the comment column to identify compensatory measures or other support.
- Planned near term departures may be taken into account by reducing the number available and noting the departure date.

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	7	6	LFO will be recruiting an STSM in FY15
Safety System Oversight Personnel	2	1	Vacant position is being temporarily filled with a detailee
Facility Representatives	4	3	In addition, there are three non-nuclear FRs in high hazard non-nuclear facilities. LFO is pursuing a recruitment action to fill the additional FR FTE needed.
Other Technical Capabilities:			
Aviation Safety Manager			Coverage available through matrix support from NNSA/HQ
Aviation Safety Officer			
Chemical Processing			

Civil/Structural Engineering			Coverage available through matrix support from NNSA/HQ
Confinement Ventilation and Process Gas Treatment			
Construction Management			The Federal Project Director (FPD) obtains construction safety support from a local non-TQP SME
Criticality Safety	1	1	FTE serves as SSO for criticality alarm system (not included above)
Deactivation & Decommissioning			
Electrical Systems/Safety Oversight			1 SSO (above) qualified on Electrical Systems FAQs
Emergency Management	1	1	
Environmental Compliance	2	2	
Environmental Restoration			
Facility Maintenance Mgt	1	1	
Fire Protection Engineering	1	1	Certified FPE on board, scheduled to complete TQP in FY 2016
Industrial Hygiene	1	1	IH on board, scheduled to complete TQP in late FY 2016
Instrumentation & Control			
Mechanical Systems			1 SSO (above) qualified on Mechanical Systems FAQs
NNSA Packaging Cert. Engineer			
Nuclear Explosive Safety Study			
Nuclear Safety Specialist	3	3	
Occupational Safety	1	1	
Quality Assurance	1		Vacant position is being temporarily filled with a detailee
Radiation Protection	2	1	LFO is pursuing a recruitment action to fill the additional RP FTE needed.
Safeguards & Security	11	12	
Safety Software QA	0	0	For LFO, SQA function is included within the QA functional responsibilities noted above, with additional coverage provided through NNSA/HQ
Technical Program Manager	3	3	One TPM FTE left LFO; duties were reassigned to other TPM personnel already in the TQP
Technical Training	0	0	Will rely on matrix support from NNSA/HQ
Transportation & Traffic Mgt	0	0	
Waste Management	2	2	
Weapons QA	1	1	
Federal Project Directors ²	1	1	One FPD supports nuclear facilities and is in TQP

Notes:

1. These columns identify the number of FTEs needed to perform the Federal Safety Assurance function for your site or office Defense Nuclear Facilities 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

- The LFO Technical Qualification Council is planning for upcoming TQP shortages. LFO has raised the issue of changing demographics and distribution at recent FTCP Teleconferences. LFO plans to continue to rely on NNSA/HQ in order to continue to meet technical capability needs.
- To fill existing vacancies, LFO management is offering details to 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. Full qualification will be required if the position becomes permanent. LFO will obtain technical assistance from NA-50 as needed.
- The Senior Technical Safety Manager, Facility Representative, and Radiation Protection positions will be filled through recruitment planned for FY15.

Section Four: Projected shortage/surplus over next five years

Over the next five years approximately 66% of LFO employees will be eligible to retire. No surpluses are anticipated. Possible shortages in the following areas (in addition to those shown above):

- Radiation Protection
- Nuclear Safety Specialist
- Occupational Safety

Section Five: General comments or recommendations related to the 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.