

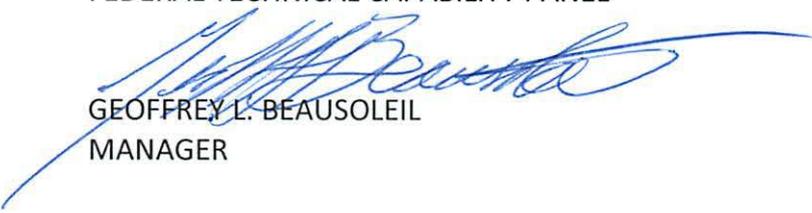


Department of Energy
National Nuclear Security Administration
Sandia Field Office
P. O. Box 5400
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JAN 15 2015

MEMORANDUM FOR KAREN L. BOARDMAN
CHAIRPERSON
FEDERAL TECHNICAL CAPABILITY PANEL

FROM: 
GEOFFREY L. BEAUSOLEIL
MANAGER

SUBJECT: Annual Workforce Analysis and Staffing Plan Report for 2014

REFERENCE: Boardman memorandum dated September 23, 2014; Subject: *Annual Workforce Analysis and Staffing Plan Report for Calendar Year 2014*

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:
William White, HQ/FORS, NA-3
James Todd, SFO/ENG
Allen Tate, SFO/ENG
609256

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

Reporting Office: Sandia 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).**
 - 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 Sandia's work is sponsored by the NNSA, the laboratories also perform work for other federal agencies, including DoD and DHS
 - Sandia employs more than 8500 staff and 1500 subcontractors in the fields of engineering, science and technology
 - The laboratories perform operations in Albuquerque and Carlsbad, NM; Livermore, CA; Amarillo, TX; Point Barrow, AK; Kauai, HI; and Tonopah, NV

2. **Describe any potential or probable changes to the mission that may significantly affect technical staffing needs.**
 - No significant mission changes requiring a change in field office technical staffing are anticipated. The following activities are projected for Sandia operations:
 - Spent Nuclear Fuel Shipments
 - Nuclear Material De-inventory
 - Weapon Component Environmental Testing to Support Life Extension Programs

Site Characteristics (Sites ONLY)

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

HC1 0 HC2 2 HC3 1 Less than HC3 325

Number of Documented Safety Analyses: 4 total, 3 Active

Total Number of Safety Systems credited in Documented Safety Analyses: 7

Number of High or Moderate Hazard NON-NUCLEAR Facilities: 0 High, 4 Moderate

Number of Low Hazard NON-NUCLEAR Facilities: 726

Number of Site Contractor FTEs (by Program Office): ~10,000

Number of Federal Office FTEs (by Program Office): 82 Authorized/ 79 Assigned

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	4.0	3.0	Vacant DFOM Position
Safety System Oversight Personnel	0.5	0.5	Position is Instrumentation & Control
Facility Representatives	1.4	2.2	
Other Technical Capabilities:			
Aviation Safety Manager	0.2	0.2	
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	Additional coverage provided through matrix support from NNSA/HQ
Deactivation & Decommissioning	0	0	
Electrical Systems/Safety Oversight	0.1	0.1	
Emergency Management	1.0	1.0	Additional support provided by other field office staff
Environmental Compliance	4.3	3.9	Includes Team Lead duties (0.1 FTE); additional coverage provided through matrix support from NNSA/HQ
Environmental Restoration	0	0	
Facility Maintenance Mgt	0.3	0.3	
Fire Protection Engineering	0.7	0	Coverage provided through matrix support from NNSA/HQ
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 Study	0	0	
Nuclear Safety Specialist	1.3	1.0	Additional coverage provided through matrix support from NNSA/HQ
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	5.0	None are Defense Nuclear Facility-related S&S positions
Safety Software QA	0.1	0.1	Position also covers PAAA, DNFSB, and SNM De-inventory
Technical Program Manager	0	0	
Technical Training	0.2	0.2	
Transportation & Traffic Mgt	0.8	0.8	
Waste Management	0.8	0.8	
Weapons QA	5.0	5.0	
Federal Project Directors ²	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 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

- High priority positions needing to be filled near term using accelerated recruitment/replacement
 - Fire Protection and two Security Specialist positions
- 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)
- Aviation Safety Manager, Civil/Structural Engineering, Criticality Safety, and additional support in Environmental Compliance are provided by NNSA/HQ

Section Four: Projected shortage/surplus over next five years

Additional staff members have indicated a desire to retire in the next five years; Safety Management and Weapons Quality Assurance are the positions that would be affected by the retirements.

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

This is a “snapshot” of the field office TQP staffing. The field office will use TQP quarterly reports to reflect the staffing changes accordingly.