



Department of Energy

Washington, DC 20585

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MEMORANDUM FOR KAREN L. BOARDMAN

CHAIRPERSON

FEDERAL TECHNICAL CAPABILITY PANEL (FTCP)

FROM:

PATRICIA R. WORTHINGTON, PhD

DIRECTOR

OFFICE OF HEALTH AND SAFETY

OFFICE OF ENVIRONMENT, HEALTH, SAFETY AND SECURITY

SUBJECT:

Office of Environment, Health, Safety and Security Annual Workforce Analysis and Staffing Plan Report for Calendar Year 2015.

In accordance with the guidance memo of October 14, 2015, the Annual Workforce Analysis and Staffing Plan Report for the Office of Environment, Health, Safety and Security (AU), is attached.

If you have any questions, please call me at (301) 903-5926.

Attachment



Annual Workforce Analysis and Staffing Plan Report (as of December 31, 2015)

Reporting Office: Office of Environment, Health, Safety, and Security

The Office of Environment, Health, Safety, and Security (AU) provides corporate leadership and strategic approaches for protecting DOE's workers, the public, the environment and national security assets. We accomplish this through developing corporate policies and standards and providing guidance on their implementation; sharing operating experience, lessons learned, and best practices; promoting quality; and providing assistance and supporting services to line management with the goal of mission success as DOE's environment, health, safety and security advocate.

We accomplish our overall mission in the following focus areas :

Environment, Health and Safety Policy and Support:

- Protecting the health and safety of DOE's federal and contractor workforce, addressing the health effects legacy of the Nation's nuclear weapons program, and conducting national and international health studies.
- Minimizing DOE's radiological and other environmental footprints and improving DOE's safety performance through analysis, policy development, and sharing lessons learned.
- Promoting the safe design, construction and operations of DOE's facilities, both nuclear and non-nuclear, and providing cross-organizational leadership in resolving related issues.

Security Policy and Support:

- Establishing effective policies, through a collaborative, enterprise approach, by which the national security assets entrusted to the Department are protected and secured.
- Furthering DOE's national security, nonproliferation and open governmental goals through the identification of classified, controlled and unclassified information.

Site Characteristics (Sites ONLY)

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

HC1 _____ HC2 _____ HC3 _____ Less than HC3 _____

Number of Documented Safety Analyses: _____ 0 _____

Total Number of Safety Systems credited in Documented Safety Analyses: 0

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): 0

Number of Federal Office FTEs (by Program Office): 39

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

AU TECHNICAL STAFFING

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	10	10	Not all are required but having 5 (the AU 30 Directors and STAs) is beneficial.
Safety System Oversight Personnel	0	0	
Facility Representatives	0	0	
Other Technical Capabilities:			
Aviation Safety Manager	0	0	
Aviation Safety Officer	0	0	
Chemical Processing	0	0	
Civil/Structural Engineering	1	1	
Confinement Ventilation and Process Gas Treatment	1	0	Having a qualified staff member would be very beneficial in AU-30.
Construction Management	0	0	
Criticality Safety	1	0	Having a qualified staff member would be very beneficial in AU-30.
Deactivation & Decommissioning	0	0	
Electrical Systems/Safety Oversight	2	2	
Emergency Management	1	1	
Environmental Compliance	0	0	
Environmental Restoration	0	0	
Facility Maintenance Mgt	2	1	Having a qualified staff member would be very beneficial in AU-30.
Fire Protection Engineering	1	1	
Industrial Hygiene	5	5	
Instrumentation & Control	1	1	
Mechanical Systems	2	1	Having a qualified staff member would be very beneficial in AU-30.
NNSA Packaging Cert. Engineer	0	0	
Nuclear Explosive Safety Study	0	0	
Nuclear Safety Specialist	9	6	Having several additional qualified staff members in AU -30 would be very beneficial.
Occupational Safety	1	1	
Quality Assurance	4	4	Having a qualified staff member would be very beneficial in AU-30.

Radiation Protection	4	3	Having a qualified staff member would be very beneficial in AU-30.
Safeguards & Security	0	0	
Safety Software QA	1	1	
Technical Program Manager	1	1	
Technical Training	0	0	
Transportation & Traffic Mgt	0	0	
Waste Management	0	0	
Weapons QA	0	0	
Federal Project Directors ²	0	0	

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

No current shortages at this time but positions indicated above would be beneficial to AU.

Section Four: Projected shortage/surplus over next five years

AU acknowledges that over 40% of the current AU workforce is eligible to retire in the next few years. Critical technical skill gaps will exist and additional personnel will either need to be hired or current technical personnel will need to be qualified in needed technical areas.

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

AU technical staffing is based on AU management's judgment of TQP FTE requirements based on technical issue priorities and past experience with actual staff time spent in the respective functional areas supporting technical issues.

AU-30 provides specialized security services to DOE Headquarters facilities and securing the work by developing and providing technical assistance in the following areas:

- Nuclear Safety Analysis
- Quality Assurance (including software quality assurance)
- Fire Protection
- Natural Phenomena Hazards
- Conduct of Operations, Maintenance, and Training
- Readiness Reviews
- Nuclear Materials Packaging

AU is working to ensure that AU TQP members are familiar with the qualification requirements and new eTQP records system to ensure the qualification standards are current and meeting departmental policy and technical needs and that the participants remain current in their field by pursuing ongoing continuing training.