

United States Government

Department of Energy (DOE)

# memorandum

Savannah River Operations Office (SR)

DATE: **JAN 29 2016**

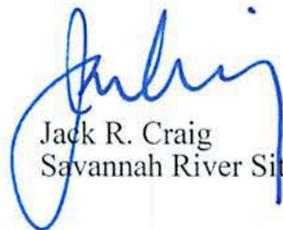
REPLY TO

ATTN OF: MGR (Craig, 803-952-7243)

SUBJECT: Annual Workforce Analysis and Staffing Plan Report for Calendar Year 2015

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

1. The Calendar Year 2015 Department of Energy, Savannah River Site (DOE-SR) Workforce Analysis and Staffing Plan Report is attached. This analysis was conducted in conjunction with the development of the DOE-SR 5-Year Workforce Management Plan.
2. Should you have any questions, please contact me at (803) 952-7243 or Mr. Lee Moody, Senior Human Resources Business Partner, (803) 952-5978.



Jack R. Craig  
Savannah River Site Manager

HRAO/SR-16-0022

Attachment:  
DOE-SR Annual Workforce Analysis  
and Staffing Plan Report

cc w/o Attachment:  
M. Mikolanis, DOE-SR, FTCP

**DEPARTMENT OF ENERGY (DOE)  
SAVANNAH RIVER OPERATIONS OFFICE (SR)  
Annual Workforce Analysis and Staffing Plan Report  
as of December 31, 2015**

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

1. Continued safe operation of the following facilities or activities:

- Operation of Hazard Category 2 and 3 nuclear facilities (Defense Waste Processing Facility, F/H High Level Waste Tank Farms, H-Canyon/HB-Line, F-Canyon Complex, F/H Analytical Laboratories, L-Area Used Nuclear Fuel Facility, K-Area Complex, Saltstone Disposition Facilities, and E-Area Solid Waste Management Area Facilities, C-Reactor and SRNL);
- Continuing Building 235-F Risk Reduction scope to meet Implementation Plan for DNFSB's Recommendation 2012-1;
- DOE direct-managed design and construction (Salt Waste Processing Facility) supporting the high level waste disposition and begin start-up operations in calendar year 2016;
- Environmental remediation and facility deactivation and decommissioning projects;
- General site infrastructure systems (e.g., biomass plants, roads, bridges, dams, and utilities);
- Management of Federal Facility Agreements, including: operation and maintenance of active and passive soil and groundwater remediation systems, and monitoring of groundwater and surface water);
- Integrated regulatory compliance strategy, in consultation with other DOE-SR project offices;
- Oversight of various tenant organizations (e.g., U.S. Forest Service, Archeological Research Program, South Carolina Department of Natural Resources, Natural Resources Conservation Service, and the Savannah River Ecology Laboratory);
- Non-radiological traffic and transportation management;
- Environmental Management System and the energy/sustainability program;
- Savannah River Site Community Re-Use Organization asset reuse projects/activities;
- Design, construction and startup of the Final Storage Vault;
- Continued implementation of DOE O 426.2 Personnel Selection, Training, Qualification, and Certification Requirements for DOE Nuclear Facilities;

- Continue to lead an effort to identify areas of improvement for maintenance oversight through a Maintenance Program Initiative;
- Continue providing Subject Matter Experts to support WIPP Clean-up/re-start activities;

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

- Implementation of Nuclear Quality Assurance-1 (NQA-1) across SRS;
  - Continued implementation of DOE O 226.1B-Implementation of DOE Oversight Policy;
  - Operation and assessment of Safeguards and Security systems to protect SNM at the required levels to support current assigned missions in SRS Category 1, 2 and 3 storage and processing facilities (K-Area Complex, H-Canyon/HB-Line, L-Area Complex and Savannah River National Laboratory);
  - Secure storage of consolidated excess plutonium from other sites throughout the DOE Complex at SRS (SRS Strategy 40);
  - Information Technology Systems certification and accreditation packages for all accreditation boundaries.
2. Potential or probable changes to the mission that may significantly affect technical staffing needs.
- Continued growth and development of SRNL as Environmental Management’s corporate laboratory in its efforts to provide federal and non-federal work for others, and as a premier applied technology laboratory and long-term asset for our nation;
  - Continued advancement in the area of hydrogen technology to make the wide-spread use of hydrogen practical for powering America’s future; and
  - Strengthening technology transfer through partnerships with universities, nonprofit institutions, and the private sector.
  - Expanded disposition missions in H-Area for various nuclear materials (uranium, plutonium, used nuclear fuel)

**SITE CHARACTERISTICS (Sites ONLY)**

Number of Hazard Category (HC) (per DOE Standard 1027) 1, 2, or 3 Nuclear Facilities:

HC1 0 HC2 164 HC3 21 Less than HC3 37 Total: 222

Number of Documented Safety Analyses: 37

Total Number of Safety Systems credited in Documented Safety Analyses: 13

Number of High or Moderate Hazard Non-Nuclear Facilities: 0

Number of Low Hazard Non-Nuclear Facilities: 16

Number of Site Contractor FTEs: 7081

Number of Federal Office FTEs: 262

**Section Two: Technical Staffing Summary Table:**

The Senior Management Team (SMT) will continue to address critical needs and fill vacant positions based on mission priorities and funding availability. Positions have been prioritized (see comments section below) into three groups:

- High priority positions to be filled near term using accelerated recruitment/replacement;
- Medium priority positions to be filled using normal recruitment/replacement process; and
- Other positions 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 the technical staff already counted in the table.

<b>TECHNICAL STAFFING SUMMARY TABLE</b>			
<b>Technical Capability</b>	<b>For All Facilities</b>		<b>Comments</b>
	<b>Number of FTEs Needed</b>	<b>Number of FTEs Onboard</b>	
Senior Technical Safety Managers	30	28	The two positions will be advertised in FY2016. Interim coverage for the other position will be shared by other qualified STSMs within the organization with the vacancy. <b>(Priority: high)</b>
Safety System Oversight Personnel	15	17	
Facility Representatives	32	26	The six positions have been advertised on USAJOBS and a certificate will be issued to make selection within the next 30 days. Interim coverage will be provided through a sharing of duties among other FRs. <b>(Priority: high)</b>
<b>Other Technical Capabilities:</b>			
Aviation Safety Manager	1	0	This position will be advertised in FY2016.
Aviation Safety Officer	1	0	This position has been filled with the arrival of a new hire in April 2016.
Chemical Processing	5	1	The four positions are being filled by support contractors and may be authorized for staffing in FY2016 based on budget constraints.
Civil/Structural Engineering	2	1	This position has not been authorized to be filled due to budgetary constraints
Construction Management	2	1	This position has not been authorized to be filled due to budgetary constraints
Criticality Safety	5	4	This position may be authorized to be filled during FY16 based on budget constraints.
Deactivation & Decommissioning	2	0	The two positions has been filled with the utilization of the Pathways Program, however, both employees are in the early stage of the program.
Electrical Systems	3	1	These two positions have not been authorized to be filled due to budgetary constraints.

Emergency Management	3	3	
Environmental Compliance	14	11	These three positions have not been authorized to be filled due to budgetary constraints.
Environmental Restoration	5	4	This position has not been authorized to be filled due to budgetary constraints
Facility Maintenance Management	2	2	
Fire Protection Engineering	3	3	
Industrial Hygiene	4	3	This position will be filled in FY2016 with the help of a reassignment.
Instrumentation & Control	2	1	This position has not been authorized to be filled due to budgetary constraints.
Mechanical Systems	4	3	This position has not been authorized to be filled due to budgetary constraints. .
Nuclear Explosive Safety Study	-	-	
Nuclear Safety Specialist	21	19	The two positons will be filled in FY2016.
Occupational Safety	9	7	This position has not been authorized to be filled due to budgetary constraints
Quality Assurance	10	6	This position has not been authorized to be filled due to budgetary constraints.
Radiation Protection	4	3	This position has not been authorized to be filled due to budgetary constraints
Safeguards & Security	12	10	This position has not been authorized to be filled due to budgetary constraints.
Safety Software Quality Assurance	2	1	
Technical Program Manager	10	8	An additional position has been authorized to be filled at the entry level utilizing the Pathways Program for succession planning in FY2016.
Technical Training	2	0	One position has been filled; however, the employee is working on main functional area qualification.
Transportation & Traffic Mgmt.	1	1	
Waste Management	10	6	This position has been authorized to be filled during FY15.
Weapons QA	-	-	
Federal Project Directors	8	10	Although there are only 8 needed, there are 10 employees who are certified.
Project Management	-	-	

### **Section Three: Current TOP Shortages and Plans for Filling Them:**

(See Section Two)

### **Section Four: Projected TOP Shortage/Surplus Over Next Five Years:**

DOE-SR is facing one of the most challenging workforce periods due to the rapidly aging workforce, a strategic change in its mission and future skills imbalances in mission critical occupations (MCOs). Due to budget constraints and unplanned losses, the SMT and Savannah River Human Resources Advisory Office (SR HRAO) will utilize all available resources to maintain a diverse, competent workforce. DOE-SR will continue to focus on entry level hiring in order to transfer knowledge from a "retirement ready" workforce to one that will acquire such knowledge and carry forward the SRS mission into the future. It is imperative that a critical investment be made now to ensure that a cadre of skilled and diverse employees is available to transition into MCOs as they become vacant. The SMT will manage the workforce more creatively and efficiently to staff critical positions to preserve competence, maintain diversity, and meet mission objectives.

Over the next 5 years, DOE-SR plans to recruit and fill vacancies considering internal as well as external sources (as budgetary constraints permit) to fill any voids created by attrition. Peak workload will be addressed through details and reassignments of existing staff, and use of support service contracts.

**Section Five: General Comments or Recommendations Related to the TOP Technical Staffing:**

DOE-SR lost a number of skilled employees at various levels through retirements or transfers in FY 2015. Efforts will continue to fill remaining vacant positions as program direction budget and FTE ceiling supports these requirements. Consideration will be given, to the extent feasible, to filling positions at the entry level to ensure that knowledge transfer and on-the-job training/qualification, where appropriate, are achieved. SR will continue to use existing resources and manpower to detail and reassign personnel in critical key positions while maintaining the safe operation of the site.