

United States GovernmentNational Nuclear Security Administration (NNSA)
Savannah River Site Office (SRSO)

Memorandum

DATE: **December 14, 2011**

REPLY TO

ATTN OF: SV (McAlhany, 803-208-8230)

SUBJECT: Annual Workforce Analysis and Staffing Plan Report

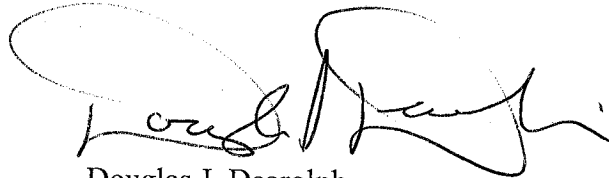
TO: Karen L. Boardman, Chairperson, Federal Technical Capability Panel (FTCP), NNSA Service Center

In response to your October 13, 2011, memorandum, we have conducted a staffing analysis for the SRSO. This analysis was conducted in accordance with the models and guidance provided at the FTCP website. We have also completed the attached tables as requested.

As SRSO is co-located on an Environmental Management landlord site, we rely on the Savannah River Operations Office for matrix support for certain functions due to the limited number of NNSA employees within SRSO. We also rely on technical support from the NNSA Albuquerque Complex and to a lesser extent from NA-26 personnel located at the site. This reliance on matrix support is delineated in the Technical Staffing Summary Table.

As the overall NNSA presence grows at the Savannah River Site (SRS), there is a possibility that additional facilities at SRS will be transferred to SRSO. If this occurs, then our staffing needs will have to be re-evaluated and adjusted accordingly.

If you have any questions or comments, please contact me or Karey McAlhany of my staff, at 803-208-8230.



Douglas J. Dearolph
Manager

SV:BKM:mbb

COR-SRSOMO-12.9.2011-404882

Attachment: Annual Workforce Analysis and
Staffing Plan Report as of December 31, 2011

cc w/o attach:

Dave Chaney, NNSA Albuquerque Complex

Section Two – 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	3	4	
Safety System Oversight Personnel ²	1	1	Add'l SSO support provided by individuals from other FAs.
Facility Representatives ³	3	3	
Other Technical Capabilities:			
Aviation Safety Manager	0	0	
Aviation Safety Officer	0	0	
Chemical Processing	0	0	
Civil/Structural Engineering	0.1	0	DOE-SR matrix support and NA-SH support.
Construction Management	0.1	0	DOE-SR matrix support and NA-SH support.
Criticality Safety	0	0	
Deactivation & Decommissioning	0	0	
Electrical Systems	0.5	0	Supported by SSO function.
Emergency Management	0.1	0	DOE-SR matrix support and NA-SH support.
Environmental Compliance	0.1	0	DOE-SR matrix support and NA-SH support.
Environmental Restoration	0	0	
Facility Maintenance Management	0.5	0	Supported by individuals from other FAs.
Fire Protection Engineering	0.25	0	Supported by NA-26 and NA-SH.
Industrial Hygiene	0.1	0	DOE-SR matrix support and NA-SH support.
Instrumentation & Control	0.25	0	DOE-SR matrix support and NA-SH support.
Mechanical Systems	0.25	0	DOE-SR matrix support and NA-SH support.
NNSA Packaging Cert. Engineer	0.1	0	DOE-SR matrix support and NA-SH support.
Nuclear Explosive	0	0	
Nuclear Safety Specialist	2	2	
Occupational Safety	0.25	1	
Quality Assurance	0.5	0	SQA individual is also qualified in QA and WQA.
Radiation Protection	0.25	0	DOE-SR matrix support and NA-SH support.
Safeguards & Security	5	4	FLP graduating in June 2012 will go into S&S
Safety Software Quality Assurance	0.5	1	SQA individual is also qualified in QA and WQA.
Technical Program Manager	3	3	
Technical Training	0.1	0	DOE-SR matrix support and NA-SH support.
Transportation & Traffic Mgmt	0.1	0	DOE-SR matrix support and NA-SH support.
Waste Management	0.1	0	DOE-SR matrix support and NA-SH support.
Weapons QA	1	1	
Federal Project Directors ⁴	0	0	

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. SSO staffing analysis worksheets may be used in this process. They are posted at <http://www/hss.energy.gov/dep/dep/ftcp>.
3. Facility Representative staffing analysis worksheets are posted at <http://www/hss.energy.gov/dep/dep/ftcp>.
4. 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

SRSO currently relies on matrix support from the Savannah River Operations Office (DOE-SR), the NNSA NA-SH, or NA-26 personnel located at SRS to cover our needs as delineated in the above Technical Staffing table. SRSO has no vacancies at this time.

Section Four: Projected shortage/surplus over next five years

Of the 32 Federal FTEs currently assigned to SRSO, 20 are designated as TQP positions. Of these 20 FTEs, three are currently eligible for retirement, and an additional four are eligible within the next five years. Of these seven, two are currently occupying STSM designated positions. The eventual retirement of these seven individuals will result in a significant loss of corporate knowledge for the Site Office. SRSO currently has one Future Leader participant who will graduate from the program in June 2012.

Over the next five years, SRSO is projected to pick up ownership of several additional facilities. As these facilities transition over, SRSO will have to reassess its resources and increase staffing as needed to provide adequate oversight of these additional facilities. Areas where staffing is projected to increase include FRs, Nuclear Safety Specialists, SSOs, and Security professionals.

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

Over the next 10 years, an additional three individuals in the TQP will be eligible for retirement. SRSO will need to continue to bring in new individuals as attrition opens up new vacancies and will pass on as much corporate knowledge as possible.