

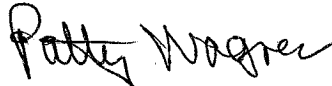


Department of Energy
National Nuclear Security Administration
P.O. Box 5400
Albuquerque, NM 87185



JAN 20 2012

MEMORANDUM FOR: Karen Boardman, Chairperson
Federal Technical Capability Panel

FROM: Patty Wagner
Manager 

SUBJECT: Annual Workforce Analysis and Staffing Plan Report for 2011

REFERENCE: Boardman Memorandum Dated: October 13, 2011, Subject: *Annual Workforce Analysis and Staffing Plan Report for Calendar Year 2011*

The Sandia Site Office (SSO) has completed the workforce analysis and developed a staffing plan in accordance with the guidance provided in the referenced memorandum. The SSO report is attached.

Should you have any questions, please contact me at (505) 845-6036 or Jim Todd of my staff at (505) 284-6668.

Attachment

cc w/attachment:
James McConnell, HQ/FORS, NA-17
Richard Sena, SSO/MO, MS-0184
Shirley Mondy, SSO/MO, MS-0184
James Todd, SSO/MO, MS-0184
Allen Tate, SSO/MO, MS-0184
12-035-412431

Annual Workforce Analysis and Staffing Plan Report
as of December 31, 2011
Reporting Office: Sandia Site Office

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

1. The Sandia Site Office (SSO) Mission is to provide contract oversight of Sandia National Laboratories (SNL) for the National Nuclear Security Administration (NNSA). The site office ensures federal personnel are technically qualified to accomplish the defense nuclear facility oversight required by this mission.
 - 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 SNL's work is sponsored by the NNSA, the lab also performs work for other federal agencies, including the Department of Defense and the Department of Homeland Security.
 - Sandia National Laboratories employs more than 8500 staff and 1500 subcontractors in the fields of engineering, science and technology. The lab performs operations in Albuquerque and Carlsbad, NM; Livermore, CA; Amarillo, TX; Point Barrow, AK; Kauai, HI; and Tonopah, NV.
2. No significant SNL mission changes requiring a change in site office technical staffing are anticipated, however the following activities are projected for SNL operations:
 - Transuranic Waste Shipments;
 - Spent Nuclear Fuel Shipments; and
 - Nuclear Material De-inventory.

Section Two: Technical Staffing

The following Technical Staffing tables complete this section. Complete the tables as follows for each of the technical capabilities:

- Except for Senior Technical Safety Managers (STSM), enter the number of personnel in Full Time Equivalents (FTE) (e.g. 0.1 FTE) needed to support safe operations for your site or office. Enter the number of FTE personnel who are onboard as of December 2011.
- STSM qualification is 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 2011.
- STSM/Facility Representative (FR)/Safety System Oversight (SSO) personnel are generally required for all nuclear facilities. FRs are also used for other types of hazardous facilities. If any personnel in these areas are also assigned to technical specialties on the list, 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.
- 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 competency 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.
- The same person may be included in multiple capabilities as a fraction of an FTE in each capability.
- 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.

6.5
2.5

**Annual Workforce Analysis and Staffing Plan Report
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Section Two - SITE CHARACTERISTICS TABLE ¹

Number of Hazard Category 1, 2, or 3 Nuclear Facilities:

HC1: 0 (Zero) HC2: 2 (Two) HC3: 4 (Four)

Number of Radiological Facilities ²: 325 (three hundred twenty five)

Number of High or Moderate Hazard Non-Nuclear Facilities: 4 (Four) Moderate, 0 (Zero) High

Number of Accelerators (with approved Safety Analysis Documents): 2 (Two)

Number of Low Hazard Non-Nuclear Facilities: 726 (Seven hundred twenty six)

Number of Documented Safety Analyses: 7 (Seven) total, 6 (Six) Active

Number of Safety Systems ³: 9 (Nine)

Number of Site Contractor FTEs: ~10,000 (Approximately ten thousand)

Number of Federal Office FTEs: NA – 101 (One Hundred one)/97 (Ninety seven) Authorized/Assigned

Notes:

1. Sites accountable to multiple Headquarter Program Offices should list FTE needs by each Cognizant Secretarial Office, e.g. Total 22 FTEs (EM - 20, NE - 2).
2. Radiological Facilities are defined in 10 CFR 830 as below Hazard Category 3 Facilities. Hazard Category 1, 2 or 3 Nuclear Facilities should not be double counted as Radiological Facilities.
3. Safety Systems must be credited in a Documented Safety Analysis.

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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	4	3	Senior Technical Safety Advisor Position Vacant
Safety System Oversight Personnel ²	0.5	0.3	I&C is Safety System Oversight Engineer (SSOE) position; Additional support provided by defense nuclear facility FRs
Facility Representatives ³	5.5	5.5	2.5 FTE are non-defense nuclear facility FRs
Other Technical Capabilities:			
Aviation Safety Manager	0.1	0	Coverage provided through matrix support from NNSA/HQ
Aviation Safety Officer	0	0	
Chemical Processing	0	0	
Civil/Structural Engineering	0.1	0	Coverage provided through matrix support from NNSA/HQ
Construction Management	0	0	
Criticality Safety	0.1	0.1	
Deactivation & Decommissioning	0	0	
Electrical Systems	0.1	0	Coverage provided through matrix support from NNSA/HQ
Emergency Management	1.5	1.0	Additional support provided by other site office staff
Environmental Compliance	4.9	3.7	1.2 FTE provided through matrix support from NNSA/HQ; also includes Team Lead duties (0.25 FTE)
Environmental Restoration	0	0	
Facility Maintenance Management	0.5	0.3	Additional support provided by defense nuclear facility FRs
Fire Protection Engineering	1.0	1.0	
Industrial Hygiene	0.7	0.7	Performs duties as Safety & Health Team Lead (0.3 FTE)
Instrumentation & Control (I&C)	0.5	0.3	Additional support provided by defense nuclear facility FRs
Mechanical Systems	0	0	
NNSA Packaging Cert. Engineer	0	0	
Nuclear Explosive	0	0	
Nuclear Safety Specialist	2.5	2.0	Additional support provided by defense nuclear facility FRs
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	12.0	12.0	None are Defense Nuclear Facility-related S&S positions; all in TQP by NNSA/HQ direction
Safety Software Quality Assurance	0.5	0.3	Position also covers PAAA, DNFSB, and SNM De-inventory
Technical Program Manager	0	0	
Technical Training	0.5	0.2	Additional support provided by defense nuclear facility FRs
Transportation & Traffic Mgmt	1.0	1.0	
Waste Management	1.0	1.0	
Weapons QA	5.0	4.0	Temporary support provided through NNSA/HQ
Federal Project Directors ⁴	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 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 DOE O 360.1A using the Project Management Career Development Program.

**Annual Workforce Analysis and Staffing Plan Report
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Section Three: Current shortages and plans for filling them

- High priority positions needing to be filled near term using accelerated recruitment/replacement
 - None
- Medium priority positions needing to be filled using normal recruitment/replacement process
 - Senior Technical Safety Advisor (STSM), Weapons Quality Assurance, and Nuclear Operations Engineer (Safety System Oversight Engineer, Facility Maintenance Management, Safety Software Quality Assurance, and Technical Training)
- Other positions needing 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 technical staff already counted in the table.
 - Aviation Safety Manager, Civil/Structural Engineering, Electrical Systems, and additional support in Environmental Compliance are provided by NNSA/HQ

Section Four: Projected shortage/surplus over next five years

- Four staff members have indicated a desire to retire in the next five years. Emergency Management, Occupational Safety, and Facility Representative are the positions that would be affected by the retirements.

Section Five: General comments or recommendations related to the Technical Staffing - None