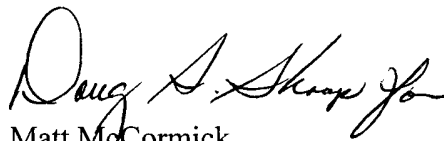


United States Government

Department of Energy
Richland Operations Office**memorandum**

DATE: FEB 11 2011
REPLY TO
ATTN OF: AMSE:JEP/11-AMSE-0021
SUBJECT: ANNUAL WORKFORCE ANALYSIS AND STAFFING PLAN
TO: K. L. Boardman, Chairperson
Federal Technical Capability Panel

The purpose of this letter is to respond to your October 28, 2010, (10-NA SC-09), letter requesting the Richland Operations Office's (RL's) Annual Workforce Analysis and Staffing Plan report. In accordance with the direction in the above reference, RL performed a workforce analysis and developed the attached RL Calendar Year 2010 Workforce Analysis and Staffing Plan report. This memorandum transmits this report for review and incorporation into the Federal Technical Capability Panel Annual Report to the Secretary. If you have any questions, please contact me, or your staff may contact Rob G. Hastings, Federal Technical Capability Panel Agent, on (509) 376-9824.



Matt McCormick
Manager

Attachment

**Annual Workforce Analysis and Staffing Plan Report
as of December 31, 2010
Reporting Office Richland Operations Office**

Current Mission(s) of the Organization and Potential Changes

The Richland Operations Office (RL) mission is to complete environmental cleanup of the Hanford Site while protecting the health and safety of the workforce public, and environment. The major site cleanup projects include the K Basin Project, the Plutonium Finishing Plant Project, the River Corridor Project, the Central Plateau Project and Waste Treatment and Disposal, as well as others. RL's vision is to reduce the active area of cleanup to the Central Plateau by 2015. This goal will shrink Hanford's 586 square mile footprint to 75 square miles by this date. The following 2015 vision components may affect RL's technical staffing needs in future years:

- 300 Area: Remedial actions for groundwater and soil.
- K Area: Finalize demolition work at K Basin and place the reactor in safe storage by 2015.
- Plutonium Finishing Plant slab-on-grade by 2015.
- Central Plateau: Groundwater treatment of carbon tetrachloride and ensuring that other contaminants are contained and/or treated.
- Infrastructure: "Right-size" the infrastructure as cleanup shrinks.

During the next few years, the RL mission will focus on the following major activities:

- Plutonium Finishing Plant Closure
- K-Basin Closure
- Solid Waste Stabilization and Disposition
- Soil and Water Remediation
- Nuclear Facility D&D - Remainder of Hanford
- Nuclear Facility D&D – River Corridor Closure
- Nuclear Facility D&D - Fast Flux Test Facility Closure

SITE CHARACTERISTICS TABLE¹

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

HC1 0 HC2 16 HC3 8

Number of Radiological Facilities²: 28

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

Number of Low Hazard Non-Nuclear Facilities: 0

Number of Documented Safety Analyses: 24

Number of Safety Systems³: 28

Number of Site Contractor FTEs: 6880

Number of Federal Office FTEs: 266

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.

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	5.8	5.8	Note: One STSM in qualification at this time
Safety System Oversight Personnel ²	1.7	1.7	Electrical-0.2, HVAC-1, Fire-0.3, I&C-0.1, Mechanical-0.1
Facility Representatives ³	19	19	One FR in qualification at this time
Other Technical Capabilities:			
Aviation Safety Manager	0.1	0.1	
Aviation Safety Officer	0.1	0.1	
Chemical Processing			
Civil/Structural Engineering			
Construction Management			
Criticality Safety			Performed by loaned ORP individual.
Deactivation & Decommissioning			
Electrical Systems	0.5	0.5	Performed by SSO individual.
Emergency Management	1	0	Working towards filling this position.
Environmental Compliance	6	6	
Environmental Restoration			
Facility Maintenance Management	0.1	0.1	
Fire Protection Engineering	0.7	0.7	Performed by SSO individual.
Industrial Hygiene	2	1	Working towards filling this position.
Instrumentation & Control	0.2	0.2	Performed by SSO individual
Mechanical Systems			
NNSA Packaging Cert. Engineer			
Nuclear Explosive			
Nuclear Safety Specialist	6	5	Working towards filling this position.
Occupational Safety	1	0	Working towards filling this position.
Quality Assurance	3.8	3.8	
Radiation Protection	4	4	
Safeguards & Security	12	12	
Safety Software Quality Assurance	0.2	0.2	Performed by a QA individual
Technical Program Manager			
Technical Training			
Transportation & Traffic Mgmt	1	1	
Waste Management			
Weapons QA			
Federal Project Directors ⁴	6	6	

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/ftcp>
3. Facility Representative staffing analysis worksheets are posted at <http://www.hss.energy.gov/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

Current shortages and plans for filling them

The following are shortages in RL's technical staffing.

- Occupational Safety
- Nuclear Safety
- Emergency Management
- Industrial Hygiene
- Safety Team Lead

RL expects to fill these vacancies during 2011.

Projected shortage/surplus over next five years

There will be continued emphases on Facility Representative, Nuclear Safety, and Subject Matter Expert staff activities in the immediate future and over the next several years. As the Hanford site is entering into a period of increased D&D work, experience indicates that there will be increases in the areas mentioned above.

The American Recovery and Reinvestment Act (ARRA) of 2009 increased RL's contractor workforce by approximately 2,200 FTEs. However, given the relatively short duration of the ARRA, RL has chosen to provide technical support personnel for oversight of this work by the use of general support services contractors. As RL foresees/experiences attrition in Technical Qualification positions, those positions will be backfilled while balancing skill mix needs of the office.

General comments or recommendations related to the Technical Staffing

RL recommends nationalization of the Technical Qualification process to reduce duplicative efforts across field offices, standardization of the training and testing materials, and the application of the Standardized Approach to Training process regarding the needed minimum competencies of the technical positions.