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United States Government **Department of Energy (DOE)**

memorandum

DATE: NOV 0 8 2002

REPLY TO ATTN OF: 02-ORP-110 - Chairman, Federal Technical Capability Panel

SUBJECT: QUARTERLY REPORT ON FEDERAL TECHNICAL CAPABILITY

TO: Distribution:

This Quarterly Report on the Federal Technical Capability Panel (FTCP) contains information on the status of qualifications in the Technical Qualification Program (TQP), technical skill gaps, availability of positions at closure sites, and technical interns at the U.S. Department of Energy (DOE).

Attachment 1 provides the Status of Qualifications in the TQP. The DOE goal is to meet and exceed a 75% fully qualified rate for all personnel in the TQP. The number of reporting Offices meeting the 75% qualification goal improved from 11 last quarter to 14 of the 24 offices. The DOE qualification rate has improved from 64% last quarter to 67%. The number of Offices with no overdue personnel in their TQP qualifications improved from 9 last quarter to 11 of the 24 Offices. At the FTCP meeting held on May 30, 2002, it was agreed that those DOE-Headquarters Program Offices, and Field and Area Offices that do not meet either of their DOE TQP goals will identify 30/60/90 day goals for reaching 0 overdue and/or 75% fully qualified. These 30/60/90 day goals were provided by the respective FTCP Agents and are provided in Attachment 1.

Attachment 2 provides the Status of Filling Technical Skill Gaps as of September 30, 2002. These gaps were identified in the FTCP report, "Analysis of Safety System Federal Staff Expertise and Availability," dated January 24, 2002. The report identified a total of 31.75 full-time equivalent (FTE) positions that are needed to provide necessary and sufficient oversight of contractor safety systems. The current gap is 26.5 FTEs. Sites are encouraged to continue to reduce the gaps by using available technical personnel from closure sites, sites that have additional Subject Matter Experts (SMEs), and by supplementing their staff either with new hires or with personnel from DOE-Headquarters and Albuquerque offices

Attachment 3 provides the Availability of Technical Positions at Closure Sites as of September 30, 2002. The purpose of this information is to show dates that personnel in technical positions at the Ohio and Rocky Flats Field Offices will become available to the rest of DOE. All Offices need to ensure the transportability of qualifications, which will help in retention of technical expertise from closure sites, as well as, efficient reassignment of personnel with mission changes. The FTCP functions to assist sites in establishing agreements or processes by which persons in these technical positions are identified with sufficient lead time and can be transferred to other sites.

Attachment 4 provides the Status of DOE Technical Interns as of September 30, 2002. Currently, there are a total of 33 interns at seven Field and DOE-Headquarters Program Offices. Field and Area Office Managers should evaluate the status and progress of interns assigned to their Offices and consider assigning them to qualify in TQP functional areas in which there are technical skill gaps. When extending future job offers to interns, consideration should be given to hiring interns that will reduce the technical skill gaps.

If you have any questions, please call me at (509) 376-6677.

Roy J. Schepens
Chairman
Federal Technical Capability Panel

Attachments
1) Status of Qualifications in the TQP
2) Status of Filling Technical Skill Gaps
3) Availability of Technical Positions at Closure Site Offices
4) Status of DOE Technical Interns

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cc:
Administrator, National Nuclear Security Administration
Under Secretary for Energy, Science and Environment
Federal Technical Capability Panel Agents

Status of Qualifications in the Technical Qualification Program (TQP)

September 30, 2002
Update Frequency: Quarterly

Office		Number of People in the TQP	Number Fully Qualified	Number Overdue	Percent Fully Qualified	30/60/90 Day Goals for reaching 0 Number Overdue and 75% Fully Qualified Program Goals
FIELD/AREA OFFICES						
AL	OPS	117	56	19	48%	30-day 8 overdue, 54% qualified; 60-day 4 overdue, 57% qualified; 90-day 2 overdue, 62% qualified
AL	ASO	55	25	0	45%	30-day 1 overdue, 47% qualified; 60-day 0 overdue, 51% qualified; 90-day 0 overdue, 53% qualified
AL	KSO	40	16	3	40%	30-day 2 overdue, 45% qualified; 60-day 1 overdue, 50% qualified; 90-day 0 overdue, 55% qualified
AL	KCSO	32	26	0	81%	30-day 0 overdue, 55% qualified; 60-day 0 overdue, 67% qualified; 90-day 0 overdue, 67% qualified
AL	LASO	53	23	6	43%	30-day 2 overdue, 62% qualified; 60-day 1 overdue, 66% qualified; 90-day 0 overdue, 76% qualified
CBFO	FIELD	8	7	0	88%	All current participants qualified by March 30, 2002. Three new participants will be added to the TQP.
CH (Note 1)	OPS	18	15	0	83%	
ID	OPS	118	105	1	88%	1 Overdue: Performance Improvement Plan drafted
NV	OPS	96	76	0	79%	
OAK (Note 2)	OPS	41	6	0	12%	No increase in number qualified in the next 90 days. See Note 2
OH	FIELD	16	16	0	100%	
OH	FERN	34	33	0	97%	
OH	MEMP	23	23	0	100%	
OH	WVDP	16	15	0	94%	
OR (Note 3)	OPS	199	50	1	25%	30-day 0 overdue, 40% qualified; 60-day 40% qualified; 90-day 43% qualified (75% by 3/30/03)
ORP	FIELD	70	55	0	79%	
RFFO	FIELD	80	71	1	90%	
RL	OPS	116	109	0	94%	
SR	OPS	203	157	2	77%	0 Overdue by October 2002/Conducting STSM Functional Area qualification training
SR	NNSA	27	17	3	63%	75% fully qualified by November 2002
YSO (Note 4)	NNSA	65	33	5	51%	30-day 4 overdue, 52% qualified (34 individuals); 60-day 4 overdue, 55% qualified (36); 90-day 4 overdue, 64% qualified (42). YSO 75% fully qualified (49 individuals) by March 2003
DOE-HEADQUARTERS PROGRAM OFFICES						
EH	HQ	66	63	3	95%	Remaining personnel in final stages; Estimated completion 12/31/02
EM (Note 5)	HQ	21	10	1	48%	30-day 26% qualified; 60-day 67%qualified; 90-day 100% qualified
NNSA	HQ	44	36	6	81%	30-day 4 overdue; 60-day 2 overdue; 90-day 0 overdue
DOE Total		**1558**	**1043**	**51**	**67%**	
DOE GOALS		**-**	**-**	**0**	**75%**	

Note 1 - CH's participation in the TQP is voluntary. CH managers have not assigned due dates to individuals for most functional areas. The exception is the Facility Representative area. The qualification status reflects only Facility Representatives.

Note 2 - OAK has recently completely revised its TQP, and is rolling out the more rigorous program in a prioritized, incremental approach. OAK is requiring all participants in the program to qualify under the revised program, including those who completed qualification under the old OAK TQP. OAK has signed off 417 of the 2556 competencies (16%), in the DOE Qualification Standards (i.e. general technical base plus functional standard), needed to qualify the 41 individuals in the OAK Technical Qualification Program.

Note 3 - Incomplete are: New to Program, 83; Previously Qualified, Moved to New Position, 10; Previously Qualified, Transferred from Another Site, 5; Previously Qualified, New Competencies Added to Position, 51

Note 4 - YSO has created a Safeguards and Security Division, including adding 14 personel into the TQP. Adjustments to the baseline number of TQP participants is reflected above. Without these additional personnel, the

Note 5 - At DOE-Headquarters EM, STSM program incumbents must participate in the TQP and complete the program in 18 months. All other TQP participants may voluntarily participate and are not assigned a deadline. There are 14 voluntary TQP participants, 4 of whom are fully qualified. 6 of the 7 STSMs are fully qualified while the remaining STSM incumbent is overdue.

Status of Filling Technical Skill Gaps

September 30, 2002

Update Frequency: Semi-Annually

	SKILL GAPS IN EACH TECHNICAL AREA (Numbers Represent FTEs)															
OFFICE	Mechanical Engineer		Electrical Engineer		Instrumentation & Control		Criticality Safety		Fire Protection		Civil, Structural Engineer & Natural Phenomena		Emergency Preparedness		**TOTAL GAPS**	
NNSA Site Offices	Original	Current	Original	Current	Original	Current	Original	Current	Original	Current	Original	Current	Original	Current	Original	Current
ASO	1.7	1.7	1	1				1				3		1	2.7	7.7
KSO	1	1	0.9	0.9	0.1	0.1									2	2
LASO	1.5	1.5	1	1	1	1	1	1	1	1			1	1	6.5	6.5
NV	2.2	2							0.5	0.5					2.7	2.5
OAK	1.75	1	0.5	1					1.5	0	0.5	0.5			4.25	2.5
YSO			0.5	0	0.5	0	2	1	1	1					4	2
EM Site Offices																
ORP	3	0	1	0	2	0			1	1					7	1
RFFO	0.3	0.3													0.3	0.3
RL	1	0	0.3	0					1	1					2.3	1
DOE Totals	12.45	7.5	5.2	3.9	3.6	1.1	3	3	6	4.5	0.5	3.5	1	2	**31.75**	**25.5**

"Original" column represent gaps described in the report, "Analysis of Safety System Federal Staff Expertise and Availability" dated January 24, 2002.

Notes/Changes:

OAK (Livermore Site Office): The .75 FTE gap in mechanical engineering was filled by internal reassignment. Reevaluation of the needs increased the electrical engineering gap to 1.0 FTE and decreased the fire protection gap to 1.0 FTE. This 1.0 fire protection gap was filled by internal assignment.Overisght of the vital safety systems that would be done by those positions identified in the gap analysis is currently being performed by a combination of facility reps, safety analysts, support service contractors, and support to the Livermore Site Office from the Oakland Operations Office.

ORP: ORP has reassigned current employees with these skills to this assignment to fill other gaps previously identified. Compensatory measures include using ORP qualified staff not dedicated to filling those roles, obtaining assistance from RL, as available, and use of support contractors as needed.

RFFO: The 0.3 mechanical engineer FTE is not expected to be filled with a new person. The person previously filling that role is still available to provide assistance on a as-needed basis. Since RF is a closure site and with staffing already above the FTE ceiling, there are no current plans to hire additional a FTE in this area. Additionally, when need arises for specific expertise, RFFO will obtain the needed resources through service support contractors (e.g. nuclear safety) or through partnership with Kaiser-Hill (Phase II assessments).

RL: Internal staff job reassignment to fill electrical need. Continue need for 1 fire protection. Compensatory actions include using existing qualified RL staff not dedicated to filling those roles (e.g., RL has two certified fire protection engineers) and use of support contractors, as needed.

YSO: One NCS Engineer position, and the Electrial Engineer and Instrumentation & Control functions were filled with existing personnel.

NV: Continuing to evaluate internal candidates. Compensatory measure includes using SMEs from other sites and Core Technical Group.

Availability of Technical Positions at Closure Site Offices

September 30, 2002
Update Frequency: Semi-Annually

Closure Site Office Functional Areas	Number of Positions	Dates by Which Positions Become Available to Rest of DOE **
Ohio Field Office		
Chemical Processing	1	2006
Electrical Systems	2	2006
Emergency Management	2	2006
Environmental Compliance	6	2006
Environmental Restoration	7	2006
Facility Maintenance Mgmt.	1	2006
Facility Representative	12	2006
Fire Protection	1	2006
Industrial Hygiene	3	2006
Mechanical Systems	1	2006
Nuclear Safety Systems	3	2006
Occupational Safety	4	2006
Project Management	11	2006
Radiation Protection	6	2006
Quality Assurance	4	2006
Safeguards and Security	3	2006
Senior Technical Safety Mgr.	16	2006
Waste Management	6	2006
OH Total	**89**	
Rocky Flats Field Office		
Criticality Safety	1	2006
Emergency Management	1	2006
Environmental Compliance	8	2006
Environmental Restoration	5	2006
Facility Representative	16	2006
Fire Protection	1	2006
Industrial Hygiene	2	2006
Nuclear Safety Systems	3	2006
Occupational Safety	5	2006
Project Management	14	2006
Quality Assurance	5	2006
Radiation Protection	2	2006
Safeguards and Security	9	2006
Senior Technical Safety Mgr.	13	2006
Site Infrastructure	4	2006
Transportation and Traffic Mgmt.	1	2006
Waste Management	11	2006
RFFO Total	**101**	

** 2006 is the planned closure year for each site. More detailed information about the dates for which positions will become available to other DOE sites will be determined as the closure site offices refine their staffing analyses. For further information, contact Nat Brown (937) 865-5051 at the Ohio Field Office or Steve Tower (303) 966-2133 at the Rocky Flats Field Office.

Status of DOE Technical Interns

September 30, 2002
Update Frequency: Semi-Annually

2000 Class - Technical Leadership Development Program

Office	Major	University/College	Technical Skill Gaps (FTEs)	Technical Skill Gaps Filled
AL **	MS, Environmental Engineering	New Mexico State University	1 Criticality Safety	
	BS, Mechanical Engineering	Texas Tech University	4.2 Mechanical Engineering	
	MS, Engineering Management	University of Kansas	2.9 Electrical Engineering	
	MS, Construction Management	Florida International University	1.1 Instrumentation & Control	
	MS, Physics	Creighton University	1 Fire Protection	
	BS, Chemical Engineering	Texas A & M University	1 Emergency Preparedness	
FE	MS, Mechanical Engineering	California State University	No Gaps	No Gaps
	Ph.D, Fuel Science	Pennsylvania State University		
Golden	MS, Civil Engineering	University of Illinois	No Gaps	No Gaps
	BS, Civil Engineering	University of Pittsburgh		
OAK	MS, Mechanical Engineering	California State University, Sacramento	1 Mechanical Engineering	
	BS, Civil Engineering	West Virginia University	1 Electrical Engineering	
	Management	West Virginia University	0.5 Civil Engineering	
			1 Fire Protection	
RL	MS, Safety & Environmental	West Virginia University	0.3 Electrical Engineering	
	MS, Forestry	University of Montana	1 Fire Protection	
	ME Chemical Engineering	University of Idaho		
SR	BS, Ceramic Engineering	Clemson University	No Gaps	No Gaps
	MS, Industrial Studies/Safety	Middle Texas State University		

2001 Class - Technical Intern Program

Office	Major	University/College	Technical Skill Gaps (FTEs)	Technical Skill Gaps Filled
AL **	BS, Civil Engineering	Southern University	1 Fire Protection	
	BS, Mechanical Engineering	University of New Mexico	4.2 Mechanical Engineering	
	MS, Environmental Engineering	New Mexico State University	2.9 Electrical Engineering	
	BS, Geological Engineering	New Mexico State University	1.1 Instrumentation & Control	
	BS, Civil Engineering	University of New Mexico	1 Criticality Safety	
	BS, Civil Engineering	New Mexico State University	1 Emergency Preparedness	
OAK	BS, Environmental Science/Natural Resource Management	Tuskegee University	No Gaps	No Gaps
SR	BS, Computer Engineering	University of South Carolina	No Gaps	No Gaps
	BS, Chemistry	South Carolina State University		
	BS, Chemical Engineering	University of South Carolina		
	BS, Mechanical Engineering	University of South Carolina		
	BS, Mechanical Engineering	University of South Carolina		
	BS, Electrical Engineering	University of South Carolina		
	BS, Chemistry	South Carolina State University		
	BS, Computer Engineering	University of South Carolina		

Summary Information

Total Numbe	33
Total DOE C	7
Field S	6
HQ Pr	1

	Number	Percentage
Experience Levels		
Three	14	45%
Recent	17	55%

Number of Universities/Colleges	21	
Doctorates	1	3%
Masters	13	39%
Bachelors	19	58%

Different Degrees Types	17
Mechanical Engineering	6
Civil Engineering	5
Environmental Engineering/Management*	5
Chemical Engineering	3
Chemistry	2
Computer Engineering	2
Electrical Engineering	1
Ceramic Engineering	1
Physics	1
Fuel Science	1
Engineering Management	1
Forestry	1
Industrial Safety	1
Geological Engineering	1

* 4 different Environmental Degrees

** While no Technical Skill Gaps exist at the Albuquerque Operations Office, there are gaps at the following Albuquerque Site Offices:

Amarillo Site Office (1.7 Mech. Eng, 1 Elec. Eng)
Kirtland Site Office (1 Mech. Eng., 0.9 Elec. Eng., 0.1 Inst & Cont)
Los Alamos Site Office (1.5 Mech Eng., 1 Inst & Cont., 1 Crit Safety, 1 Fire Prot., 1 Emer Prep.)