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

memorandum

DATE: AUG 13 2003

REPLY TO ATTN OF: 03-ORP-123 Chairman, Federal Technical Capability Panel

SUBJECT: QUARTERLY REPORT ON FEDERAL TECHNICAL CAPABILITY PANEL (FTCP)

TO: Distribution See Attached

This Quarterly Report on the FTCP, dated June 30, 2003, contains information on the status of qualifications in the Technical Qualification Program (TQP), technical skill gaps, availability of positions at U.S. Department of Energy (DOE) closure sites, and status of DOE technical interns.

Attachment 1 provides the Status of Qualifications in the TQP. The DOE goal is to exceed a 75% fully qualified rate for all personnel in the TQP. Currently, the DOE qualification rate is 77%, and 12 of 21 offices meet the 75% qualified goal. A second goal is that there will be no personnel participating in the TQP who are overdue in their qualifications. Of the 21 Offices, eight have no overdue personnel in their TQP qualifications. DOE Headquarters (HQ) Program Offices, and Field and Area Offices that do not meet either of their DOE TQP goals will identify a 90-day goal and a projection for reaching 0 overdue and/or 75% fully qualified.

Attachment 2 provides the Status of Filling Technical Skill Gaps as of June 30, 2003. 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 30.05 Full Time Equivalent (FTE) gap positions that are needed to provide necessary and sufficient oversight of contractor safety systems. The current gap is 8.5 FTEs. Sites are encouraged to continue to reduce the gaps by using available technical personnel from closure sites and sites that have additional Subject Matter Experts, and by supplementing their staff either with new hires or with personnel from HQ and the National Nuclear Security Administration (NNSA) Service Center.

Attachment 3 provides the Availability of Technical Positions at Closure Sites as of June 30, 2003. The purpose of this information is to show personnel/technical positions at the Ohio and Rocky Flats Field Offices that are becoming available to the rest of DOE. 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. The 2003 FTCP Annual Plan (Action 1.1) commits the FTCP to monitor the status of the technical participants in the DOE intern program and survey HQ and field offices concerning the effectiveness of the DOE technical intern program. This table was developed to help monitor the status and effectiveness of the programs.

Attachment 5 has been added to the report, to portray more visibly the information on the status of qualification and technical skill gaps in the TQP.

If you have any questions or comments, please contact me, (509) 376-6677.

Roy J. Schepens, Chairman
Federal Technical Capability Panel

Attachments (5):
1. Status of Qualifications in the TQP
2. Status of Filling Technical Skill Gaps
3. Availability of Technical Personnel at Closure Site Offices
4. Status of DOE Technical Interns
5. Status Information Slides

cc w/attachs:
Administrator, NNSA
Under Secretary for Energy, Science and Environment
FTCP Agents
S. J. Coleman, INNOV

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Assistant Secretary for Environment, Safety, and Health (EH)
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Manager, Los Alamos Site Office (LASO)
Manager, Nevada Site Office (NSO)
Manager, NNSA Service Center (NA-SC)
Manager, Oak Ridge Operations Office (OR)
Manager, Office of River Protection (ORP)
Manager, Ohio Field Office (OH)
Manager, Pantex Site Office (PXSO)
Manager, Richland Operations Office (RL)
Manager, Rocky Flats Field Office (RFFO)
Manager, Sandia Site Office (SSO)
Manager, Savannah River Site Office (SRSO)
Manager, Savannah River Operations Office (SR)
Manager, Y-12 Site Office (YSO)

Status of Qualifications in the Technical Qualification Program (TQP)

June 30, 2003

Update Frequency: Quarterly

Office		Number of People in the TQP	Number Fully Qualified	Number Overdue	Percent Fully Qualified	75%	Comments
National Nuclear Security Administration (NNSA)							
Kansas City Site Office	KCSO	30	28	1	93%	●	
Livermore Site Office	LSO	37	8	8	22%		Projects 75% completion by December 2003
Los Alamos Site Office	LASO	52	34	5	65%		Projects 84% completion by September 2003
Nevada Site Office	NSO	85	74	0	87%	●	
Pantex Site Office	PXSO	48	34	2	71%		Projects 78% completion by September 2003
Sandia Site Office	SSO	39	19	2	49%		Projects 75% completion by March 2004
Savannah River Site Office	SRSO	17	16	1	94%	●	
Y-12 Site Office	YSO	60	45	1	75%	●	Projects 85% completion by September 2003
NNSA Headquarters	NA-HQ	76	43	21	57%		Projects 100% completion by September 2003
NNSA Service Center	NA-SC	56	32	9	57%		Projects 89% completion by September 2003
NNSA Totals		500	333	50	67%		
Environmental Management (EM)							
Carlsbad Field Office	CB	9	8	0	89%	●	
Office of River Protection	ORP	92	80	0	87%	●	
Ohio Field Office	OH	89	89	0	100%	●	
Richland Operations Office	RL	131	122	0	93%	●	
Rocky Flats Field Office	RF	80	71	1	89%	●	Last update: March 31, 2003
Savannah River Ops. Office	SR	207	144	2	70%		Projects 75% completion by December 2003
EM Headquarters	EM-HQ	19	11	1	58%		Projects 75% completion by September 2003
EM Totals		627	525	4	84%	●	
Others							
Chicago Operations Office	CH (SC)	18	16	0	89%	●	
Environment, Safety & Health	EH-HQ	65	65	0	100%	●	
Idaho Operations Office	ID (NE)	124	105	0	85%	●	
Oak Ridge Operations Office	OR (SC)	197	141	12	72%		Projects 75% completion by December 2003
DOE Goal		-	-	0	75%		
DOE Total		**1531**	**1185**	**66**	**77%**		

Status of Filling Technical Skill Gaps

June 30, 2003

Update Frequency: Quarterly

	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**		**Radiation Protection**		**TOTAL GAPS**	
NNSA Site Offices	Original	Current	Original	Current	Original	Current	Original	Current	Original	Current	Original	Current	Original	Current	Original	Current
LSO	1.75	0	0.5	0					1.5	0	0.5	0			4.25	0
LASO	1.5	1.5	1	1	1	1	1	0	1	0			1	1	6.5	4.5
PXSO	1.7	0	1	0					0	1					2.7	1
SSO	1	1	0.9	0.1	0.1	0.9									2	2
YSO			0.5	0	0.5	0	2	0	2	0			0	1	5	1
EM Site Offices																
ORP	3	0	1	0	2	0			1	0					7	0
RL	1	0	0.3	0					1	0					2.3	0
RF	0.3	0													0.3	0
DOE Totals	8.5	2.5	4.7	1.1	3.6	1.9	3	0	5	1	0	0	1	2	**25.8**	**8.5**

"Original" column

Notes/Status:

LSO: LSO hired a "System Engineer" and no longer has a gap in safety system oversight personnel, as of June 2003. This postion fills the gaps shown as 0.5 FTE in Mechanical and Electrical Engineering in the last quarterly report.

LASO: LASO has a gap of 4.5 FTEs. LASO completed a review of its safety system oversight needs and gaps. The draft report was completed in June 2003, with the final report to be approved by October, 2003. LASO hired a Maintenance Engineer and an Occupational Safety Engineer. The expected on-board dates for both positions is September 2003. The balance of LASO critical skill gaps will be met through a service level agreement with the NNSA Service Center. The agreement is expected to be complete by October 1, 2003.

PXSO: PXSO has a gap of 1.0 FTEs. PXSO filed the Electrical Engineer position internally. The Fire Protection position was advertised, but there were no qualified applicants. The Fire Protection position will be readvertised in August 2003.

SSO:

initiated actions to fill this position and expects to have a vacancy announcement issued by September 2003. SSO advertised for an Electrical/I&C Engineer.

YSO: YSO re-evaluated its staffing needs and determined that previously-reported gaps can be covered by existing staff; therefore, these gaps no longer exist for YSO. Also, the Radiation Protection position is vacant, leaving a Technical Skill Gap. YSO is in the process of back-filling this position.

RL: Final FTE (Fire Protection SME) was hired in March and reported to work in April 2003. No gaps remaining.

Availability of Technical Positions at Closure Site Offices

June 30, 2003
Update Frequency: Quarterly

Closure Site Office Functional Areas	Number of Positions	Dates by Which Positions Become Available to Rest of DOE *
Rocky Flats Field Office		
Environmental Compliance	6	2005
Environmental Restoration	5	2005
Facility Representative	4	2005
Industrial Hygiene	2	2005
Nuclear Safety Systems	3	2005
Occupational Safety	3	2005
Project Management	7	2005
Quality Assurance	3	2005
Radiation Protection	2	2005
Senior Technical Safety Mgr.	5	2005
Site Infrastructure	4	2005
Transportation and Traffic Mgmt.	1	2005
Waste Management	3	2005
RFFO Total	**48**	
Ohio Field Office		
Chemical Processing	1	10/01/03
Emergency Management	1	10/01/05
Environmental Compliance	2	10/01/04
Environmental Compliance	1	10/01/05
Environmental Compliance	1	03/31/06
Environmental Compliance	1	10/01/06
Environmental Restoration	2	10/01/04
Environmental Restoration	1	10/01/05
Environmental Restoration	2	10/01/06
Environmental Restoration	2	10/01/07
Facility Maintenance Mgmt.	1	10/01/04
Facility Representative	2	10/01/04
Facility Representative	3	10/01/05
Facility Representative	3	10/01/06
Facility Representative	2	10/01/07
Industrial Hygiene	1	10/01/05
Nuclear Safety Systems	2	10/01/05
Occupational Safety	2	10/01/04
Project Management	1	10/01/03
Project Management	5	10/01/04
Project Management	4	10/01/06
Project Management	1	10/01/07
Quality Assurance	1	10/01/04
Quality Assurance	1	10/01/05
Radiation Protection	1	10/01/05
Radiation Protection	1	03/31/06
Radiation Protection	1	10/01/06
Safeguards and Security	3	10/01/04
Senior Technical Safety Manager	1	10/01/03
Senior Technical Safety Manager	2	10/01/04
Senior Technical Safety Manager	1	12/31/04
Senior Technical Safety Manager	5	10/01/05
Senior Technical Safety Manager	2	10/31/06
Technical Training	1	10/01/04
Waste Management	1	10/01/04
Waste Management	1	10/01/05
Waste Management	1	10/01/06
Waste Management	1	10/01/07
OH Total	**65**	

* 2006 is the nominal closure year for each site. The closure sites are in an ongoing process of refining their staffing analyses and the dates for which positions will become available to other DOE sites. For further information, contact Nat Brown (513) 246-0029 at the Ohio Field Office or Steve Tower (303) 966-2133 at the Rocky Flats Field Office.

Attachment 4

Status of DOE Technical Interns

June 30, 2003
Update Frequency: Quarterly

2000 Class - Technical Leadership Development Program

Office	Major	University/College
[redacted]	[redacted]	[redacted]
EM Richland	MS, Safety & Environmental Management	W. Virginia U
	MS, Forestry	U of Montana
	M.E. Chemical Eng.	U of Idaho
[redacted]	[redacted]	[redacted]
EM LSO	BS, Civil Eng; MS Safety & Enr	West Va U
[redacted]	[redacted]	[redacted]
NNSA KCSO	MS, Eng. Management	U of Kansas
	MS, Construction Management	Florida International U
[redacted]	[redacted]	[redacted]
NNSA LSO	MS, Mechanical Eng.	CA State U, Sacramento
[redacted]	[redacted]	[redacted]
NNSA SSO	MS, Environmental Eng.	New Mexico State U

Total Class = 16

2001 Class - Technical Intern Program

Office	Major	University/College
[redacted]	[redacted]	[redacted]
NNSA SRSO	BS, Mechanical Eng.	U of S. Carolina
	BS, Electrical Eng.	U of S. Carolina
[redacted]	[redacted]	[redacted]
NNSA PXSO	BS, Civil Eng.	Southern U
[redacted]	[redacted]	[redacted]
SC Oak Ridge	BS, Environmental Science/Natural Resource Management	Tuskegee U

Total Class = 15

2002 Class - Career Intern Program

Office	Major	University/College
[redacted]	[redacted]	[redacted]
HQ Mgt, Budget, & Evaluation	MBA/BS Accounting	Frostburg State
	BS, Business Administration	Old Dominion
	BS, Accounting	Barton College
[redacted]	[redacted]	[redacted]
NNSA LASO	MS, Civil Engineering	New Mexico State
[redacted]	[redacted]	[redacted]
NNSAA SSO	BS, Electrical Engineering	New Mexico Institute
	BS, Mechanical Engineering	New Mexico State
[redacted]	[redacted]	[redacted]

Total Class = 11

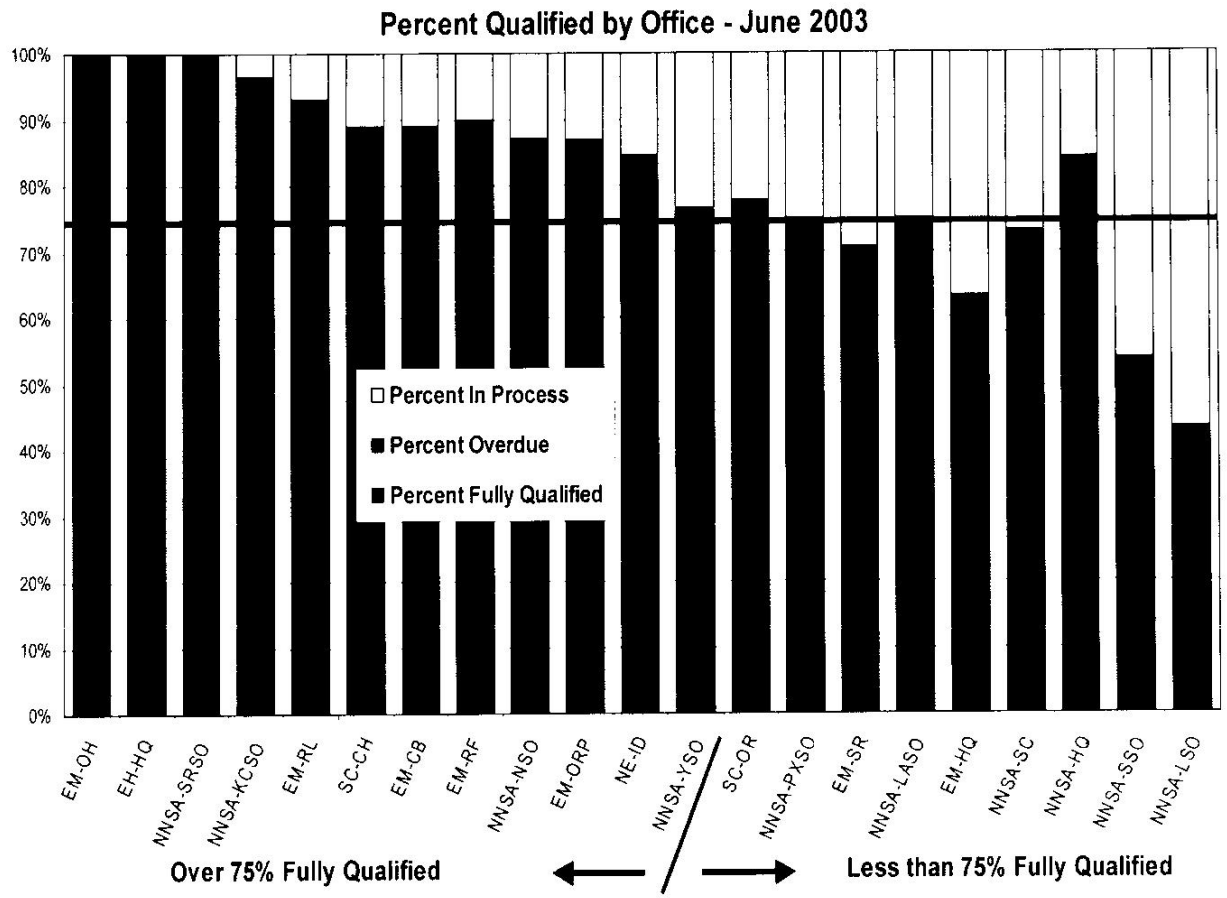
Summary Information

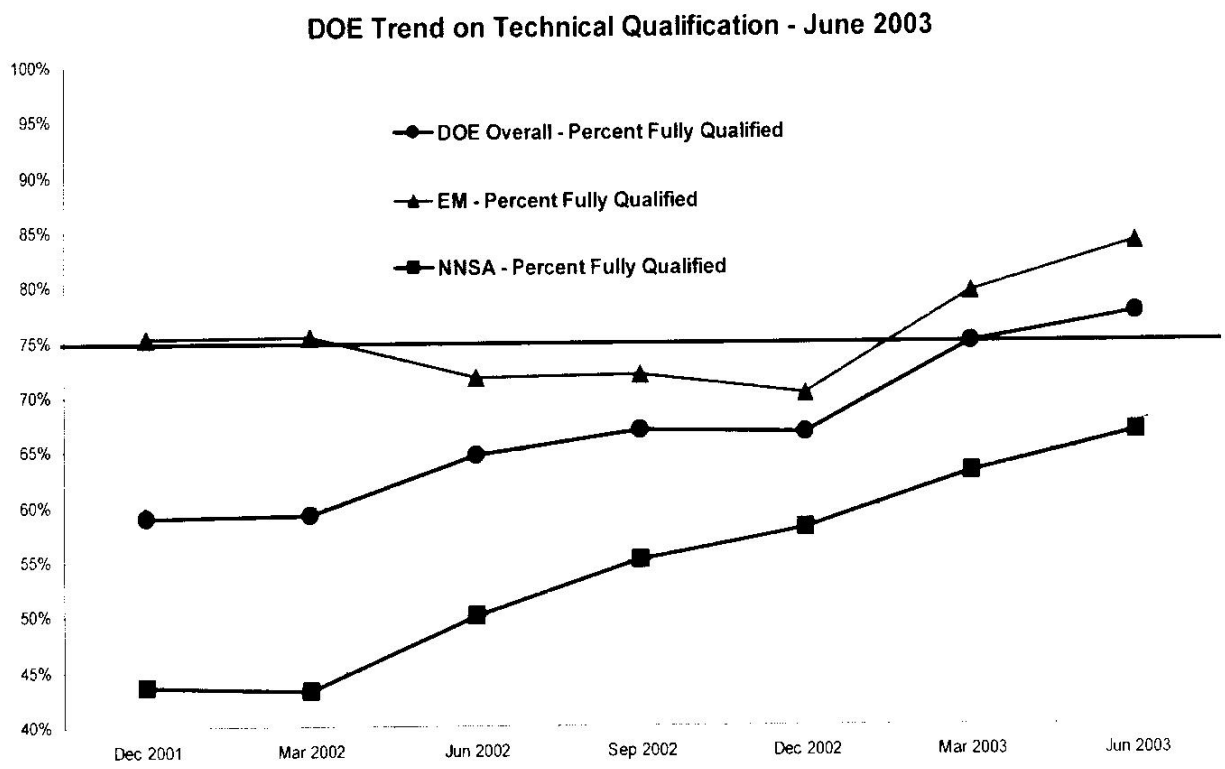
Total Number of Interns	42
Total DOE Offices Participating	13
Field Sites	11
HQ Program Office	2

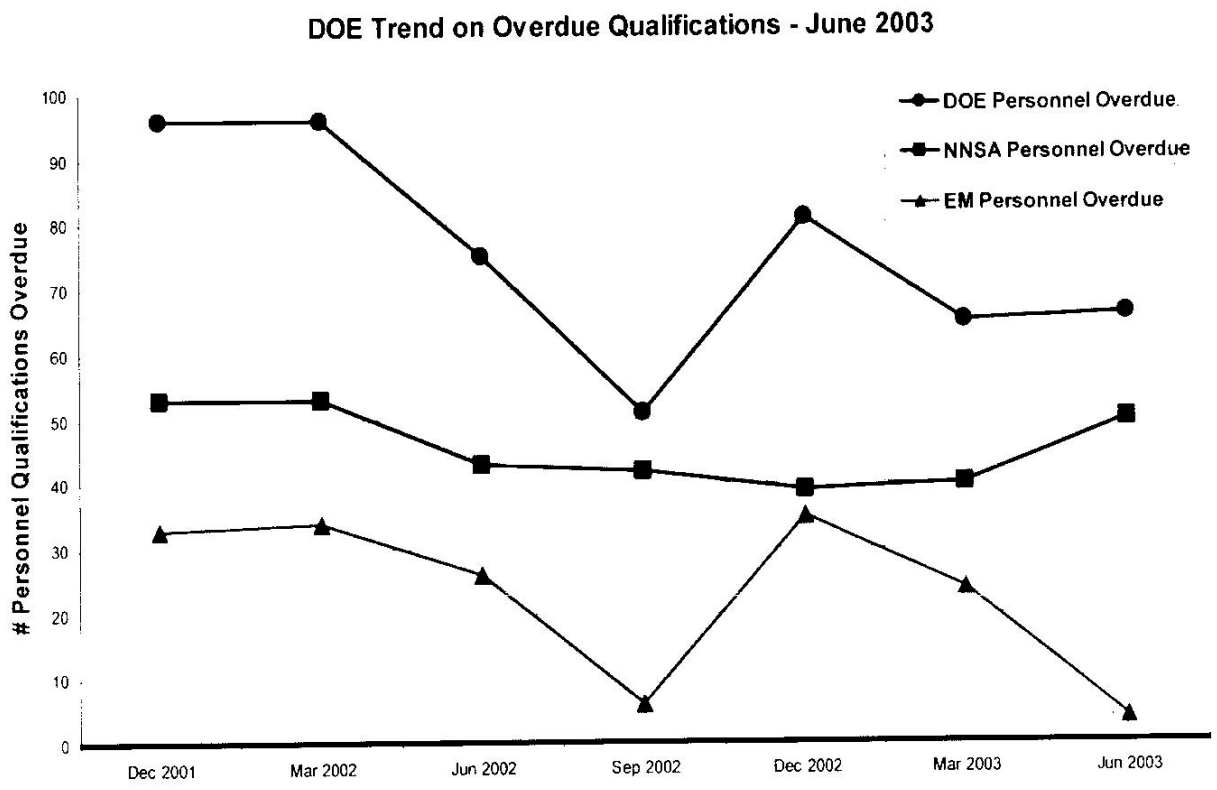
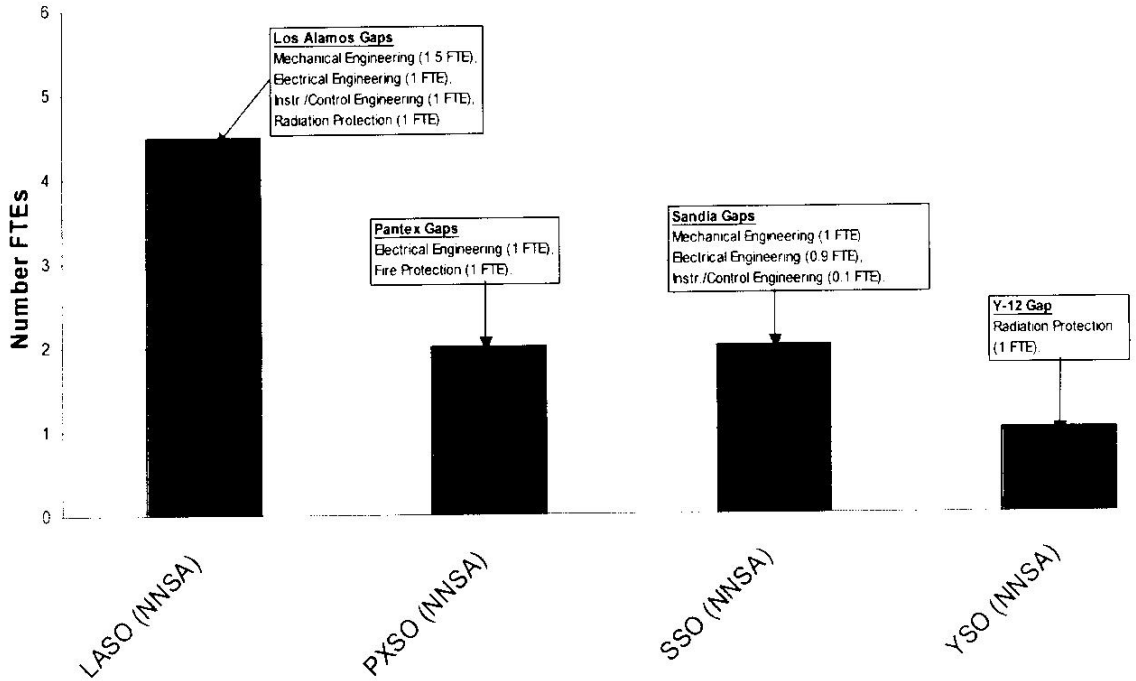
Experience Levels	Number
Three or More Years	20 (45 %)
Recent Graduates	22 (55%)

Number of Universities/Colleges		29
Doctorates	1	2%
Masters	14	33%
Bachelors	27	64%

Different Degrees being Pursued	# people
Mechanical Engineering	8
Civil Engineering	7
Environmental Engineering/Mgmt.	5
Electrical Engineering	4
Chemical Engineering	3
Chemistry	2
Computer Engineering	2
Business Administration	2
Accounting	2
Other Degrees	9
Total Degree Types being pursued	18


Percent Qualified by Office - June 2003
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Percent In Process
Percent Overdue
Percent Fully Qualified
EM-OH
EH-HQ
NNSA-SRSO
NNSA-KCSO
EM-RL
SC-CH
EM-CB
EM-RF
NNSA-NSO
EM-ORP
NE-ID
NNSA-YSO
SC-OR
NNSA-PXSO
EM-SR
NNSA-LASO
EM-HQ
NNSA-SC
NNSA-HQ
NNSA-SSO
NNSA-LSO
Over 75% Fully Qualified
Less than 75% Fully Qualified


DOE Trend on Technical Qualification - June 2003
100%
95%
90%
85%
80%
75%
70%
65%
60%
55%
50%
45%
40%
DOE Overall - Percent Fully Qualified
EM - Percent Fully Qualified
NNSA - Percent Fully Qualified
Dec 2001
Mar 2002
Jun 2002
Sep 2002
Dec 2002
Mar 2003
Jun 2003


DOE Trend on Overdue Qualifications - June 2003
Personnel Qualifications Overdue
100
90
80
70
60
50
40
30
20
10
0
Dec 2001
Mar 2002
Jun 2002
Sep 2002
Dec 2002
Mar 2003
Jun 2003
DOE Personnel Overdue
NNSA Personnel Overdue
EM Personnel Overdue

Current Gaps in Safety System Oversight Engineers - June 2003