



Department of Energy

Washington, DC 20585

February 26, 2007

MEMORANDUM FOR ROY J. SCHEPENS

CHAIRMAN

FEDERAL TECHNICAL CAPABILITY PANEL

FROM:

CHARLES E. ANDERSON

PRINCIPAL DEPUTY ASSISTANT SECRETARY FOR
ENVIRONMENTAL MANAGEMENT

A handwritten signature in black ink, appearing to read "Charles E. Anderson", written over the typed name.

SUBJECT:

Annual Workforce Analysis and Staffing Plan Report for
Environmental Management Headquarters

The Office of Environmental Management (EM) performed a technical workforce analysis per DOE M 426.1-1A and your memorandum of September 6, 2006, "Annual Workforce and Staffing Plan Report for Calendar Year (CY) 2006". A summary report is attached for Federal Technical Capability Panel (FTCP) review and incorporation into the FTCP Annual Report to the Secretary of Energy.

If you have any questions, please call me at (202) 586-7709 or Mr. Dae Y. Chung, the Environmental Management Federal Technical Capability Panel Agent, at (202) 586-5151.

Attachment

cc:

C.D. West, HR-25



Annual Workforce Analysis and Staffing Plan Report
As of December 31, 2006
Reporting Office EM Headquarters

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

The Headquarters Office of Environmental Management (EM) mission is oversight of the accelerated risk reduction and cleanup of the environmental legacy of the nation's nuclear weapons program and government-sponsored nuclear energy research. The program is one of the largest and most diverse and technically complex environmental cleanup programs in the world, including responsibility for the cleanup of 114 sites across the country, of which 81 have been completed. Included in that responsibility is the need to safely disposition large volumes of nuclear wastes, safeguard materials that could be used in nuclear weapons, and deactivate and decommission facilities no longer needed to support the Department's mission.

The types and magnitude of technical capabilities currently needed for safe operations include responsibility to oversee environmental cleanup of 1,337 nuclear and radiological facilities (365 completed), 3102 industrial facilities (1335 completed), and new construction of major radiochemical facilities such as the Waste Treatment Plant at Hanford, the DUF6 facilities at Portsmouth/Paducah, Salt Waste Processing Facility at SRS, and the Sodium Bearing Waste Facility at INL. Although EM Headquarters does not operate facilities directly, the organization has responsibility for certain review and approval functions that require in-depth technical knowledge and experience.

The primary factor driving the technical staffing needs in the year ahead is expansion and refinement of an integrated safety oversight assessment program.

Section Two: Technical Staffing

EM Headquarters (HQ) does not have a fixed set of facilities. The responsibilities requiring technical staffing vary from year to year depending upon authorities delegated to field managers or retained at the Headquarters level. In most cases the field element is expected to fully staff all oversight functions but in certain specific cases EM HQ performs a final review function for the facilities in the following table.

Section Two – Site Characteristics Table

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

HC 1 0

HC 2 8

HC 3 7

Number of Radiological Facilities: 0

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

Number of Low Hazard Non-Nuclear Facilities: 0

Number of Documented Safety Analyses: 15 (Includes BNL, CBFO, PPPO, SPRU, WVDP)

Number of Safety Systems: 0

Number of Site Contractor FTEs: 0

Number of Federal Office FTEs: 250 (Excludes personnel at small sites reported through CBC)

Section 2 - Technical Staffing Summary Table

TECHNICAL CAPABILITY	For All Facilities		Comments
	Number of FTEs Needed	Number of FTEs Onboard	
Senior Technical Safety Managers	17	17	
Safety System Oversight Personnel	0	0	No VSS at HQ
Facility Representatives	2.4	0	2 on detail to perform assessments
Other Technical Capabilities:	-	-	
Aviation Safety Manager	0	0	MA covers HQ
Aviation Safety Officer	0	0	MA covers HQ
Chemical Processing	1.25	.25	Repeat. 1 approved
Civil/Structural Engineering	1.1	0.1	Repeat. 1 approved
Construction Mgmt	0.2	0.0	Support contractor as needed
Criticality Safety	2.5	1	1 Repeat. 2 Already approved. Includes intern for succession
Deactivation and Decommissioning	1	1	
Electrical Systems	0.2	0.2	
Emergency Management	3	3	
Environmental Compliance	0.2	0.2	
Environmental Restoration	0.5	0.5	
Facility Maintenance Mgmt	2	1	Selection made
Fire Protection Engineering	3.5	0.9	1 Repeat. 2 Already approved. Includes intern for succession
Industrial Hygiene	1	1	
Instrumentation and Control	0.15	0.15	
Mechanical Systems	0.15	0.15	
Nuclear Explosive Safety	0	0	
Nuclear Safety Specialist	2.1	1.1	Selection made
Occupational Safety	1	1	
Quality Assurance	3.9	3.1	
Radiation Protection	1.25	1.25	
Safeguards and Security	5	5	
Safety Software Quality Assurance	0.3	0.3	
Technical Program Manager	1	0	Packaging
Technical Training	1	0	
Transportation & Traffic Mgmt	7.5	7.5	
Waste Management	1.5	1.5	
Federal Project Directors	5	5	Separate qualification program-not TQP. Also reported by CBC.

Section Three: Current shortages and plans for filling them

The analysis indicates current shortages of one or more technical personnel in ten areas: Facility Representative, chemical/process safety, civil/structural/seismic engineering, criticality safety, facility maintenance management, fire protection engineering, nuclear safety, quality assurance, technical program management (packaging), and technical training. All positions are at least partially related to defense nuclear facilities. These needs are currently being met by employees detailed from field elements, by temporary assignment of HQ staff with other responsibilities, or by support contractors. Six positions are at various stages of hiring from the previous staffing analysis. With three exceptions, new gaps can be covered by support contractors as needed while positions are filled using normal replacement processes. New high priority gaps include a facility representative to perform assessments, a QA specialist to backfill and a fire protection engineer to expand project support and conduct integrated safety assessments. Temporary assignments, details and support contractors will continue to be used for gaps of less than one FTE.

Section Four: Projected shortage/surplus over next five years

With an average age exceeding 50 years, many workers are already eligible for or approaching retirement. Unfortunately, most of the technical experts are in this group, which could adversely impact the skill mix. The pool of skilled nuclear industry technical experts is rapidly declining in the United States. As a result, vacancies in the DOE complex are often filled at the expense of other DOE sites. For succession planning, 15 to 20 entry level interns are to be recruited through the EM Career Intern Program during 2007. EM's current acquisition strategy away from the traditional M&O concept to multiple smaller contractors is resulting in the need for expanded Federal technical oversight activity. As EM completes its cleanup mission, associated federal workforce requirements will correspondingly decrease. EM's management challenge is to hire and retain capable federal employees in a program that will experience decreasing federal resources. The training budget has been increased to help transition the existing workforce into vacancies created through departures or to develop new skills.

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

None at this time.

EM FTCP Staffing Dec 2006.doc