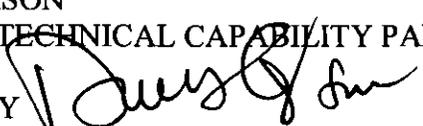




Department of Energy
Washington, DC 20585

MAR 03 2008

MEMORANDUM FOR KAREN BOARDMAN
CHAIRPERSON
FEDERAL TECHNICAL CAPABILITY PANEL

FROM: INÉS TRIAY 
PRINCIPAL DEPUTY ASSISTANT SECRETARY FOR
ENVIRONMENTAL MANAGEMENT

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 18, 2007, "Annual Workforce and Staffing Plan Report for Calendar Year 2007". 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) 586-5216 or Mr. Dae Y. Chung, the EM FTCP Agent, at (202) 586-5151.

Attachment

cc:
Robert McMorland, HS-1.1



Annual Workforce Analysis and Staffing Plan Report
As of December 31, 2007
Reporting Office EM Headquarters

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

The Headquarters (HQ) 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 108 sites across the country, of which 86 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 1,256 nuclear and radiological facilities (394 completed), 4142 industrial facilities (1403 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 Savannah River Site, and the Sodium Bearing Waste Facility at Idaho National Laboratory. 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 establishment of an independent quality assurance program at EM HQ.

Section Two: Technical Staffing

EM 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 HQ 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 counted 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: 261 (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	22	21	
Safety System Oversight Personnel	0	0	No VSS at HQ
Facility Representatives	0	0	
Other Technical Capabilities:	-	-	
Aviation Safety Manager	0	0	MA covers HQ
Aviation Safety Officer	0	0	MA covers HQ
Chemical Processing	4	2	
Civil/Structural Engineering	2.1	0.1	
Construction Mgmt	6	4	
Criticality Safety	3.5	1	Includes intern for succession
Deactivation and Decommissioning	1	1	
Electrical Systems	0.5	0	Combined with Instrumentation and Control
Emergency Management	3	3	
Environmental Compliance	1	1	
Environmental Restoration	0.5	0.5	
Facility Maintenance Mgmt	3	2	
Fire Protection Engineering	3.5	1.5	Includes intern for succession
Industrial Hygiene	1	0	
Instrumentation and Control	0.5	0	Combined with Electrical Systems
Mechanical Systems	1	0	
Nuclear Explosive Safety	0	0	
Nuclear Safety Specialist	4	2	
Occupational Safety	4	2	
Quality Assurance	4	2	
Radiation Protection	1.25	0.25	
Safeguards and Security	5	5	
Safety Software Quality Assurance	0.3	0.3	
Technical Program Manager	6	0	
Technical Training	1	1	
Transportation & Traffic Mgmt	7.5	5.5	
Waste Management	4	3	
Fed. Project Directors - Small Sites	8	8	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 eighteen areas: chemical/process safety, civil/structural/seismic engineering, criticality safety, facility maintenance management, fire protection engineering, nuclear safety, quality assurance, technical program management, construction management, mechanical systems, occupational safety, radiation protection, transportation, electrical (instrumentation & control), waste management, senior technical safety managers, environmental compliance and industrial hygiene. All positions are at least partially related to defense nuclear facilities. Except for the new Office of Standards and Quality Assurance organization which is not fully operational, 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. 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. Departures accelerated in the last year, exceeding new hires in the technical disciplines. 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 2008. In addition, EM has begun recruiting mid-grade technical staff. EM's current acquisition strategy away from the traditional management and operating contractor 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 2007.doc