

United States Government

Department of Energy

memorandum

Carlsbad Field Office
Carlsbad, New Mexico 88221

DATE: DEC 31 2007
REPLY TO
ATTN OF: CBFO:OOM:GLS:AJC:07-2414:UFC1000
SUBJECT: 2007 Workforce Analysis and Staffing Plan for Carlsbad Field Office

TO: Ms. Karen Boardman, Chairperson, Federal Technical Capabilities Panel (FTCP)
National Nuclear Security Administration Service Center

Please accept this copy of the 2007 Workforce Analysis and Staffing Plan for Carlsbad Field Office (CBFO). We received your request per letter 07-NA SC-002 dated September 18, 2007 and are pleased to provide you with our analysis and planning as we are re-aligning our organization here at CBFO to make a transformational change in providing a high degree of safety and reliability while simultaneously achieving operational flexibility. We realize this can only be accomplished with a qualified technical workforce and highly efficient support organizations.

I also want to thank you for providing the workforce analysis and staffing templates and tables attached to your letter of request as they proved to be quite helpful in assisting our planning efforts. Both my Deputy Manager and I have been working closely with Dr. Scott and CBFO Office Directors to ensure that we are providing accurate workforce analysis and appropriate staffing plans as we progress in our mission to safely dispose of Transuranic waste at the Waste Isolation Pilot Plant.

I'm sure we will experience many changes in our future workforce planning as retirements and normal attrition impact us. Moreover, we face a major challenge in recruitment and retention of employees due to our remote location. We look forward to working with the FTCP as we face our challenges.



David C. Moody,
Manager

Attachments

cc: w/attachment
G. Scott, CBFO *ED
G. Basabilvazo, CBFO ED
C. Gadbury, CBFO ED
F. Huckeba, CBFO ED
CBFO M&RC

**Annual Workforce Analysis and Staffing Plan Report
as of December 31, 2007
Reporting Office Carlsbad Field Office**

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

- WIPP is a unique Category II non-reactor nuclear facility: above surface structures and underground active mining
- Major change in D&D schedule with D&D activities scheduled for 2030 now moved out with a transition to NNSA in the year 2045 with no D&D activities on the schedule (no impact to technical workforce foreseen)
- Mission requires active disposal of Transuranic (TRU) waste with no change on the horizon
 - Management of the National TRU Program
 - Experimental activities underground
 - LANL Detector Development & Low Level Counting Facility
 - Neutrino less double beta decay ($0\nu\beta\beta$)

CBFO and WIPP do not anticipate any potential or probable changes to the mission that may significantly affect technical staffing needs.

Section Two - SITE CHARACTERISTICS TABLE¹

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

HC1 _____ HC2 X HC3 _____

Number of Radiological Facilities²: 0_____

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

Number of Low Hazard Non-Nuclear Facilities: 0_____

Number of Documented Safety Analyses: 2 Contact Handled and Remote Handled TRU currently Under major upgrades to integrate into 1 comprehensive DSA under DOE-STD-5506-2007

**Number of Safety Systems³: CH and RH = 5 Safety Class and 22 Safety Significant
12 SS for CH and 20 SS for RH**

Number of Site Contractor FTEs: _____M&O = 623, CTAC = 34, SNL = 65, LANL = 45: Total = 767

Number of Federal Office FTEs: 51_____

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.

Section Two – 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 Mangers	4	4	All qualified
Safety System Oversight Personnel ²	6	6	1 new hire in qualification plan
Facility Representatives ³	2	1	1 fully qualified FR on detail from INL until vacancy filled. 1 FR in qualification
Other Technical Capabilities:			
Aviation Safety Manager	0		
Aviation Safety Officer	0		
Chemical Processing	0		
Civil/Structural Engineering	0		
Construction Management	0		
Criticality Safety	0		
Deactivation & Decommissioning	0		
Electrical Systems	0		
Emergency Management	1	0.5	0.5 FTE safeguard and security/0.5 CTAC support service contractor
Environmental Compliance	0		
Environmental Restoration	0		
Facility Maintenance Management	0.5	0.5	Shared with mechanical systems
Fire Protection Engineering	0.2	0.2	FPE(degreed) shared with Occupational Safety (CSP) same person
Industrial Hygiene	1	0.3	0.7 FTE Support Services Contractor (CIH) 0.3 FTE Fed (CSP)
Instrumentation & Control	0		
Mechanical Systems	0.5	0.5	Shared with facility maintenance mgmt
Nuclear Explosive	0		
Nuclear Safety Specialist	2	1.5	0.5 NSS oversees radiation protection
Occupational Safety	0.5	0.5	CSP/FPE shared duties (same person)
Quality Assurance	3.5	3.5	Fully qualified
Radiation Protection	1	0.5	0.5 FTE NSS /0.5 CTAC
Safeguards & Security	0.5	0.5	0.5 FTE effort to Emergency Management
Safety Software Quality Assurance	0.5	0.5	Fully qualified
Technical Program Manager	0		
Technical training	0		
Transportation & Traffic Mgmnt	0		
Waste Management	0		
Federal Project Directors ⁴	2	2	

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/dep/ftcp/>
3. Facility Representative staffing analysis worksheets are posted at: <http://www.hss.energy.gov/dep/dep/ftcp/>
4. Federal Project Managers/Directors are not qualified via the Technical Qualification Program but in accordance with DOE O 360.1A using the Project Management Career Development Program

Section Three: Current shortages and plans for filling them

CBFO has identified the following current or projected needs for additional FAQs:

1 FTE Radiation Protection

1 FTE Industrial Hygiene

1 FTE Facility Representative (retirement provided an open position. (Announcement processed) Position currently filled by detailing Facility Representative from INL.

- High priority positions to be filled near term using accelerated recruitment/replacement (e.g. relief from hiring freeze)
0.7 FTE Certified Industrial Hygienist offset by CTAC support services contractor until CBFO can create a position of 1 FTE. (Seeking intern in Industrial Hygiene (upward mobility program))
0.5 FTE Radiation Protection currently offset by CTAC support services contractor until CBFO can create a position of 1 FTE (Seeking intern in Health Physics (upward mobility program)).
- Medium priority positions to be filled using normal recruitment/replacement process
1 FTE Waste operations Manager, 1 FTE Facility Systems Engineer/Manager, 1 FTE Facility Representative * [DNFSB position vacancy announced November 2007](#).
- Other positions to be covered by alternate means (e.g., matrix, support service contractors, other sites, programs or service centers). Except for short term assignments, matrix coverage should not rely on technical staff already counted in the table.
CBFO utilizes CTAC (Support Service Contractor to fill CIH needs until a FTE position can be established.

Challenges in Recruitment and Retention for Carlsbad Field Office

CBFO has consistently had problems recruiting and retaining qualified individuals in all categories (non-technical/technical) due to:

- a. Remote location
- b. Air Service
- c. New Mexico School Systems
- d. Housing costs
- e. Lack of restaurants and/or variety of entertainment
- f. Lack of university system permitting 4 year technical degrees within 1 hour commute

Section Four: Projected shortage/surplus over next five years

Expected retirements within 6 months = 2 (Within Technical Qualification Program)

NOTE ON TOTAL ATTRITION AFFECTS ON THE WORKFORCE

Concerning the Total CBFO Federal Workforce:

- A Positions Currently Vacant = 10
- B Possible Vacancies Next 6-mos = 5
- C Possible Vacancies Next 2 years = 13
- D Possible Vacancies Next 5 years = 17

Mission Changes

No mission change on the horizon for WIPP or CBFO

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

CBFO has two comments in this arena:

- a. The Department should permit full utilization of Support Services Contractors at small site and no edict should be forthcoming that require all positions to be federal
- b. All recruitment/retention incentives and items such as: Permanent Change of Station/guaranteed housing buy/sell for activities concerning CBFO should held within the Consolidated Business Center to assure CBFO access to funding when necessary to assist in recruiting individuals to a remote area.