



Department of Energy

Washington, DC 20585

February 5, 2009

MEMORANDUM FOR KAREN L. BOARDMAN
CHAIRPERSON
FEDERAL TECHNICAL CAPABILITY PANEL (FTCP)

FROM: PATRICIA R. WORTHINGTON, PhD
DIRECTOR
OFFICE OF HEALTH AND SAFETY
OFFICE OF HEALTH, SAFETY AND SECURITY

SUBJECT: Office of Health, Safety and Security Annual Workforce Analysis and
Staffing Plan Report for Calendar Year 2008 (08-NA-SC-012)

In accordance with the guidance memo of November 17, 2008, the Annual Workforce Analysis and Staffing Plan Report for the Office of Health, Safety and Security (HSS), is attached.

If you have any questions, please call me at (301) 903-5926 or the HSS Alternate FTCP Agent, James O'Brien, at (301) 903-1408.

Attachment



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 Managers	18	18	
Safety System Oversight Personnel ²	0	0	
Facility Representatives ³	1	0	Position currently vacant in HS-50 due to retirement.
Other Technical Capabilities:			
Aviation Safety Manager	0	0	
Aviation Safety Officer	0	0	
Chemical Processing	0	0	
Civil/Structural Engineering	2	2	
Construction Management	1	1	
Criticality Safety	3	3	
Deactivation & Decommissioning	0	0	
Electrical Systems	2	2	
Emergency Management	6	4	HS-63 recruited 2 new hires to serve as Emer. Mgmt specialists and expect to be on board soon.
Environmental Compliance	3	3	
Environmental Restoration	1	1	
Facility Maintenance Management	1	1	
Fire Protection Engineering	1	1	
Industrial Hygiene	6	6	
Instrumentation & Control	1	1	
Mechanical Systems	2	2	
Nuclear Explosive	1	1	
Nuclear Safety Specialist	14	11	HS-42 has 2 unfilled NSS positions; HS-62 reported 1 NSS recent departure; both offices plan to recruit to fill vacancies.
Occupational Safety	6	5	
Quality Assurance	6	6	6 staff in HS-23 are currently undergoing QA qualification.
Radiation Protection	7	6	
Safeguards & Security	21	20	
Safety Software Quality Assurance	3	3	
Technical Program Manager	2	0	
Technical Training	0	0	
Transportation & Traffic Mgmt	0	0	
Waste Management	1	1	
Weapons QA	0	0	
Federal Project Directors ⁴	0	0	

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 are qualified in accordance with DOE O 360.1A using the Project Management Career Development Program

Section Three: Current shortages and plans for filling them

HS-42 and HS-62 has had three recent departures of Nuclear Safety Specialists which plan to be filled using the normal recruitment/replacement process.

HS-63 has recently recruited two new hires to serve as Emergency Management Specialists and they are expected to be on board soon.

Section Four: Projected shortage/surplus over next five years

HSS acknowledges that over 40% of the current HSS workforce will be eligible to retire in the next few years. Critical technical skill gaps will exist and additional personnel will either need to be hired or current technical personnel will need to be qualified in needed technical areas.

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

- 1) HSS technical staffing is based on HSS management's judgment of TQP FTE requirements based technical issue priorities and past experience with actual staff time spent in the respective functional areas supporting technical issues.
- 2) HSS currently has 22 personnel that are in the process of completing qualifications in various functional areas. Of those personnel, 7 will soon be fully qualified as STSM's. This will bring our total to 18 senior manager positions within the organization, which HSS management feels are appropriate to complete STSM qualification due to the nature of their positions.
- 3) Since the revision to the Safeguards and Security FAQ is expected to be out soon as well as the new Security GTB. HSS will is committed to work with HSS management in this area to ensure that designated Safeguards and Security personnel become fully qualified.