

United States Government

memorandum

Department of Energy
Richland Operations Office

JAN 22 2009

DATE:

REPLY TO

ATTN OF:

ENS:JHW 09-ENS-001

SUBJECT: THE U.S. DEPARTMENT OF ENERGY, OFFICE OF RIVER PROTECTION (ORP)
ANNUAL WORKFORCE ANALYSIS AND STAFFING PLAN REPORT

TO: Karen L. Boardman, Chairperson
Federal Technical Capabilities Panel

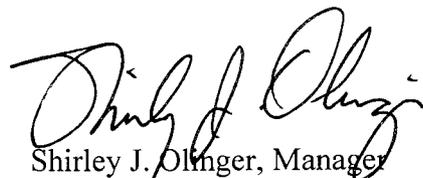
Reference: Memorandum from K. L. Boardman to Distribution, "Annual Workforce
Analysis and Staffing Plan Report for Calendar Year 2008 - 08-NA SC-012,"
dated November 17, 2008.

As required by your memorandum, the attached provides the results of ORP's 2008 annual workforce analysis and staffing plan for those positions which have Functional Area Qualifications (FAQ) under the Federal Technical Capabilities Panel (FTCP) Full Time Equivalent (FTE) authority.

In the past 12 months, ORP has grown from 97 employees to our present head count of 138 FTEs. The success of this effort has shifted the focus from hiring to training and qualification of these new employees. A large percent of these employees will, as their indoctrination proceeds, fall into FTCP FAQs.

This report is submitted for the FTCP review and incorporation into the FTCP Annual Report to the Secretary.

If you have any questions, please contact me, or your staff may contact James H. Wicks, Chief Engineer and Acting FTCP Agent, (509) 376-3522.



Shirley J. Olinger, Manager
Office of River Protection

Attachment

**Annual Workforce Analysis and Staffing Plan Report
As of December 31, 2008**

United States Department of Energy, Office of River Protection (ORP), Richland, WA

Section One: Current Mission and Potential Changes

Mission: Retrieve and treat Hanford's tank waste and close the tank farms to protect the Columbia River.

1. *Technical Capabilities Currently Needed:*

- Oversight of the design, construction, system turnover, and testing of the Waste Treatment Plant (WTP), the largest capital project in DOE.
- Retrieval of 149 single-shell tanks (SST) using new technologies and improved processes.
- Safe storage and pre-staging of waste waiting the commissioning of the WTP in 28 double shell tanks.
- Supplemental waste treatment technologies being investigated, specifically:
 - Validation and selection of a Sodium Mitigation technology.
 - pH controls for double shell tanks to reduce sodium hydroxide additions while meeting corrosion controls.
 - Removal of SST hard waste heel.
 - Double Shell Tank (DST) waste inventory control.
- Resolution of significant technical issues supporting the final design of the WTP, specifically:
 - Hydrogen in Piping and Ancillary Vessels (HPAV)
 - Down select of the technically appropriate WTP Material At Risk (MAR).
 - Technical resolution of the 5 remaining External Flowsheet Review Team (EFRT) comments.
 - Oversight of the Pretreatment Engineered Platform (PEP) test program.
 - Final fire protection design strategy for the WTP facilities.
 - Selection of the proper caustic leaching temperature for the Pretreatment process.
- Submission and approval of the Tank Farm Closure Environmental Impact Statement (EIS).
- Oversight of the transition and initial operations under the newly awarded Tank Farm Operating Contractor (TOC), Washington River Protection Solutions, awarded 10/08.
- Major project Milestones include:
 - Retrieval of tank waste.
 - Decommissioning of underground waste tanks.
 - Commissioning of mixed waste land disposal facility.
 - Commissioning and operation of Waste Treatment and Immobilization Plant facilities.

2. *Potential or Probable Changes to Mission Affecting Technical Staffing Needs.*

- Development, assignment, and staffing to support design validation, system turnover acceptance, and testing of the 287 WTP systems.
- Single Shelled Tank (SST) Integrity Program to be implemented in CY 2009.
- Formation of an Integrated Management Project Team to resolve waste feed technical requirements based on waste acceptance criteria, tank farms chemical and radiological capabilities, and WTP design criteria and glass loading limitations.

Section Two: Site Characterization Table

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

- HC 1 - 0
- HC 2 - 4
- HC 3 - 3

Number of Radiological Facilities: 0

Number of High or Moderate Hazard Non-Nuclear Facilities: 1

Number of Low Hazard Non-Nuclear Facilities: 0

Number of Documented Safety Analyses: 3 DSAs, 1 PDSAs

Number of Safety Systems : 107

- 20 in existing DSAs,
- 87 in WTP PDSA

Number of Site Contractor FTEs: 4592 (BNI=3445, WRPS=1076, ATL=71)

Number of Federal Office FTEs: 138 (effective date: 12/15/2008)

Section Two – ORP Technical Staffing Summary Table (CY 2008)			
Technical Capability	For All Facilities		Comments
	Number of FTEs Needed	Number of FTEs Onboard	
Senior Technical Safety Managers	9	9	Other positions are working on obtaining STSM qualification
Safety System Oversight Personnel	10	7	7 SSOs onboard are fully qualified. Delta resolved through qualification of below listed "Other Technical Capabilities" FAQs (ME, EE, ChemE).
Facility Representatives	15	15	
Other Technical Capabilities:			
Aviation Safety Manager	0	0	
Aviation Safety Officer	0	0	
Chemical Processing	1	1	1 FTE in FY11 plan.
Civil/Structural Engineering	0	0	
Construction Management	2	2	
Criticality Safety	1	1	
Deactivation & Decommissioning	0	0	Not Applicable to ORP work
Electrical Systems	1	1	
Emergency Management	0	0	Program Managed by RL
Environmental Compliance	1	1	
Environmental Restoration	0	0	
Facility Maintenance Management	2	1	1 FTE in FY11 staffing plan
Fire Protection Engineering	1	1	Need to identify a potential future Fire Protection Engr
Industrial Hygiene	2	2	
Instrumentation & Control	1	1	
Mechanical Systems	2	2	
Nuclear Explosive	0	0	Not Applicable to ORP
Nuclear Safety Specialist	7	7	
Occupational Safety	2	1	1 FTE in FY11 staffing plan
Quality Assurance	5	3	2 FTEs in FY11 staffing plan
Radiation Protection	2	1	1 FTE in FY10 staffing plan
Safeguards & Security	0	0	Program Managed by RL
Safety Software Quality Assurance	1	1	
Technical Program Manager	0	0	
Technical Training	0	0	
Transportation & Traffic Mgmt	0	0	Program Managed by RL
Waste Management	10	10	
Weapons QA	0	0	Not Applicable to ORP
Federal Project Directors	5	5	

Note: ORP has 2 SSOs (contained in the SSO numbers above) whose FAQ is Ventilation SSO.

Section Three: Current shortages and plans for filling them

- High priority positions: 0
- Medium priority positions: 1
 - 1 FTE is currently approved in FY09 staffing plan; expect position to be filled in 3/2009.
- Other positions: 0

Defense Nuclear Facility related positions: 1 FTE is assigned as ORP's DNFSB Liaison Point of Contact. This is a permanently identified, full time position.

Section Four: Projected shortage/surplus over next five years

ORP has a 5-year staffing plan, which is kept current annually. ORP anticipates 10 retirements and plans on backfilling to our authorized head count ceiling in the staffing plan.

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

ORP is preparing two (2) new FAQs for submittal to the FTCP for consideration in CY2009. One is for Physical Scientists and the other for Facility Engineers.