

United States Government

Department of Energy

Pacific Northwest Site Office

memorandum

DATE: JAN 20 2009
REPLY TO ATTN OF: OD:TPK/09-PNSO-0164
SUBJECT: ANNUAL WORKFORCE ANALYSIS AND STAFFING PLAN REPORT FOR
CALENDAR YEAR 2008 – PACIFIC NORTHWEST SITE OFFICE
TO: K. L. Boardman, Chairperson
Federal Technical Capability Panel

In response to your memorandum dated November 17, 2008, enclosed is the Pacific Northwest Site Office (PNSO) Annual Workforce Analysis and Staffing Plan Report for Calendar Year 2008. The subject report was prepared in accordance with your guidance and represents the necessary resources required to provide oversight of the Pacific Northwest National Laboratory Defense Nuclear Facility known as Hanford Building 325.

If you have any questions, please contact me, or you may also contact Roger Christensen, PNSO FTCP Agent, at (509) 372-4900.



Julie K. Erickson
Acting Manager

Enclosure

cc w/encl:
M. E. Jones, SC-31
G. J. Malosh, SC-3
C. L. Sohn, SC-3

**Annual Workforce Analysis and Staffing Plan Report
as of December 31, 2008
Reporting Office: Pacific Northwest Site Office**

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

Current Mission: As a multi-program national laboratory, the Pacific Northwest National Laboratory performs research and development missions and programs to support the overarching mission of the DOE through efforts in fundamental science, energy and environmental sciences and technologies, and national security. The Laboratory consists of office, laboratory, and support facilities located in Richland, Washington; the Hanford Site; Sequim and Seattle, Washington; Portland, Oregon; and Washington D.C.. The facilities include one Hazard Category 2 nuclear facility (the Radiochemical Processing Laboratory – RPL), which is located on the Hanford Site (in the 300 Area) along with a number of additional facilities occupied by the Laboratory.

Potential Changes: Safety Basis Approval Authority for RPL was transferred from SC-3 to the PNSO Site Office Manager on December 18, 2007. During 2008, an upgraded 3009-compliant DSA was developed and will be submitted for approval in 2009. Review and oversight of implementation of the DSA will require some additional resources in 2009. Some changes to the number and type of Safety Significant Systems are expected in the new DSA; however, the number of resources needed for oversight is not expected to change significantly.

Section Two - SITE CHARACTERISTICS TABLE¹

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

HC1 _____ HC2 1 (Bldg 325) HC3 _____

Number of Radiological Facilities²: 6 (318, 320, 326, 329, 331, and RTL)

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

Number of Low Hazard Non-Nuclear Facilities: 59

Number of Documented Safety Analyses: 1

Number of Safety Systems³: 0 Credited Safety Systems (6 Safety Significant Systems)

Number of Site Contractor FTEs: 4255

Number of Federal Office FTEs: 34

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	2*	2*	2 STSMs are needed for Defense Nuclear Facility Oversight
Safety System Oversight Personnel ²	1.5*	1.5*	1+0.5 SSOs are needed for Defense Nuclear Facility Oversight. PNSO currently has 1 SSO with the remaining SSO support provided by the SC ISC. There are 6 disciplines identified, however this is not a full time assignment for these SMEs. The total need is conservatively 0.5 of an FTE.
Facility Representatives ³	3.6*	3*	3.6 FTEs are identified in the FR Staffing and Analysis Report. PNSO currently has 3 FRs since 1 FR retired on January 3, 2009. 1.4 FRs are needed for Defense Nuclear Facility Oversight.
Other Technical Capabilities:			
Aviation Safety Manager	0	0	
Aviation Safety Officer	0.05	0.05	Currently provided by RL through the SC ISC.
Chemical Processing	0	0	
Civil/Structural Engineering	0.05	0.05	Matrix support provided on a as needed basis by SC ISC
Construction Management	0	0	
Criticality Safety	0.1	0.1	Criticality Safety Matrix support provided by an SME from EES CTA staff
Deactivation & Decommissioning	0	0	
Electrical Systems	0.05	0.05	Electrical Safety Matrix support provided by an SME from OR
Emergency Management	0.2	0.2	Provided by PNSO with support from RL. PNSO has an Operational Agreement with RL that includes Emergency Management.
Environmental Compliance	0.4	0.4	Provided by PNSO with as needed support from CH.
Environmental Restoration	0	0	
Facility Maintenance Management	0.1	0.1	Maintenance management SME support provided by OR.
Fire Protection Engineering	0.1	0.1	Fire Protection SME support is being provided by CH.
Industrial Hygiene	0.33	0.33	Provided by PNSO with as needed support from CH.
Instrumentation & Control	0	0	
Mechanical Systems	0	0	
Nuclear Explosive	0	0	
Nuclear Safety Specialist	0.4	0.4	Nuclear Safety support provided by CH.
Occupational Safety	0.33	0.33	Provided by PNSO with as needed support from CH.
Quality Assurance	1	1	Provided by PNSO with as needed support from CH.
Radiation Protection	0.33	0.33	Provided by PNSO with as needed support from OR.
Safeguards & Security	1	1	Coordinated by PNSO with support from CH.
Safety Software Quality Assurance	0.05	0.05	Support provided through SC ISC and CNS office
Technical Program Manager	0	0	
Technical training	0.2	0.2	Provided by PNSO with as needed support from OR.
Transportation & Traffic Mgmt	0.1	0.1	Provided by PNSO with as needed support from OR.
Waste Management	0.5	0.5	Provided by PNSO with as needed support from CH.
Federal Project Directors	3	3	

* Denotes positions and FTEs requiring qualification in accordance with FTCP

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/ftcp/>
3. Facility Representative staffing analysis worksheets are posted at: <http://www.hss.energy.gov/dep/ftcp/>

Section Three: Current shortages and plans for filling them

The PNSO does not have any current shortages related to oversight of Defense Nuclear Facilities.

Section Four: Projected shortage/surplus over next five years

There will be a need for an additional Facility Representative position in the future to provide necessary coverage of radiological facilities in the 300 Area; however, this position is not needed for Defense Nuclear Facility oversight.

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

PNSO has no new comments or recommendations for the FTCP related to technical staffing.