



Department of Energy  
National Nuclear Security Administration  
Pantex Site Office  
P. O. Box 30030  
Amarillo, TX 79120



JAN 16 2009

MEMORANDUM FOR: Karen L. Boardman, Federal Technical Capability Panel Chairperson

FROM:   
Geoffrey L. Beausoleil, Federal Technical Capability Panel Agent, PXSO

SUBJECT: Pantex Site Office Annual Workforce Analysis and staffing Plan Report  
for Calendar Year 2008

Please reference your memorandum dated November 17, 2008, subject as above. Attached is the requested Calendar Year (CY) 2008 Workforce Analysis and Staffing Plan Report for the Pantex Site Office.

The analysis indicates the need to fully staff the STSM positions with two positions currently vacant. It shows a need to recover 1.75 FTE in the Nuclear Safety Specialist capability, 1 FTE in the Facility Representative capability and recover one FTE in the Safety Systems Oversight Fire Protection capability.

If you have any questions regarding this report, please contact me at (806) 477-3180.

Attachment

cc w/attachment:

F. Russo, NNSA, NA-1  
D. Chaney, OTS, NNSA, SC  
E. White, NA/NZ  
R. McMorland, HS 1.1  
S. Erhart, Manager, PXSO  
K. Waltzer, SSTA, PXSO  
G. Wisdom, AMSS, PXSO  
J. Guelker, AMESEP, PXSO  
C. Alvarado, AMFO, PXSO  
M. Padilla, AMCABM, PXSO  
D. Riekenberg, SC, PXSO  
S. Dolezal, Acting AMOA, PXSO  
D. Nester, Acting AMNE, PXSO  
T. Poteet, GenQuest, Pantex

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

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

The primary mission of the Pantex Site Office is to provide on-site management, day-to-day oversight, and surveillance of the Pantex Plant management and Operating (M&O) contractor, and support for accomplishment of the DOE/NNSA strategic and long-term goals. Activities include:

- Pantex Plant maintains, builds, and retires nuclear weapons in support of our nation's nuclear deterrent mission. This mission includes:
- Nuclear Explosives operations
- Safeguarding special materials and assets
- High explosives manufacturing and testing
- Analytical and scientific capabilities

Potential changes/impacts to the Pantex Site Office that could affect the technical staffing are:

- Full implementation of DOE O226.1 could require additional oversight personnel to meet the requirements for oversight of DSA Safety Management Programs and ongoing periodic validation of Technical Safety Requirement controls.

**Section Two: Technical Staffing**

**SITE CHARACTERISTICS TABLE<sup>1</sup>**

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

HC1   0   HC2  32  HC3   0  

Number of Radiological Facilities<sup>2</sup>:   38  

Number of High or Moderate Hazard Non-Nuclear Facilities:   0 High, 32 Moderate  

Number of Low Hazard Non-Nuclear Facilities:   96  

Number of Documented Safety Analyses:   1 w/ numerous modules  

Number of Safety Systems<sup>3</sup>:   8  

Number of Site Contractor FTEs:   Approximately 3,300  

Number of Federal Office FTEs:   Allocated: DP – 85, EM -1  

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 <sup>1</sup>		Comments
	Number of FTEs Needed <sup>1</sup>	Number of FTEs Onboard <sup>1</sup>	
Senior Technical Safety Managers	7	5	Personnel actions in process- Assistant Manager for Oversight and Assessment and Asst Mgr. Nuclear Engineering
Safety System Oversight Personnel <sup>2</sup>	4	3	Includes Electrical, Mechanical, Instrumentation
Facility Representatives <sup>3</sup>	10	9	Personnel action in process
Other Technical Capabilities:			
Aviation Safety Manager	n/a	n/a	
Aviation Safety Officer	n/a	n/a	
Chemical Processing	n/a	n/a	
Civil/Structural Engineering	n/a	n/a	
Construction Management	n/a	n/a	n/a addressed by Federal Project Directors
Criticality Safety	.25	.25	See Note #5
Deactivation & Decommissioning	n/a	n/a	
Electrical Systems	0	0	Included in SSO Analysis
Emergency Management	1	1	
Environmental Compliance	4	4	Non-TQP personnel
Environmental Restoration	1	0	Non-TQP personnel
Facility Maintenance Management	1	1	Non-TQP personnel
Fire Protection Engineering	1	0	
Industrial Hygiene	1	1	
Instrumentation & Control	0	0	Included in SSO Analysis
Mechanical Systems	0	0	Included in SSO Analysis
Nuclear Explosive	0	0	NES Oversight Performed by NA-122.1 personnel
Nuclear Safety Specialist	6.75	5	One personnel action in process
Occupational Safety	1	1	
Quality Assurance	1.3	1.3	Non-weapon
Radiation Protection	1	1	
Safeguards & Security	10	10	Non-TQP personnel – currently qualified under separate program
Safety Software Quality Assurance	.3	.3	
Technical Program Manager	2	2	SSO lead/Nuclear Materials
Technical Training	1	1	Non-TQP personnel
Transportation & Traffic Mgmt	1	1	
Waste Management	0	0	Non-TQP personnel
Weapons QA	5.4	5.4	
Federal Project Directors <sup>4</sup>	5	4	Qualified under PMCDP process

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/deprep/ftcp>.
3. Facility Representative staffing analysis worksheets are posted at <http://www/hss.energy.gov/deprep/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.
5. To maximize efficient use of allocated resources certain technical staff maintains multiple qualifications. (For example: Nuclear Safety and Criticality Safety)

### **Section Three: Current shortages and plans for filling them**

List current shortages of technical personnel identified in Section Two, compensatory measures if applicable, actions taken to fill shortages, and schedule for filling shortages.

Those positions should be prioritized into three groups as follows:

- High: STSM: Assistant Manager for Nuclear Engineering – Announcement In Development (DF)  
Assistant Manager for Oversight and Assessment – Announcement Closed (DF)  
General Engr/Physical Scientist (Facility Representative) – Selection In process (DF)  
Gen Engr/Physical Scientist (Project Manager) – Selection Complete (DF)
- Medium: Gen Engr/Physical Scientist (Fire Protection) (DF) – On hold due to hiring freeze  
Gen Engr/Physical Scientist (Safety Basis) (DF) – On hold due to hiring freeze

\*Defense Nuclear Facility related positions are denoted with (DF).

### **Section Four: Projected shortage/surplus over next five years**

Identify the impact of the changes described in Section One on technical personnel and positions.

- At this time PXSO does not expect significant impacts as a result of changes listed in Section #1.

### **Section Five: General Comments or recommendations related to the Technical Staffing**

- None