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United States Government

Department of Energy  
Richland Operations Office

# memorandum

DATE: JAN 6 2005  
REPLY TO  
ATTN OF: AMSE:DSS/05-AMSE-0010  
SUBJECT: ANNUAL WORKFORCE ANALYSIS AND STAFFING PLAN REPORT

TO: Roy J. Schepens, Chairman  
Federal Technical Capability Panel

The purpose of this memorandum is to transmit the Richland Operations Office (RL) annual work force analysis (attached) as requested by your September 16, 2004, memorandum, same subject. Should you have any questions, please contact me, or your staff may contact Doug S. Shoop, Assistant Manager for Safety and Engineering on (509) 376-0108.

  
for Keith A. Klein  
Manager

Attachment

cc w/attach:  
P. Bubar EM-3  
D. Grover DNFSB

RECEIVED  
JAN 12 2005  
DOE-ORP/ORPCC

**RICHLAND OPERATIONS OFFICE  
ANNUAL WORKFORCE ANALYSES AND STAFFING PLAN  
FOR CRITICAL TECHNICAL CAPABILITIES  
December 31, 2004**

Section One

The Richland Operations Office (RL) mission is to complete environmental cleanup of the Hanford Site to protect the health and safety of the workers and the public, and to protect the environment. The major site cleanup projects include the Spent Nuclear Fuel Project, the Plutonium Finishing Plant Project, the River Corridor Project, and Waste Operations. Procurement for the "River Corridor Contract" is underway, a closure type contract for a portion of the Hanford Site. During the next 10 years, the cleanup mission will move away from deactivation and more into decommissioning and demolition, soil cleanup, waste operations and long-term stewardship.

The following high risk reduction activities for FY05 are planned:

- Removal and disposal of sludge and water from the K basins.
- Packaging and potential shipping of plutonium bearing materials from PFP.
- Deactivation activities at PFP.
- Accelerated retrieval of post 1970 TRU waste from the burial grounds.
- Accelerated shipment of transuranic waste material.
- Remediation of waste sites impacting the groundwater ( U-1, U-2, U-8, U-12, and B/C crib).
- Complete characterization of the waste sites in PUREX area that are contributing to I-129 groundwater contamination (PW-2) and the waste sites near PFP that are contributing to the carbon tetrachloride groundwater plume (PW-2).
- Continue accelerated BHI environmental cleanup and ERDF operations.
- Continue existing pump and treats of contaminated groundwater with the goal of implementing final remedies for these areas by September, 2006.
- Operate disposal grounds to support the above and the receipt of off-site waste.
- Continue D&D of the FFTF reactor plant.

Other scopes of work that contribute to the staffing needs include oversight of 48 DNFSB Recommendation 2000-2 Vital Safety Systems (VSS). The RL approach to determine oversight needs for the Vital Safety Systems is to assign the Facility Representatives (FR) the primary role for day to day operational awareness in the facilities they oversee. While the engineering staff has the primary role for the technical Safety System Oversight (SSO), the gross number of safety systems reported above are grouped into the TQP functional areas and further analyzed. This added analysis considers: a) the actual number of safety class, and safety significant systems; b) the level of operational activity, potential consequences, and condition of systems in the facility; and c) the current status of authorization basis documents and the potential changes in operational status for the facility. For example, of the 48 VSSs, 7 are Safety Class (SC) and 24 are Safety Significant (SS). The remaining 17 are defense in depth or general service systems important to safety. The base level minimum staffing for AB, SSO, FR, SMP, and Critical TQP areas to meet the projected workload were then determined using the FTCP work sheets. These will be periodically reviewed, with knowledge that added resources will be applied as necessary to meet short-term peak or highly specialized needs.

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Section Two

Table 1 provides the results of the recent review of the RL critical technical capabilities position minimum staffing analysis based on current expectations for RL work and oversight of RL prime contractors.

**Table 1: RL Critical Technical Capabilities Positions**

<b>CRITICAL CAPABILITIES</b>	<b>NEEDED</b>	<b>IN PLACE</b>	<b>COMMENTS</b>
Facility Representative	19	17	This represents a change from last year's number of 17 needed. This change is due to the following: 1) A need for additional oversight at the TRU program as activity increases, 2) A FR is being hired to support succession planning for a FR that plans to leave the program at the end of FY05. Note: For FY05, a FR team lead will be on military leave throughout the year.
Senior Technical Safety Manager	7	7	This number represents all RL positions that require STSM qualification. Last year the RL Project Directors were included. However, until they have completed their Project Management qualification RL will not require them to be STSM qualified.
Nuclear Safety	7.0	5	Due to completion of DSAs as required per 10 CFR 830, staffing needs for the Authorization Basis personnel are projected at 7 FTE's during FY 2005. Current staff includes 5 Federal FTE's and approximately 2 GSSC FTE's. We are now transitioning into D&D requiring the need to maintain the current Federal staffing levels augmented with GSSC support. Enlarging the Federal staff level in lieu of using GSSC support is not proposed based on the probable permanent decrease in work load upon completion of the Spent Nuclear Fuels and Plutonium Finishing Plant (PFP) Stabilization projects in the next two to three years.

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Criticality Safety (SMP)	1.5	1.5	
Radiation Protection	4.0	4.0	The need in this area remains the same, and is expected to increase as the Hanford Site moves into a period of increased D&D work.
Fire Protection (SMP)	2.0	2.0	One fully qualified and one qualifying.
Electrical (SMP)	0.2	0.2	
Mechanical- (SMP) Confinement Ventilation	0.5	0.5	
Software QA (SMP)	0.7	0.7	
Ventilation SSO	0.5	0.5	
Electrical SSO	0.1	0.1	
I&C SSO	0.2	0.2	
Fire Protection SSO	0.7	0.7	
Criticality SSO	0.1	0.1	
Mechanical SSO	0.3	0.3	
Civil Structural (Crit TQP)	0.1	0.1	
Industrial Hygienist	1	0.0	
<b>Total</b>	<b>38.8</b>	<b>33.9</b>	

### Section Three

The current shortage of critical skill is shown in Table 1. The shortage in the nuclear safety staff is due to the fluctuating need and anticipated reduced need in the next 2-3 years, RL will address this shortage via GSSC personnel. RL is in the process hiring an industrial hygienist, and facility Representatives to off set the shortage in the other areas.

### Section Four

Increased AB/SSO staff activities in the immediate future and over the next three years is based on increased field presence and the number of document changes during facility Decontamination and Decommissioning (D&D). AB/SSO staff will be actively involved in Safety Basis implementation validation reviews and surveillances as recently approved Documented Safety Analyses (DSA) such as Waste Management and PFP are implemented. Validation reviews will be conducted for major DSA revisions to support D&D. AB and SSO staff will also support the Facility Representative surveillances. As the Hanford Site enters into a period of increased D&D work, experience indicates that a significant increase in safety basis page changes and Justifications for Continued Operation should be expected. In addition there will be major Safety Basis revisions relative to K Basin sludge, pre-demolition work at U-Plant and 224-B, accelerated D&D at 324, accelerated TRU waste retrieval for the Low Level Burial Ground, and facilities included in the new River Corridor Contract.

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RL projects no other shortages that cannot be filled by GSSCs or internal personnel reassignments. In addition, RL also can utilize, as necessary and available, personnel from other DOE offices that may be downsizing or have changing missions (e.g. Rocky Flats, Fernald, etc.).

Section Five

Based on the current activities of the Federal Technical Capability Panel (TCP), there are no new recommendations to the FTCP.