



National Nuclear Security Administration
Sandia Site Office
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FEB 23 2006

MEMORANDUM FOR: Roy Schepens, Chairman
Federal Technical Capability Panel (FTCP)

FROM: Patty Wagner, Manager *Patty Wagner*

SUBJECT: Workforce Analysis and Staffing Plan for the
Sandia Site Office

Reference: Memorandum from Chairman, Federal Technical Capability
Panel to Agents, ANNUAL WORKFORCE ANALYSIS AND
STAFFING PLAN REPORT, dated October 28, 2005.

The Sandia Site Office (SSO) has completed our analysis of staffing needs per the guidance in the referenced memorandum. SSO's revised staffing plan is attached.

Identified staffing shortfalls are being addressed by hiring two additional personnel in FY06, one Facility Representative and one Chemical Engineer.

If you have any questions, please contact me at (505) 845-6036 or Ken Zamora of my staff at (505) 845-6869.

Attachment

cc w/attachment:

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Sandia Site Office
Annual Workforce Analysis and Staffing Plan Report

Section 1: Current Mission(s) of the Organization and Potential Changes

1. The Sandia Site Office (SSO) Mission is to provide contract oversight of Sandia National Laboratories (SNL) and serve as the risk acceptance agent for the National Nuclear Security Administration (NNSA). In performing this mission, SSO ensures that technically qualified federal personnel accomplish oversight of the following:
 - Sandia Site Office provides oversight for Sandia National Laboratories, SNL nuclear and non-nuclear facilities. These facilities contain various hazards such as electrical, high voltage, beryllium, lasers, confined space, radiation exposure, chemicals, explosives, construction and hoisting and rigging. Subject matter experts are needed in these fields to provide effective oversight of the diverse facilities.
 - Sandia National Laboratory employs more than 8500 staff in the fields of engineering, physics and chemistry and performs operations in Albuquerque, NM, Livermore, CA, Tonopah, Pantex (Amarillo, TX), Kodiak, Alaska, Kauai, HI, WIPP (NM) and Yucca Mountain (NV). SNL has state-of the art facilities such as Microelectronics Development Lab, MDL, Robotics Manufacturing Science & Engineering, Process and Environmental Technology Laboratory and Integrated Materials Research Lab. The primary mission of SNL is the surety of the nuclear weapons stockpile.
 - The suite of SNL nuclear facilities supports research and development of the nuclear weapons systems, as well as nuclear reactor safety, nuclear safeguards and the energy research. The facilities support the programmatic mission of DOE, DOD and NRC and work for others.

2. Describe any potential or probable changes to the mission that may significantly impact the need for technical staffing:
 - New SNL facilities: Microsystems and Engineering Sciences Application facility, MESA, Center for Integrated Nanotechnology, CINT and the Thermal Test Complex
 - Z Machine conversion to ZR in 2006
 - Sandia Pulsed Reactor (SPR) Re-start

Section 2: Technical Staffing Table

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

HC 1: 0 HC 2: 2 HC 3: 3

Hazard Category 2 Facilities: 2 Facilities

- Annular Core Research Reactor (ACRR)
- Sandia Pulsed Reactor Facility (SPR)

Hazard Category 3 Facilities: 3 Facilities

- Gamma Irradiation Facility (GIF)
- Manzano Storage Bunkers
- Onsite Transportation
- Auxiliary Hot Cell Facility (potential future HC 3 facility)

Number of Radiological Facilities: 58 facilities

Number of High and Moderate Hazard Non-Nuclear Facilities: 6 facilities

Number of Low Hazard Non-Nuclear Facilities: 75 facilities

Number of DSAs (nuclear facilities): 6; with 4 active

Number of Safety Systems: 18 (I&C and Mechanical systems for 4 active facilities)

Number of Contractor FTEs: 8500 Sandians and approximately 1000 subcontractors

Number of Federal FTEs: Total = 91; Technical = 54 required / 52 on board

Technical Staffing Summary Table

TECHNICAL CAPABILITY	For All Hazardous Facilities		For Defense Nuclear Facilities		Comments
	Number of FTEs Needed	Number of FTEs Onboard	Number of FTEs Needed	Number of FTEs Onboard	
Senior Technical Safety Managers	3	5	3	5	Two STSMs provide backup coverage.
Safety System Oversight Personnel - Instrumentation and Control - Mechanical Systems	0.55 0.51	1 1	0.55 0.51	1 1	The number of FTEs is calculated from the Safety System Oversight Staffing Analysis
Safety Software Quality Assurance	0.2	0.2	0.2	0.2	This 0.2 is covered by nuclear safety and safety system oversight.
Facility Representatives	15	10	4.5	3	An FR will be hired in FY06 to attain SSO's approved FR staffing level of 11. See next page.
Authorization Basis/Nuclear Safety Specialist	8	8	8	8	Two vacancies have been recently filled.
Other Technical Capabilities:					
Aviation Safety Manager	0	0	0	0	
Aviation Safety Officer	0	0	0	0	
Chemical Processing	1	0	0	0	A Chemical Engineering vacancy announcement will be posted in FY06.
Civil/Structural Engineering	0.1	0.1	0.1	0.1	The 0.1 is covered by matrix support by the Service Center
Construction Mgmt	0	0	0	0	This activity covered by Facility Representative.
Criticality Safety	0.1	0.1	0.1	0.1	The 0.1 is covered by matrix support provided by a Safety Basis Engineer.
Deactivation and Decommissioning	0	0	0	0	
Electrical Systems	0.1	0.1	0.1	0.1	The 0.1 FTE is covered by Authorization Basis/ Nuclear Safety above.
Emergency Management	1	1	1	1	
Environmental Compliance	3	3	3	3	
Environmental Restoration	2	2	2	2	
Facility Maintenance Mgmt	0	0	0	0	See Section 5.
Fire Protection Engineering	1	1	1	1	
Industrial Hygiene	1	1	1	1	
Integrated Safety Management	1	1	1	1	
Nuclear Explosive Safety	0	0	0	0	
Occupational Safety	1	1	1	1	
Project Director	8	8	0	0	
Quality Assurance	3	3	3	3	
Radiation Protection	1	1	1	1	

Safeguards and Security	0	0	0	0	Safeguard and Security positions not listed under TQP Progress Matrix
Technical Program Manager	3	3	3	3	
Technical Training	0	0	0	0	
Transportation & Traffic Mgmt	1	1	1	1	
Waste Management	1	1	1	1	
TOTALS	55.56	52.5	36.06	37.5	

Section 3: Current Shortages and Plans for Filling Them

Based on the DOE FR staffing analysis guidance, 15 Facility Representatives would be required at SSO. Through discussions with NNSA HQ, SSO has an approved FTE staffing level for FRs of 11, which includes 3 FTEs for nuclear facilities. Based on SSO's approved FR staffing level of 11, there is currently a shortfall of 1 FR. SSO will post a vacancy announcement for another FR in FY 06 bringing the total number of FRs to 11, the current approved FR staffing level for SSO. Required field oversight time is compensated for by subject matter experts (SMEs) from both SSO and the Service Center, who conduct performance based assessments in accordance with an annual assessment plan. SSO utilizes a process where ES&H SMEs have required oversight of 20% field time and 40% oversight time, which supplements the facility representative program. There are no current plans to request additional FRs, as SSO believes the combination of 11 approved FR FTEs and the routine SME oversight is sufficient to perform required operational awareness activities at Sandia National Laboratories.

The one other current shortage is a Chemical Engineering position to oversee contractor Chemical Hazard Analysis. An FTE is available to hire for this position in FY 06. Compensatory measures are oversight coverage from both the SSO IH and the Service Center.

SSO now has two Safety System Engineers. Experience has shown that these personnel spend approximately half of their time with system engineer duties and the remainder supporting authorization basis, nuclear safety or software qualify assurance functions. These system engineers also have identified back up personnel who are in the process of qualifying for succession planning.

Section 4: Projected Shortage or Surplus Over the Next 3 Years

- An FTE will be hired within the next year in the field of Chemical Engineering.
- Potential shortages will be addressed by succession planning and conversion of interns.

Section 5: General Concerns or Recommendations Related to the Technical Staffing

A Self-Assessment is currently in progress and preliminary results indicate potential coverage needed in the area of Facility Maintenance.