



**National Nuclear Security Administration**

Sandia Site Office  
P.O. Box 5400  
Albuquerque, New Mexico 87185-5400



FEB 20 2007

MEMORANDUM FOR: Roy Schepens, Chairman  
Federal Technical Capability Panel

FROM: Patty Wagner, Manager *Patty Wagner*

SUBJECT: ANNUAL WORKFORCE ANALYSIS AND STAFFING  
PLAN REPORT FOR 2006

Reference: Memorandum from Chairman, Federal Technical Capability  
Panel to Agents, Annual Workforce Analysis and Staffing  
Plan Report for Calendar Year (CY) 2006, dated 06 Sep 06

We have completed our workforce analysis and developed our staffing plan in accordance with the guidance provided in the referenced memorandum. Our report is attached.

If you have any questions, please contact me at 845-6036 or Jim Todd of my staff at (505) 845-4961.

cc w/attachment:

D. Chaney, NNSA FTCP Agent, NZ  
K. Davis, SSO, MS-0184  
D. Brunell, SSO, MS-0184  
D. Pellegrino, SSO, MS-0184  
L. Adcock, SSO, MS-0184  
J. Loftis, SSO, MS-0184  
J. Todd, SSO, MS-1128  
M. McFadden, SSO, MS-0184  
M. Wood, SSO, MS-0184  
A. Tate, ESS, MS-1128  
07-009-AMFO

**Section One: 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). The site office ensures federal personnel are technically qualified to accomplish the oversight required by this mission.
  - Sandia National Laboratories designs all non-nuclear components for the nation's nuclear weapons, performs a wide variety of energy research and development projects, and works on assignments that respond to national security threats -- both military and economic. Sandia Corporation with Lockheed Martin as its parent corporation has been the DOE/NNSA Contractor since October 1, 1993. While most of SNL's work is sponsored by the NNSA, the lab also performs work for other federal agencies, including the Department of Defense, Department of Homeland Security, and others.
  - Sandia National Laboratories employs more than 8500 staff in the fields of engineering, science and technology. The lab performs operations in Albuquerque and Carlsbad, NM; Livermore, CA; Amarillo, TX; Kodiak, AK; Kauai, HI; and Tonopah and Yucca Mountain, NV.
2. The following changes are projected for Sandia National Laboratories operations (No change in site office technical staffing anticipated):
  - Z Machine conversion;
  - On-site Transportation (nuclear activity);
  - Sandia Pulsed Reactor Facility Burn-up Credit Critical Experiments; and
  - Work to support the Reliable Replacement Warhead activities as they come on line.

Section Two - SITE CHARACTERISTICS TABLE <sup>1</sup>

<b>Number of Hazard Category 1, 2, or 3 Nuclear Facilities:</b>		
HC 1 _____	HC 2 _____	HC 3 _____
Number of Radiological Facilities <sup>2</sup> : _____ 121 _____		
Number of High or Moderate Hazard Non-Nuclear Facilities: _____ 8 _____		
Number of Low Hazard Non-Nuclear Facilities: _____ 175 _____		
Number of Documented Safety Analyses: _____ 7 with 4 active _____		
Number of Safety Systems <sup>3</sup> : _____ 9 _____		
Number of Site Contractor FTEs: _____ 8500 _____		
Number of Federal Office FTEs: _____ NA – 92/85 Authorized/Assigned _____		

## 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 2 - 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	3	5	FTEs onboard includes STSM on detail from NA-1
Safety System Oversight Personnel <sup>2</sup>	1.2	1.2	SSO personnel also cover I&C, Mechanical Sys, and SSQA
Facility Representatives <sup>3</sup>	10.5	10.5	FR at SNLCA is also Site Manager Representative
Other Technical Capabilities:			
Aviation Safety Manager	0	0	
Aviation Safety Officer	0	0	
Chemical Processing	0	0	
Civil/Structural Engineering	0.1	0	Coverage provided through matrix support from NNSA/SC
Construction Mgmt	0	0	
Criticality Safety	0.1	0.1	Coverage provided by Nuclear Safety Specialist personnel
Deactivation and Decommissioning	0	0	
Electrical Systems	0.1	0	Coverage provided through matrix support from NNSA/SC
Emergency Management	1	1	
Environmental Compliance	4	4	
Environmental Restoration	1	1	Not a Defense Nuclear Facility-related position
Facility Maintenance Mgmt	0.5	0.5	
Fire Protection Engineering	1	2	Additional FTE onboard from Nuclear Safety Specialist
Industrial Hygiene	1	1	
Instrumentation and Control	0.3	0.3	Coverage provided by Safety System Oversight personnel
Mechanical Systems	0.3	0.3	Coverage provided by Safety System Oversight personnel
Nuclear Explosive Safety	0	0	
Nuclear Safety Specialist	4.9	3.9	One FTE needed is providing support to Fire Protection
Occupational Safety	1	0	Position filled Jan 07
Quality Assurance	4	4	Only 1 position is Defense Nuclear Facility-related
Radiation Protection	1	1	
Safeguards and Security	10	9	None are Defense Nuclear Facility-related positions
Safety Software Quality Assurance	0.2	0.2	Coverage provided by Safety System Oversight personnel
Technical Program Manager	0	0	
Technical Training	0.5	0.5	Coverage provided by Facility Maintenance Management personnel
Transportation & Traffic Mgmt	1	1	
Waste Management	1	1	
Federal Project Directors <sup>4</sup>	6	6	None are Defense Nuclear Facility-related positions
Totals	53.7	53.5	

## Notes:

- 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.
- SSO staffing analysis worksheets may be used in this process. They are posted at <http://www.ftcp.org>.
- Facility Representative staffing analysis worksheets are posted at <http://www.ftcp.org>.
- Federal Project Managers/Directors are not qualified via the Technical Qualification Program but in accordance with DOE O 360.1A using the Project Management Career Development Program.

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

- High priority positions needing to be filled near term using accelerated recruitment/replacement
  - Occupational Safety (Defense Nuclear Facility Position) – Filled January 2007
- Medium priority positions needing to be filled using normal recruitment/replacement process
  - Safeguards & Security System Engineer
- Other positions needing to be covered by alternate means (e.g., matrix, support service contractors, other sites, programs or service centers). Except for short term assignments, matrix coverage should not rely on technical staff already counted in the table.
  - Civil/Structural Engineering and Electrical Systems support are provided by NNSA/SC

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

- Three staff members have indicated a desire to retire in the next two years. Radiation Protection and Facility Representative are two positions that would be affected by the retirements.

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

- Due to identified weaknesses (CDNS and OA Assessments for 2006) in the Fire Protection area, one Nuclear Safety Specialist has also qualified and is working full-time as a Fire Protection Engineer
- Authorization Basis personnel are now qualifying to the Nuclear Safety Specialist functional area qualification standard