

memorandum

Idaho Operations Office

Date: January 12, 2005

Subject: Idaho Operations Office Workforce Analysis and Staffing Report - (TS-QSD-04-156)

To: Roy J. Schepens, Chair
Federal Technical Capability Panel
Office of River Protection

Reference: Memorandum, Roy J. Schepens to Elizabeth D. Sellers, Subject: Annual Workforce Analysis and Staffing Plan Report, dated September 16, 2004

The Federal Technical Capability Panel (FTCP) Manual requires that the FTCP Agent coordinate the annual workforce analysis to identify any critical technical capabilities and positions that must be maintained to ensure safe operations at defense nuclear facilities. This analysis is submitted to the FTCP annually. The following information is submitted as the annual report of this analysis.

Section One: The Department of Energy, Idaho Operations Office (NE-ID) manages the Idaho National Engineering and Environmental Laboratory (INEEL), a multi-program DOE National Laboratory. The INEEL has an important Environmental Management (EM) mission to clean up the legacy environmental contamination and manage Cold War era nuclear waste materials. The scope of cleanup activities includes environmental restoration operations and management of high-level, low-level and mixed wastes as well as spent nuclear fuel. The INEEL research and development (R&D) mission is largely centered on nuclear energy science and technology programs. Extensive R&D programs involving national security, non-nuclear energy technology and biotechnology are also underway at the INEEL. NE-ID currently oversees the operation of twenty-three nuclear facilities.

The INEEL will transition to two new contracts in 2005. The INEEL and Argonne National Laboratory–West (ANL-W) will merge into the Idaho National Laboratory or INL. EM mission related activities on the INEEL will be managed under a separate Idaho Cleanup Project (ICP) contract. NE-ID is reviewing critical technical capability needs as part of the contract transition processes. Merging INEEL and ANL-W will bring an additional thirteen nuclear facilities under the purview of NE-ID.

Section Two: Attachment 1 is an updated 2004 critical position listing for NE-ID. The minimum number of critical positions at NE-ID to ensure operational awareness of contractor work activities in INEEL nuclear facilities was derived from knowledge of assigned roles/responsibilities and technical qualifications (i.e. qualified per Technical Qualification Program requirements). The guidance in the DOE Memorandum 04-ORP-057, dated September 16, 2004, was applied for the NE-ID Facility Representative staffing analysis and has not yet been applied to the Safety System Oversight Program. NE-ID will apply this guidance to both programs in 2005.

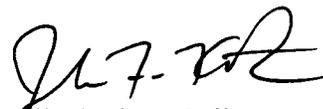
A summary of the NE-ID Facility Representative Staffing Analysis results is provided as Attachment 2 for your information.

Section Three: The table in Attachment 1 provides a brief explanation of the NE-ID path forward in those instances where needs have been identified. The analysis methodology provided in the referenced correspondence determined a need for five additional Facility Representatives. However, a total of six FRs will be recruited in 2005 due to an anticipated retirement from the FR ranks. As indicated in the table, the SSO numbers are provided for persons having SSO responsibilities as a collateral duty. Our analysis of current practices by persons assigned SSO responsibilities, indicate that SSO duties comprise approximately 10-20% of an FTE's time. In 2005, NE-ID will reconsider how SSO oversight responsibilities can be more effectively managed based on the results of a self-assessment of the SSO program late in 2004.

Section Four: Reassignment and long-term training of ID employees will resolve most of DOE-ID's projected technical skill shortages. Those critical technical positions that cannot be filled by internal reassignments will be filled by selective external recruitment. Technical resources from DOE headquarters (NE, EH) and other field sites will be utilized for short-term needs. Technically capable employees made surplus by mission and workload changes will be reassigned, trained, and qualified to fill critical technical position shortages whenever possible.

Section Five: Based on the current activities of the Federal Technical Capability Panel, there are no new recommendations to the FTCP.

If you have any questions, please contact Gerald Bowman, DOE-ID FTCP Agent at 208-526-1925.


for Elizabeth D. Sellers
Manager

Attachments

ID Critical Technical Capabilities Positions

CRITICAL CAPABILITIES	NUMBER NEEDED	NUMBER IN PLACE	COMMENTS
Facility Representative	23	18	One loss due to retirement expected in early 2005. Six FRs will be recruited in 2005.
Senior Technical Safety Manager	18	15	Three candidates have been in the process of qualifying. One of these will retire in early 2005.
Nuclear Safety	7	6	A candidate has been selected and has nearly completed qualification.
Criticality Safety	2	2	
Radiation Safety	2	2	
Fire Protection	1	1	
Electrical Systems	1	1	
Mechanical Systems	1	0	A NE-ID candidate has been identified.
Safety System Oversight	7	5	The numbers reflect positions assigned SSO responsibilities as a collateral duty. One new position has recently been identified at RWMC/AMWTP and a second new position will be established for the ANL-W site.
Transportation Safety	1	1	
Occupational Safety	3	2	NE-ID has two technically qualified staff as a backup resource. NE-ID senior management to decide on path forward in 2005.
Quality Assurance	2	2	
Software Quality Assurance	1	1	
Industrial Hygiene	1	1	
Difference	+13		

NE Facility Representative Staffing Analysis Results Using Revised Criteria

NE-ID has completed a Facility Representative (FR) staffing analysis-using criteria provided in a memorandum from Roy Schepens, Chairman, Federal Technical Capability Panel, to the Manager, Idaho Operations Office, dated September 16, 2004, and titled "Annual Workforce Analysis and Staffing Plan Report".

The NE-ID FR staffing analysis was completed in November 2004 by a team consisting of Ed Tourigny, NE-40, representing the Principal Secretarial Officer; Nicole Hernandez representing the NE-ID Environmental Management (EM) organization; and Bob Seal, Andy Jones, and Dary Newbry representing the NE-ID Nuclear Energy (NE) organization. The revised FR staffing analysis criteria were applied as was provided in the memorandum with a few exceptions that affected determination of the final FR staffing level.

Those exceptions include:

- Table 3, Column n, Recommended FTE (Full Time Equivalent) Coverage – This column allows the Field Element Manager to further adjust the level of coverage. For the NE-ID INEEL Laboratories and Security Projects in the NE organization, the Recommended FTE Coverage Level was increased to 0.40 FTE from the Adjusted FTE Coverage Level of 0.25 FTE value that was calculated using the criteria. The increase in coverage level was based on the critical mission status of the facilities and recommendation of the Director responsible for those facilities.
- Table 3, Column n, Recommended FTE Coverage – The Recommended FTE Coverage Level for the remaining NE-ID NE facilities was determined by reducing Adjusted FTE Coverage Level by a factor of 0.8. The reduction in calculated coverage level was based on the fact that by DOE-STD-1063-2000, *Facility Representatives*, FRs are required to perform oversight of the Contractor sixty-percent of the time they have available, and the revised FR staffing analysis method provides for one hundred percent of the time available. Additionally, based on historical NE-ID Quarterly Performance Indicator Report data, NE FRs have not experienced difficulty in maintaining above the minimum sixty-percent Contractor performance indicator with the current FR staffing levels.
- Table 3, Column n, Recommended FTE Coverage – In addition to the reduction discussed above, the Recommended FTE Coverage in Column n was further reduced by NE-ID Management for HFEF, RPSF, FMF and ZPPR from 0.40 to 0.30 based on the current level of activity for these facilities.
- Table 5, Administrative Duties – Based on historical data of their respective organizations, the NE-ID EM organization determined that the average time FRs performed administrative duties was fifteen percent and the NE-ID NE organization determined that value was ten percent.
- Table 5, Percentage of Time Available to Provide FR Coverage – NE-ID noted that the time available value of 2180 hours per year did not account for ten Federal holidays. NE-ID assumed that the majority of NE-ID FRs are assigned to a ten-hour per day work

schedule, and adjusted the time available value for calculation purposes to 2080 hours per year.

The results of the NE-ID FR staffing analysis is documented in the data sheets attached to this memorandum, and is summarized in the following tables.

NE-ID EM Organization

Site Area / Group	Analyzed FR Coverage	Current FR Coverage	Analyzed vs Actual FR Coverage
BNFL - AMWTP	3.36	2	-1
RWMC	3.06	2	-1
FMDP	6.04	5	-1

NE-ID NE Organization

Site Area / Group	Analyzed FR Coverage	Current FR Coverage	Analyzed vs Actual FR Coverage
ANL-W	4.27	3	-1
IFF / INEEL Labs / R&D / Security Projects	2.34	1 ⁽¹⁾	-1
TRA/SMC	5.00	5	0

(1) John Herritt is currently the IFF/INEEL Lab FR and he plans to retire from DOE in January 2005.