

United States Government

Department of Energy (DOE)

Savannah River Operations Office (SR)

memorandum

DATE: JAN 31 2007

REPLY TO
ATTN OF: MGR (Allison/(803) 952-6337)

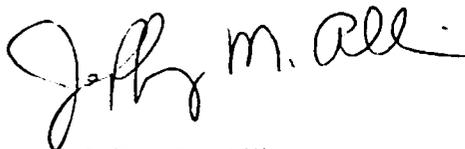
SUBJECT: DOE-SR Annual Workforce Analysis and Staffing Plan Report (Memo, 09-06-06, Schepens to Distribution)

TO: Chairman, Federal Technical Capability Panel

The Fiscal Year 2006 DOE-SR Workforce Analysis and Staffing Plan Report is attached.

DOE-SR will complete an organizational-wide realignment in early March 2007. Upon completion of this realignment, the DOE-SR 5-Year Workforce Management Plan will be updated. Any technical staffing changes identified will be provided in an update to this staffing analysis.

If you have questions, please contact me or have your staff contact Sandee Greene at 803-952-9764.



Jeffrey M. Allison
Manager

HRMDD:SGG

HRMDD-07-1101

Attachment:
DOE-SR Annual Workforce Analysis
and Staffing Plan Report

cc w/Attachment:
Dana Bryson, ORP

DEPARTMENT OF ENERGY (DOE)
SAVANNAH RIVER OPERATIONS OFFICE (SR)
Savannah River Site (SRS)
Annual Workforce Analysis and Staffing Plan Report
As of December 31, 2006

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

1. Types and magnitude of technical capabilities currently needed for safe operations in hazardous facilities (non-nuclear and nuclear facilities including radiological facilities) or activities:
 - Operation of Hazard Category 2 and 3 Nuclear Facilities (Defense Waste Processing Facility, F- and H-High Level Waste Tank Farms, H-Canyon/HB-Line, K-Area Complex Facilities, L-Area Spent Fuel Facilities, Saltstone Disposition Facilities, and E-Area Solid Waste Management Area Facilities)
 - Deactivation and Decommissioning (D&D) of one Hazard Category 2 Facility and one radiological facility (P-Reactor)
 - Surveillance and maintenance of F-Canyon Complex and deactivated reactors
 - DOE direct-managed design and construction (Salt Waste Processing Facility) supporting the high level waste disposition
 - Operation of the Savannah River National Laboratory

2. The DOE-SR mission has not changed; however, the following will impact the resources required to support the mission:
 - Re-competition of the prime Savannah River Site management contract
 - Utilization of the Indefinite Delivery, Indefinite Quality (ID/IQ) contracts
 - Construction of the Actinide Removal Process (ARP) Facility (in progress), ready for Hot Operations (forecast: early 2008)
 - Design, construction, and startup of Salt Waste Processing Facility (SWPF) - schedule under review for design and initiation of construction (Section 3116 Waste Determination Impact)
 - Construction, startup and operation of Modular Caustic Side Solvent Extraction Unit (MCU) - construction in progress, ready for Hot Operations (forecast: early 2008)
 - Startup of Nondestructive Assay (NDA) system – construction in progress, ready for Hot Operations (forecast: late 2007)
 - Startup of Nondestructive Examination (NDE) system – construction in progress, ready for Hot Operations (forecast: late 2007)
 - Implementation of Design Basis Threat (DBT) – Security upgrades to meet the requirements of DOE O 470.3, Design Basis Threat Policy
 - Enhancement of Cyber Security/Information Technology capabilities – Support for significantly increased threat and emphasis resulting from June 2006 Office of Independent Oversight inspection of SRS and Department-wide cyber security concerns

- Startup and operations of the K-Area Interim Surveillance Project (forecast: mid-2007)
- Design, construction, and startup of the Plutonium Disposition Project (forecast: complete conceptual design late 2007)
- Design, construction, and startup of the 3013 Container Surveillance and Storage Capability (CSSC) Project (forecast: baseline project early 2008)

Section Two: Technical Staffing

See attached Technical Staffing Summary.

Section Three: Current shortages and plans for filling them

The known shortage of technical personnel required to support safe operations of SRS facilities includes:

Position	Psns Req	Comments	Plans for Filling Positions
Senior Technical Safety Manager*	4	Provide senior level leadership and management of technical programs, resources and personnel who provide direction, guidance, oversight, or evaluation of contractor technical activities associated with nuclear facilities	An SES vacancy and a division director vacancy are currently under recruitment. Two positions, one which also requires Federal Project Director certification, are being filled with non-competitive reassignments.
Safeguards and Security and Safety Software Quality Assurance (Cyber Security/ Information Technology)	3	Enhance Cyber Security/ Information Technology capabilities due to a significantly increased threat and emphasis from HQ	One position will be filled with an internal reassignment and one competitively at the full performance level. A selection has been made for the third position; employee reports to DOE-SR in early February 2007.
Criticality Safety	1	Establish a pipeline for potential attrition in FY 2008 or 2009 and provide safety oversight and safety expertise (defense in depth) coverage	This position will be filled at the entry level and will be advertised in early February 2007. A Blanket Purchase Agreement has been established to provide support in this functional area to address peak workload.
Nuclear Safety Specialist	3	Establish a pipeline for potential attrition in FY 2009 and to provide safety oversight and safety expertise (defense in depth) coverage	One position is an excepted service position that has been advertised. Two positions will be filled at the entry level or the EM CIP to establish a pipeline for potential attrition in FY 2009.
Safety Oversight System (SSO)*	2	Provide SSO oversight for electrical and safety related digital control systems and to establish a pipeline for potential attrition in FY 2008 or 2009	These individuals will also be required to qualify in other TQP functional areas and will require staffing actions for those functional areas. One position will be filled at the full performance level and one will be filled through the EM Career Intern Program.

Position	Psns Req	Comments	Plans for Filling Positions
Chemical Processing	1	Support for waste disposition activities	Position will be filled competitively at the full performance level. Staffing action is underway.
Instrumentation and Control	1	Support for waste disposition activities	Position will be filled competitively at the full performance level.
Electrical Systems	1	Support for cable aging and electrical activities	External staffing action required. Position will be filled at the full performance level.
Facility Representative	5	Establish a pipeline for potential attrition in FY 2008 and 2009; future decommissioning in C-, P- and R-Reactor Areas; and mission change that extends to F- Canyon operations will require unplanned increase in FR coverage	Three positions will be filled through the EM Career Intern Program and two will be filled at the full performance level either through an internal reassign or an external staffing action.
Fire Protection Engineer	1	Establish a pipeline for potential attrition in a unique skill area and to provide safety oversight and safety expertise (defense in depth) coverage	Position will be filled at the entry level. Resumes have been accepted from several college and universities and are being reviewed.
Federal Project Director*	5	Provide project management support for 3013 CSSC and Plutonium Disposition Projects; and management and leadership of the Salt Waste Processing Facility, and PBS SR-0011, Nuclear Material Stabilization and Disposition and PBS SR-0012, Spent Nuclear Fuel Stabilization and Disposition	Staffing actions are underway to fill three of the five positions. The other two positions will be filled with non-competitive reassignments.
Project Management	1	Provide support for PBS SF-0040, Nuclear Facility D&D	Staffing action is underway to fill the position.
Environmental Compliance	1	Establish a pipeline for potential attrition in FY 2008 or 2009	This position will be filled through the EM Career Intern Program.

Section Four: Projected shortage/surplus over next 5 years

This workforce analysis and the DOE-SR 5-Year Workforce Management Plan (WMP) identifies skill gaps and the process for transitioning employees affected by completion of work activities and the closure of SRS facilities. The focus of the WMP is managing the workforce by reassigning/realigning and/or retraining the existing workforce to perform work more directly tied to critical cleanup activities. The Leadership Team will manage the workforce more creatively and efficiently to preserve competence, maintain diversity, and meet mission objectives.

Over the next 5 years, DOE-SR plans to reassign employees, as work is completed, to fill any voids created by attrition and downsizing. Peak workloads will be addressed through the use of Headquarter resources, other field sites, the EM Consolidated Business Center, or limited support service contracts. Some skill shortages will need to be addressed through staffing actions either because the defense in depth is already maximized or the skill is unique and not available with the DOE-SR workforce. In many cases, the strategy for filling skill gaps is entry

level hiring. Changes in this strategy may be required if a similar loss in the skill area simultaneously occurs. DOE-SR will complete an organizational-wide realignment in early March 2007. Upon completion of this realignment, the DOE-SR 5-Year WMP will be updated. Any technical staffing changes identified will be provided in an update to this staffing analysis.

DOE-SR is currently experiencing a critical shortage in cyber security/information technology expertise which is needed to combat the ever increasing threat capabilities in these areas.

Section Five: General concerns or recommendations related to the technical staffing

Increased threat and subsequent enhanced requirements for cyber security/information technology will necessitate the need to hire or develop cyber security/information technology expertise.

The implementation of the DOE-SR ID/IQ Acquisition Strategy may result in a re-evaluation of the skill gaps based on the defined scope of work. Until the Request for Proposal for the SRS Contract Acquisition Strategy is released, it is premature to determine the significance of the impacts this change will have on the DOE-SR workforce and skills. These potential skill needs will be address in the planned update of the 5-Year WMP.

DOE will fill vacant positions at the entry level by utilizing existing appointing authorities like the Career Intern Program to ensure that knowledge transfer, where appropriate, is achieved.

TECHNICAL STAFFING

Number of Hazard Category 1, 2, or 3 Nuclear Facilities:	*226
Number of Radiological Facilities:	39
Number of High or Moderate Hazard Non-Nuclear Facilities:	0
Number of Low Hazard Non-Nuclear Facilities:	9
Number of Other Industrial Facilities.....	295
Number of Documented Safety Analysis (DSA):	14
Number of Safety Systems:	97
Number of Contractor FTEs:	10,004
Number of Federal FTEs:	321

(*Includes all support facilities; however, NNSA Tritium Facilities are NOT included)

TECHNICAL STAFFING SUMMARY

TECHNICAL CAPABILITY	# NEEDED	# ON BOARD	COMMENTS
Authorization Basis (AB)* <small>*Not a DOE Functional Area Qualification Standard, but recognized as Critical Technical Capability for which established FAQs may be supplemented to enhance workforce competence.</small>	12	11	Position has been advertised and selection is pending. Enter on duty date targeted for early February 2007. The individual will also be assigned to SSO.
Aviation Manager	1	1	The individual who maintains this technical capability is qualified in Safeguards and Security. This is a collateral duty assignment for this SME.
Aviation Safety Officer	1	1	The individual who maintains this technical capability is qualified in Fire Protection Engineering. This is a collateral duty assignment for this SME.
Chemical Processing	3	2	Staffing action required. Position will be filled competitively at the full performance level.
Civil/Structural Engineering	5	5	
Construction Management	2	0	Two DOE-SR employees have previously qualified in this functional area and could re-qualify for this functional area within a reasonable period of time and may be used as SMEs. These SMEs may be reassigned to perform these duties or other employees with prior experience in this functional area may be required to perform these duties on a collateral basis. No staffing action required.
Criticality Safety	4	3	Three employees are currently assigned to this functional area, two are currently qualified and one will qualify within 3 to 6 months. An additional resource is needed in this functional area to address anticipated attrition in FY 2009.

TECHNICAL CAPABILITY	# NEEDED	# ON BOARD	COMMENTS
Decontamination and Decommissioning	1	1	One employee is assigned to this functional area; however, there are other employees who can perform D&D work.
Electrical Systems	3	2	An additional resource is needed to support cable aging and electrical activities. Currently only minimal resource time is allocated to review and provide oversight to this function. This position will be filled at the entry level. Current employees with the requisite skills may be reassigned to perform this function.
Emergency Management	2	3	One employee in this functional area will be reassigned to another functional area in January 2007.
Environmental Compliance	15	15	One employee in this functional area will be reassigned to another functional area in January 2007. To provide defense in depth coverage and to support potential attrition in FY 2008 or 2009, an additional position will be filled through the EM Career Intern Program who will qualify in this functional area.
Environmental Restoration	8	8	
Facility Maintenance Management	1	0	The current SME for this functional area may be reassigned to perform these duties or other employees with prior experience in this functional area may be required to perform these duties on a collateral basis. No staffing action required.
Facility Representative (FR)	36	31	Three positions will be filled through the EM Career Intern Program and two will be filled at the full performance level either through an internal reassign or an external staffing action.
Fire Protection Engineering	3	2	One of these employees also serves in a collateral duty function as the SME for Aviation Safety. To establish a pipeline for potential attrition and to maintain defense in depth posture, one additional position will be filled at the entry level. Resumes have been accepted from several college and universities and are being reviewed.
Industrial Hygiene	2	2	One position was vacated through a retirement in FY 2005 and will be filled at entry level when approval by EM HQ is granted to staff the position.
Instrumentation and Control	1	0	Position will be filled competitively at the full performance level. At present, coverage is being provided by other employees until the position is filled.
Mechanical Systems	12	12	
Nuclear Explosives	0	0	None required.
Nuclear Safety Specialist	24	21	One individual is being reassigned to the QA TQP in January 2007 and will begin qualifying immediately. One position will be filled with an excepted service

TECHNICAL CAPABILITY	# NEEDED	# ON BOARD	COMMENTS
			position; the position has been advertised. Two positions will be filled at the entry level or the EM CIP to establish a pipeline for potential attrition in FY 2009.
Occupational Safety	3	3	
Quality Assurance	1	0	The DOE-SR QA SME who is qualified as a Nuclear Safety Specialist will begin qualifying in this TQP functional area in January 2007.
Radiation Protection	4	4	
Safeguards and Security	14	12	One employee also serves in a collateral duty assignment as the SME for Aviation Manager and one serves in a collateral duty assignment as the SME for Aviation Safety Officer. Two additional resources are needed to address critical shortages in cyber security/information technology expertise. One position will be filled with an internal reassignment, and the other position will be filled competitively at the full performance level.
Safety Software Quality Assurance	2	1	An additional resource with this technical capability is needed to critical shortage in cyber security/information technology expertise. A selection for this position has been made. An enter on duty date is anticipated for early February 2007.
Safety Systems Oversight (SSO)* (Not a DOE Functional Area Qualification Standard, but recognized as Critical Technical Capability for which established FAQs may be supplemented to enhance workforce competence.)	20	18	At present coverage is being provided by other employees until the positions are filled. No staffing actions are required since the employees would be required to qualify in other TQP functional areas.
Senior Technical Safety Manager (STSM)*	24	20	An SES vacancy and a division director vacancy are currently under recruitment. Two positions, one which also requires Federal Project Director certification, are being filled with non-competitive reassignments.
Technical Program Manager	6	6	Six employees will be assigned to this functional area in January 2007 and will immediately begin qualifying.
Technical Training	2	2	
Transportation and Traffic Management	1	0	One SME is not in the Technical Qualification Program, one is in a different TQP functional area but will be qualifying in this functional area in FY 2007, and two other SMEs qualified in Packaging are in Safeguards and Security TQP Functional area. No staffing action required.
Waste Management	7	7	

TECHNICAL CAPABILITY	# NEEDED	# ON BOARD	COMMENTS
Other (Project Management)	12	11	Staffing action is underway to fill one position.
Other* (Federal Project Director)	16	11	Staffing actions are underway to fill three of the five positions. The other two positions will be filled with non-competitive reassignments.

***NOTE:** Except for the Safety Systems Oversight (SSO), the numbers above refer to the number of persons needed for filling technical positions, regardless of the portion of time they spend working the technical function. The SSO is a part-time duty and numbers are expressed in number of individuals performing the function. The same person may be included in multiple capabilities; therefore, these numbers are NOT additive.