

# memorandum

Savannah River Operations Office (SR)

DATE **MAR 06 2009**REPLY TO  
ATTN OF MGR (Allison, 803-952-6337)SUBJECT Annual Workforce Analysis and Staffing Plan Report for Calendar Year 2008 – 08-NA SC-012  
(Memo, Boardman to Distribution, 11/17/2008)

TO Chairman, Federal Technical Capability Panel

The Calendar Year 2008 DOE-SR Workforce Analysis and Staffing Plan Report is attached. This analysis was conducted in conjunction with the development of the DOE-SR 5-Year Workforce Management Plan.

If you have any questions, please contact me or have your staff contact Edgar Gates or Lee Moody at 803-952-9227/5978.



Jeffrey M. Allison  
Manager

MGR:LHM:bcp

OHCM-09-1099

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

cc w/attachment:  
C. Everatt, OSQA  
M. Mikolanis, AMWDP

**DEPARTMENT OF ENERGY (DOE)**  
**SAVANNAH RIVER OPERATIONS OFFICE (SR)**  
**Savannah River Site (SRS)**  
**Annual Workforce Analysis and Staffing Plan Report**  
**As of December 31, 2008**

**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, Actinide Removal Process, Modular Caustic Side Solvent Extraction Unit, Saltstone Disposition Facilities, and E-Area Solid Waste Management Area Facilities)
  - Deactivation and Decommissioning (D&D) of one radiological facility (P-Reactor)
  - Source term removal and risk reduction activities at one hazard category 2 facility (235-F)
  - Surveillance and maintenance of F-Canyon Complex, 235-F, and de-inventoried 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:
  - Transition to multiple Savannah River Site contracts versus a single Management and Operating contract
  - Award and initial operations under new Liquid Waste Operations contract
  - Re-competition of the Site Security contract
  - Implementation of DOE Direct Small Business Initiative
  - Implementation of the EM Best in Class for Project Management and Contract Management
  - Increase in dedicated matrixes contracting support to the Salt Waste Processing Facility Office as construction begins
  - Re-alignment of the Office of Contracts Management to the Office of Acquisition Management to include assumption of Contractor Human Resources and Property Management functions
  - New Energy Saving Performance Contract for D Area Powerhouse
  - New SR Energy Park Development
  - Improvement/Implementation of Quality Assurance Program Initiatives
  - Design, construction, and startup of Salt Waste Processing Facility (SWPF)
  - Design, construction and startup of Salt Disposition Integrated Project facilities to support future SWPF operations
  - Startup and operations of large box container assay and examination equipment for transuranic waste
  - Intelligence Reform and Terrorist Prevention Act requirement that shortens the time line for adjudication of clearances

**SECTION ONE: Current Mission(s) of the Organization and Potential Changes (Continued)**

- 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
- Implement improvements in the operational and assurance system performance of the Site Emergency Management Program
- Design, construction, and startup of the Plutonium Preparation Project (forecast: project on hold pending alternative analysis)

---

**SECTION TWO: Technical Staffing**

See attached Technical Staffing Summary.

**SITE CHARACTERISTICS TABLE**

Number of Hazard Category 1, 2, or 3 Nuclear Facilities: .....	<b>*247</b>
Hazard Category 1: .....	<b>0</b>
Hazard Category 2: .....	<b>153</b>
Hazard Category 3: .....	<b>*94</b>
Number of Radiological Facilities: .....	<b>41</b>
Number of High or Moderate Hazard Non-Nuclear Facilities: .....	<b>0</b>
Number of Low Hazard Non-Nuclear Facilities: .....	<b>14</b>
Number of Documented Safety Analysis (DSA): .....	<b>13</b>
Number of Safety Systems: .....	<b>104</b>
Number of Other Industrial Facilities: .....	<b>239</b>
Number of Contractor FTEs: .....	<b>12,850</b>
Number of Federal FTEs: .....	<b>321</b>

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

---

### SECTION THREE: Current shortages and plans for filling them

The known shortage of technical personnel required to support safe operations of SRS facilities are identified in the table below. The positions have been prioritized into three groups:

- High priority positions to be filled near term using accelerated recruitment/replacement
- Medium priority positions to be filled using normal recruitment/replacement process
- Other positions 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.

<b>Position</b>	<b>Psns Req</b>	<b>Priority</b>	<b>Comments</b>	<b>Plans for Filling Positions</b>
<b>Facility Engineer</b> Nuclear Engineer GS-0840-13/14	6	High	Awaiting vacancy announcement to be posted by EMCBC.	A one-year open-continuous vacancy announcement, both merit promotion (Government-wide and Veterans) and non-status, has been established for this functional area/position.
<b>Safety System Oversight Engineer</b> General Engineer GS-0801-13	8	High	The announcement has closed and a Certificate of eligible applicants is with the Selecting Official as of 1/15/09.	Posted a 30 Day vacancy announcement, both merit promotion (Government-wide and Veterans) and non-status, has been established for this functional area/position.
<b>Facility Representatives</b> General Engineer/ Physical Scientist GS-0801/1301-13/14	9	High	Within various Organizations started with 14 open vacancies and now have 6 remaining vacancies to fill. Selecting Official has a new Certificate of eligible applicants as of 1/22/09.	A one-year open-continuous vacancy announcement, both merit promotion (Government-wide and Veterans) and non-status, has been established for this functional area/position.
<b>Nuclear Safety Specialist</b> Nuclear Engineer EK-0840-IV	1	High	The position is the Site's Federal Nuclear Safety Advisor.	This position is pending ERB approval of excepted service allocation and staffing of the position. If approved, the position will be advertised to all U.S. citizens.
<b>Nuclear Safety Specialist</b> General Engineer/ Nuclear Engineer GS-0801/0840-13	3	Medium	These positions support Authorization Basis/Safety activities.	These positions will be filled through Merit Promotion (Government-wide and Veterans) and non-status at the full performance level.
<b>Technical Program Manager</b> General Engineer GS-0801-13	3	Medium/ Other	This position will be responsible for DOE O 210.2 implementation and program management.	Position will be filled through Merit Promotion (Government-wide and Veterans) at the full performance level; however, until the position is filled, matrix support from other DOE-SR organizations may be utilized.

<b>Position</b>	<b>Psns Req</b>	<b>Priority</b>	<b>Comments</b>	<b>Plans for Filling Positions</b>
<b>Federal Project Director</b>  General Engineer GS-0801-15	1	Medium/ Other	This position is responsible for the federal project direction of the Enriched Uranium Disposition project.	This position will be filled through the reassignment of an employee from another EM site
<b>Instrumentation and Control</b>  Electrical Engineer GS-0850-13	1	Medium/ Other		Position will be filled through Merit Promotion (Government-wide and Veterans) and non-status; however, until a selection is made, use of a technical support contract will be utilized to provide this skill need.
<b>Mechanical Systems</b>  General Engineer GS-0801-13	1	Medium	This position provides direct support to the SWPF Project.	Position will be filled through Merit Promotion (Government-wide and Veterans) at the full performance level.
<b>Uranium Program Mgr</b>  General Engineer GS-0801-14	1	Medium	.	Position will be filled through Merit Promotion (Government-wide and Veterans) and non-status at the full performance level; however, until the position is filled, matrix support from other DOE-SR organizations may be utilized.
<b>Plutonium Program Manager</b>  General Engineer GS-0801-14	1	Medium		Position will be filled through Merit Promotion (Government-wide and Veterans) and non-status at the full performance level; however, until the position is filled, matrix support from other DOE-SR organizations may be utilized.
<b>Quality Assurance Specialist</b>  General Engineer GS-0801-13	4	Medium/ Other	One position will provide direct support to the SWPF Project.	Positions will be filled through Merit Promotion (Government-wide and Veterans) and non-status at the full performance level; however, until a selection is made, use of a technical support contract will be utilized to provide this skill need.
<b>Criticality Safety Specialist</b>  Nuclear Engineer GS-0840-14	1	Medium		Positions will be filled through Merit Promotion (Government-wide and Veterans) and non-status at the full performance level; however, until a selection is made, use of a technical support contract will be utilized to provide this skill need.

<b>Position</b>	<b>Psns Req</b>	<b>Priority</b>	<b>Comments</b>	<b>Plans for Filling Positions</b>
<b>Electrical Engineer / Civil Engineer</b>  General Engineer GS-0801-13	2	Medium		These positions will be filled through Merit Promotion (Government-wide and Veterans) and non-status at the full performance level.
<b>Fire Protection</b>  Fire Protection Engineer GS-0804-14	3	Medium		These positions will be filled through Merit Promotion (Government-wide and Veterans) and non-status at the full performance level.
<b>Chief Performance Assurance Officer</b>  Program Manager GS-0340-15	1	High		This position will be filled through Merit Promotion (Government-wide and Veterans) and non-status at the full performance level.

---

#### **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 Headquarters' resources, other field sites, the EM Consolidated Business Center, or limited technical 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 anticipated future skill gaps is entry level hiring through the EM Professional Development Corp. Changes in this strategy may be required if a similar loss in the skill area simultaneously occurs.

---

#### **SECTION FIVE: General concerns or recommendations related to the technical staffing**

DOE-SR has filled many vacancies and will fill remainder of the vacant positions at the entry level by utilizing existing appointing authorities like the Career Intern Program, through the EM Professional Development Corps, to ensure that knowledge transfer and on-the-job training/qualification, where appropriate, is achieved.

**Attachment**

**SECTION TWO – TECHNICAL STAFFING SUMMARY TABLE**

TECHNICAL CAPABILITY	For All Facilities		COMMENTS
	# NEEDED	# ON BOARD	
Senior Technical Safety Mangers	28	28	Sixteen individuals are qualified and twelve individuals are in the process of qualifying in this functional area.
Safety System Oversight (SSO) Personnel*	22	13	Twelve individuals are qualified and one individual is in the process of qualifying in this functional area. At present, coverage is being provided by other employees until the positions are filled.  At present, we have a Job Vacancy Announcement to fill 8 vacancies and certificate of eligible applicants are being presently interviewed.
Facility Representatives	32	22	This position has been advertised through an open-continuous announcement. To provide effective succession planning for this functional area, two EM Professional Development Corps interns are qualifying in this functional area for a target of August 2009.  Eighteen individuals have completed qualifications and four individuals are in progress.
Other Technical Capabilities:	0	0	
Aviation Safety Manager	1	1	Filled.
Aviation Safety Officer	1	1	Filled
Chemical Processing	3	3	To provide effective succession planning for this functional area, an EM Professional Development Corps participant has been identified for this functional area and has begun qualifying for a target of August 2009.
Civil/Structural Engineering	4	3	A staffing action and announcement of job vacancy will be posted to fill within the SWPF Project.

TECHNICAL CAPABILITY	For All Facilities		COMMENTS
	# NEEDED	# ON BOARD	
Construction Management	2	1	Staffing action is required for the vacant position. Vacancy announcement is in progress and will be posted for six months.
Criticality Safety	4	4	Filled. To provide effective succession planning for this critical functional area, the hiring of an entry level position will be pursued through the EM Professional Development Corps.
Deactivation & Decommissioning	1	1	Filled. To provide effective succession planning for this functional area, an EM Professional Development Corps participant has been identified for this functional area and has begun qualifying for target of August 2009.
Electrical Systems	3	3	Two individuals completed qualifications and one individual will complete qualifications in mid-2009.
Emergency Management	2	3	One individual completed qualifications and two new hires will complete qualifications in mid-2009.
Environmental Compliance	14	14	To provide effective succession planning for this functional area, an EM Professional Development Corps participant is qualifying in this functional area for target August 2009.
Environmental Restoration	6	7	Filled and one individual will be reassigned to a different TQP functional area after an extended detail has been completed.
Facility Maintenance Management	1	1	Filled.
Fire Protection Engineering	2	1	Staffing action has been created and certificate of eligible applicants is awaiting selection.  Also to provide effective succession planning for this critical skill area, the hiring of an entry level position will be pursued through the EM Professional Development Corps.
Industrial Hygiene	2	2	Filled and a selection of two new individuals to report onboard in March 2009..
Instrumentation & Control	2	1	A staffing action has been created and a job vacancy announcement will be posted for 60 days. Until this position can be filled, a technical support contract will be pursued to address this skill gap.

TECHNICAL CAPABILITY	For All Facilities		COMMENTS
	# NEEDED	# ON BOARD	
Mechanical Systems	11	10	A staffing action is required for the vacant position for SWPFPO.
Nuclear Explosive	0	0	Not applicable
Nuclear Safety Specialist (Includes Authorization Basis/Safety)	23	16	Staffing actions have been created for seven positions. Of the 16 individuals onboard, only thirteen are qualified under the previous version of the Nuclear Safety Systems qualification standard and are in the process of completing new qualifications required under the new standard. The remaining three will complete qualifications in early 2009.
Occupational Safety	3	3	Filled.
Quality Assurance	5	1	Staffing actions has been created to fill four positions and job announcement will be posted for 6 months. Until these positions can be filled, a technical support contract will be pursued to address this skill gap.
Radiation Protection	4	4	Filled.
Safeguards & Security	15	17	Fifteen individuals have completed qualifications and two individuals are targeted to complete qualifications in mid 2009.
Safety Software Quality Assurance	2	2	Filled.
Technical Program Manager	15	11	Staffing actions will be required for four new positions. Of the 13 individuals onboard, 8 individuals have completed qualifications for this functional area and three is targeted to be completed in late-2009.
Technical Training	2	2	Filled.
Transportation & Traffic Management	1	1	Individual is new hire and in progress to complete qualification mid-2009.
Waste Management	8	9	Two individuals have completed qualifications and seven individuals will complete qualifications in late 2009.
Federal Project Directors	8	8	Three individuals have completed qualifications and five are targeted to complete qualifications in mid-2009.

**\*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.