



U. S. Department of Energy
National Nuclear Security Administration
Livermore Site Office
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JAN 23 2009

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COR-LSO-11/20/2008-5321

MEMORANDUM FOR KAREN L. BOARDMAN
CHAIRPERSON
FEDERAL TECHNICAL CAPABILITY PANEL

FROM: ALICE C. WILLIAMS *Alice Williams*
MANAGER

SUBJECT: Annual Workforce Analysis and Staffing Plan Report

REFERENCE: Memo (K. Boardman/Distribution), *Annual Workforce Analysis and Staffing Plan Report for Calendar Year 2008- NA SC-012*, dated November 17, 2008

In accordance with the above reference, the Annual Workforce Analysis and Staffing Plan Report for the Livermore Site Office (LSO) is attached. The analysis identified a gap of 3.0 FTE to perform the federal safety assurance program. At this time, no action is being taken to fill these vacancies due to the hiring freeze. LSO vacancies were not included in the National Nuclear Security Administration (NNSA) Senior Leadership hiring decisions for the second quarter of fiscal year 2009.

To the extent possible, LSO will utilize the NNSA Service Center technical support staff and other support service contractors to fill this gap until we are able to hire additional staff.

Please contact Nancy Shimosaka at (925) 422-2600 if you or your staff have any comments or questions.

Attachment: Annual Workforce Analysis and Staffing Plan Report as of December 31, 2008 for Report Office: Livermore Site Office

cc (w/att.):
F. Russo, NA-1
D. Chaney, NNSA SC

Annual Workforce Analysis and Staffing Plan Report
as of December 31, 2008
Reporting Office: Livermore Site Office

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

1. The mission of the National Nuclear Security Administration/Livermore Site Office (NNSA/LSO) is to administer the Management and Operating (M&O) contract for Livermore Site activities, acting as the risk acceptance agent for NNSA. This includes:
 - a) directing, overseeing and evaluating the work and business systems of the M&O contractor;
 - b) overseeing, managing, and executing assigned NNSA and non-NNSA programs;
 - c) ensuring the safe, secure, and environmentally responsible operation of facilities under the purview of NNSA; and
 - d) planning for the long-term viability of the Site.
2. Describe any potential or probable changes to the mission that may significantly affect technical staffing needs.
 - No anticipated changes to mission for this reporting period that would significantly affect technical staffing needs.

Section Two: Technical Staffing

The following Technical Staffing tables complete this section.

Complete the tables as follows for each of the technical capabilities:

- Except for Senior Technical Safety Managers (STSM), enter the number of personnel in Full Time Equivalents (FTE) (e.g. 0.1 FTE) needed to support safe operations for your Site or office. Enter the number of FTE personnel who are onboard as of December 2008.
- STSM qualification is determined by the position in the organization rather than the FTE workload. For STSMs, enter the number of positions requiring STSM qualification and the number assigned as of December 2008.
- STSM/Facility Representative (FR)/Safety System Oversight (SSO) personnel are generally required for all nuclear facilities. FRs are also used for other types of hazardous facilities. If any personnel in these areas are also assigned to technical specialties on the list, include a comment noting the division of time. For example, a fire protection engineer assigned 0.5 FTE as a SSO and 0.5 FTE for other fire protection work, could be included in the SSO total and also entered on the fire protection engineering competency as 0.5 FTE with a comment that the fire protection engineer also serves 0.5 FTE as a SSO. The objective is to avoid double counting and to be clear if a fully utilized specialist is unavailable for other assignments.
- If other types of experts in the list are not needed at the site, show zero in the Number of FTEs Needed columns. Do not delete the competency from the list. Only list technical capabilities with an approved Functional Area Qualification Standard (FAQ). Technical capability needs that are not covered by a FAQ should be noted in Section 5 for potential development of new FAQs.
- The same person may be included in multiple capabilities as a fraction of an FTE in each capability.
- Collateral duties assigned should be considered in completing the workforce analysis.
- Use the comment column to identify compensatory measures or other support.
- Planned near term departures may be taken into account by reducing the number available and noting the departure date.

Section Two - SITE CHARACTERISTICS TABLE¹

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

HC1 0 HC2 3 HC3 4

Number of Radiological Facilities²: 20

Number of High or Moderate Hazard Non-Nuclear Facilities: 15

Number of Low Hazard Non-Nuclear Facilities: 239

Number of Documented Safety Analyses: 7

Number of Safety Systems³: 29

Number of Site Contractor FTEs: 5872

Number of Federal Office FTEs: 106 (102- NNSA funded, 4 EM funded)

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 Code of Federal Regulations 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 Two – Technical Staffing Summary Table (see Notes below)

Technical Capability	For All Facilities ¹		Comments
	Number of FTEs Needed ¹	Number of FTEs Onboard ¹	
Senior Technical Safety Managers	9.0	8.0	Deputy Manager vacancy – NNSA Headquarters (HQ) hold on Standards Engineering Society (SES) positions
Safety System Oversight Personnel ²	2.0	2.0	0.05 FTE for Crit. Safety Alarm under Criticality Safety SME
Facility Representatives ³	7.0	6.0	1 nuclear facility FR vacancy. 3 FRs in non-nuclear facilities and 1 non-nuclear facility vacancy
Other Technical Capabilities:			
Aviation Safety Manager			
Aviation Safety Officer			
Chemical Processing			Chemical Safety included under Industrial Hygiene (IH)
Civil/Structural Engineering			
Construction Management			
Criticality Safety	1.0	1.0	
Deactivation & Decommissioning			
Electrical Systems			Electrical Safety included under Occupational Safety SSO Technical Qualification Program (TQP) qualified “Electrical Systems”
Emergency Management	1.0	1.0	
Environmental Compliance	2.5	2.5	0.5 FTE serves as Team Lead
Environmental Restoration			
Facility Maintenance Management	1.0	1.0	
Fire Protection Engineering	1.0	1.0	
Industrial Hygiene	2.0	1.0	Additional IH support provided by NNSA Service Center. Also, LSO is hiring an IH as part of the NNSA Future Leaders Program for 2009.
Instrumentation & Control			
Mechanical Systems			SSO TQP Qualified “Mechanical Systems”
Nuclear Explosive			
Nuclear Safety Specialist	3.5	3.5	0.5 FTE serves as Team Lead
Occupational Safety	2.5	2.0	Electrical safety and Decontamination and Decommissioning safety included in this technical capability. 0.5 additional FTE support provided by NNSA Service Center
Quality Assurance	1.0	1.0	
Radiation Protection	1.5	1.0	0.5 additional FTE support provided by NNSA Service Center
Safeguards & Security	1.0	1.0	
Safety Software Quality Assurance	1.0	1.0	
Technical Program Manager	7.0	7.0	
Technical Training	1.0	1.0	
Transportation & Traffic Mgmt			
Waste Management	3.0	2.0	Selection made, certificate expired due to delay from current hiring freeze
Weapons Quality Assurance			
Federal Project Directors ⁴	5.0	5.0	1 of 5 Federal Project Directors in TQP

Notes:

1. 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.
2. SSO staffing analysis worksheets may be used in this process. They are posted at <http://www/hss.energy.gov/deprep/ftcp>.
3. Facility Representative staffing analysis worksheets are posted at <http://www/hss.energy.gov/deprep/ftcp>.
4. Federal Project Managers/Directors are not qualified via the Technical Qualification Program, but are qualified in accordance with DOE Order 360.1A using the Project Management Career Development Program

Section Three: Current shortages and plans for filling them

All LSO vacancies are on hold due to current hiring freeze.

High Priority:

Deputy Manager – NNSA HQ hold on SES positions

Facility Representative (Nuclear) – Requested NNSA approval to recruit as a high priority position

Waste Management Program Manager – Selection made, certificate expired due to hiring freeze, requested NNSA approval to recruit as a high priority position

Section Four: Projected shortage/surplus over next five years

Projected Shortages (Retirement Eligibles):

- Senior Technical Safety Manager (3)
- Facility Representative (2)
- Nuclear Safety Specialist
- Occupational Safety
- Radiation Protection
- Safety Software Quality Assurance
- Technical Program Manager
- Technical Training Manager
- Waste Management
- Federal Project Director

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

The NNSA hiring freeze and multiple approvals required at each step of the recruitment process have greatly hindered our ability to fill needed technical positions.