**Annual Workforce Analysis and Staffing Plan Report
as of December 31, 2011**
**Reporting Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 *This is a template. Explanatory/example wording not in bold type should be deleted for the report.*

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

1. Provide several bullets that frame the types and magnitude of technical capabilities currently needed

for safe operations in your sites hazardous facilities (non-nuclear and nuclear facilities including

radiological facilities) or activities. For example:

• Three major operating Category II and III nuclear facilities;
• four significant nuclear facilities undergoing Decontamination and Decommissioning (D&D);
• major vitrification facility under construction;
• one non-defense reactor facility;
• one operating radiological facility;
• eight operating hazardous non-nuclear facilities; and
• one major activity retrieving buried waste.

1. Describe any potential or probable changes to the mission that may significantly affect technical staffing needs. For example:

• Within eight months, facilities under active D&D are to increase from four to nine and schedule

 accelerate from twelve years to five years;
• operation of new test facility to start next year;
• former separations facility is being converted to a Transuranic waste storage facility; and
• all operating facilities to be shut down within two years.

 **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 on board as of December 2011.
• 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 2011.
• 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.

 **Section Two (continued):**

• 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 1, 2, or 3 Nuclear Facilities:**

 **HC1 \_\_\_\_\_\_\_\_ HC2 \_\_\_\_\_\_\_\_ HC3 \_\_\_\_\_\_\_\_**

 **Number of Radiological Facilities2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Number of High or Moderate Hazard Non-Nuclear Facilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Number of Low Hazard Non-Nuclear Facilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Number of Documented Safety Analyses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Number of Safety Systems3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Number of Site Contractor FTEs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Number of Federal Office FTEs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 Two – Technical Staffing Summary Table (see Notes below)**

|  |  |  |
| --- | --- | --- |
|  | For All Facilities1 |  |
| Technical Capability | Number ofFTEsNeeded1 | Number ofFTEsOnboard1 | Comments |
| Senior Technical Safety Managers |  |  |  |
| Safety System Oversight Personnel2 |  |  |  |
| Facility Representatives3 |  |  |  |
| Other Technical Capabilities: |  |  |  |
|  Aviation Safety Manager |  |  |  |
|  Aviation Safety Officer |  |  |  |
|  Chemical Processing |  |  |  |
|  Civil/Structural Engineering |  |  |  |
|  Construction Management |  |  |  |
|  Criticality Safety |  |  |  |
|  Deactivation & Decommissioning |  |  |  |
|  Electrical Systems |  |  |  |
|  Emergency Management |  |  |  |
|  Environmental Compliance |  |  |  |
|  Environmental Restoration |  |  |  |
|  Facility Maintenance Management |  |  |  |
|  Fire Protection Engineering |  |  |  |
|  Industrial Hygiene |  |  |  |
|  Instrumentation & Control |  |  |  |
|  Mechanical Systems |  |  |  |
|  NNSA Packaging Cert. Engineer |  |  |  |
|  Nuclear Explosive |  |  |  |
|  Nuclear Safety Specialist |  |  |  |
|  Occupational Safety |  |  |  |
|  Quality Assurance |  |  |  |
|  Radiation Protection |  |  |  |
|  Safeguards & Security |  |  |  |
|  Safety Software Quality Assurance |  |  |  |
|  Technical Program Manager |  |  |  |
|  Technical Training |  |  |  |
|  Transportation & Traffic Mgmnt |  |  |  |
|  Waste Management |  |  |  |
|  Weapons QA |  |  |  |
|  Federal Project Directors4 |  |  |  |

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 the Project Management Career Development Program

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

List current shortages of technical personnel identified in Section Two, compensatory measures if applicable, actions taken to fill shortages, and schedule for filling shortages.

 Those positions should be prioritized into three groups as follows:

• High priority positions to be filled near term using accelerated recruitment/replacement (e.g. relief from hiring freeze)
• 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.

 Defense Nuclear Facility related positions should be denoted.

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

 Identify the impact of the changes described in Section One on technical personnel and positions.

 Take into account expected retirements and other anticipated changes.

For example: The increased pace of D&D activity is expected to double the need for Nuclear Safety Specialists to four personnel over the next 1 1/2 years, followed by a drop to zero in three years as the facilities become operationally clean. The temporary surge (2 additions) will be covered under a support service contract with XYZ corporation. One staff member has indicated a plan to retire as soon as eligible next year which may result in the need for a third contractor. The other staff member hopes to be assigned to the core cadre in three years.

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

Identify for the FTCP any concerns/issues/recommendations with maintaining technical capabilities for the site or the Department, particularly in light of any significant trends in qualified TQP participants. Identify any current or projected needs for additional Functional Area Qualifications.