

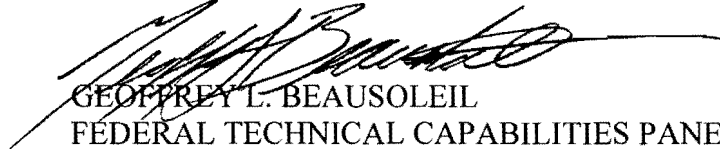


Department of Energy
National Nuclear Security Administration
Pantex Site Office
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JAN - 6 2011

MEMORANDUM FOR: KAREN L. BOARDMAN
FEDERAL TECHNICAL CAPABILITY PANEL CHAIRPERSON
NNSA/SERVICE CENTER

FROM: 
GEOFFREY L. BEAUSOLEIL
FEDERAL TECHNICAL CAPABILITIES PANEL AGENT

SUBJECT: Annual Workforce Analysis and staffing Plan Report for Calendar Year 2010

Please reference the SC memo, *Annual Workforce Analysis and Staffing Plan Report for Calendar Year 2010 - 10 - NA SC-09*, Boardman/Distribution, dated October 28, 2010.

Please reference your memorandum dated October 28, 2010, subject as above. Attached are the requested Calendar Year (CY) 2010 Workforce Analysis and Staffing Plan Report for the Pantex Site Office (PXSO).

The analysis indicates the need to fully staff the Site Office with respect to the two technical positions currently vacant. Personnel actions are actively in process for one position, Emergency Management. PXSO is currently utilizing compensatory measures until an individual is hired. The other position will be converted to a PXSO FTE once all of the Future Leaders Program requirements are met.

If you have any questions regarding this report, please contact me at (806) 477-3131.

Attachment

cc w/attachment:

D. Chaney, SC
E. White, SC
S. Erhart, Man., PXSO
K. Waltzer, SSTA, PXSO
G. Wisdom, AMSS, PXSO
J. Guelker, AMESEP, PXSO
C. Alvarado, AMFO, PXSO
M. Padilla, AMCABM, PXSO
D. Riekenberg, SC, PXSO
K. Hoar, AMOA, PXSO
D. Nester, AMNE, PXSO

**NNSA Pantex Site Office (PXSO)
Annual Workforce Analysis and Staffing Plan Report
as of December 31, 2010**

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

1. The primary mission of the Pantex Site Office is to provide on-site management, day-to-day oversight, and surveillance of the Pantex Plant Management and Operating (M&O) Contractor, and support for accomplishment of the DOE/NNSA strategic and long-term goals. Activities include: Pantex Plant maintains, builds, and retires nuclear weapons in support of our nation's nuclear deterrent mission. This mission includes:
 - Nuclear Explosives Operations;
 - Safeguarding special nuclear material, assets, and sensitive government property and equipment;
 - High Explosives synthesis, formulation, machining, manufacturing and testing;
 - Analytical and scientific capabilities, and
 - Long term stewardship of the Pantex Plant Site.
2. Potential or probable changes to the mission and or Site Office that may significantly affect technical staffing needs include:
 - PXSO is at the current staffing ceiling of 80 FTE with the addition of 2 FTEs (Emergency Management and Quality Assurance/Weapons Quality Assurance).
 - Impacts due to implementation of the Nuclear Posture Review (NPR) and Strategic Arms Reduction Treaty (START).

Section Two: Technical Staffing:

The following Technical Staffing tables complete this section. See Technical Staffing Summary Table.

Section Two - SITE CHARACTERISTICS TABLE¹

Number of Hazard Category 1, 2, or 3 Nuclear Facilities: (HC2 – 74)
Number of Radiological Facilities²: (1)
Number of High or Moderate Hazard Non-Nuclear Facilities: (12)
Number of Low Hazard Non-Nuclear Facilities: (39)
Number of Documented Safety Analyses: (18)
Number of Safety Systems³: (14)
Number of Site Contractor FTEs: (~3,300)
Number of Federal Office FTEs: (80 FTEs with the addition of 2 FTEs by June 2011.)

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

Technical Capability	For All Facilities ¹		Comments
	Number of FTEs Needed	Number of FTEs Onboard ¹	
Senior Technical Safety Managers	7	7	
Safety System Oversight Personnel ²	5	3.5	PXSO have dual qualified SME's in their specific FAQ (Electrical Systems (1 FTE), Mechanical Systems (2 FTE), and Fire Protection (0.5 FTE). Gap covered by NNSA SC Support.
Facility Representatives ³	9	9	One FTE is FR qualified but is assigned to the Senior Scientific & Technical Advisor.
Other Technical Capabilities			
Aviation Safety Manager	0	0	
Aviation Safety Officer	0	0	
Chemical Processing	0	0	
Civil/Structural Engineering	0	0	
Construction Management	0	0	
Criticality Safety	0.25	0.25	Auxiliary duty of 1 NSS FTE w/NNSA SC support.
Deactivation & Decommissioning	0	0	Addressed by Federal Project Directors
Electrical Systems			See SSO program
Emergency Management	1	0	FY 11 PXSO staffing need
Environmental Compliance	0	0	PXSO Determination that Environmental Compliance and Restoration staff (3 FTEs) will not participate in the TQP.
Environmental Restoration	0	0	
Facility Maintenance Management			PXSO Determination that FMM (1 FTE) will not participate in the TQP. Safety Class and Safety Significant Systems are covered by the SSO program.
Fire Protection Engineering	0.5	0.5	0.5 FTE supports the SSO Program
Industrial Hygiene	1	1	
Instrumentation & Control			
Mechanical Systems			See SSO program
NNSA Packaging Cert. Engineer			
Nuclear Explosive			
Nuclear Safety Specialist	5	3.75	1 FTE is dual qualified as a NSS and a Criticality Safety. Gap covered by NNSA SC support.
Occupational Safety	1	1	
Quality Assurance	8	7	1 additional FTE will be included "on board" once he completes the FLP program 6/2011 for 8 FTE's dual with WQA.
Radiation Protection	1	1	
Safeguards & Security	11	11	
Safety Software Quality Assurance	2	2	
Technical Program Manager	6	6	
Technical Training	1	0	PXSO staff member is detailed into this role for 120 days.
Transportation & Traffic Mgmt	1	1	
Waste Management	0	0	PXSO Determination that Waste Management (1 FTE) will not participate in the TQP.
Weapons QA	8	7	Same comments as Quality Assurance.
Federal Project Directors ⁴	4	4	Qualified under PMCDP (1 FPD is in the STSM program)

Notes:

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

High Priority:

- Emergency Management -Action to fill in process, expected to be filled by 3/2011
 - Compensatory Measures will include support from EM-23, NNSA Service Center, and HSS-64 Site Lead.
- Quality Assurance/Weapons QA – Action is to reassign the FLP HQ FTE to PXSO.
- Currently PXSO utilizes the NNSA Service Center, NNSA HQ, and Temporary re-assigned resources in all disciplines to address short term surges in Pantex workloads.

Medium:

- Various functional Areas – Rely on NNSA Service to provide the necessary support, such as Packaging and Transportation.

Section Four: Projected shortage/surplus over next five years

Moderate increases in production rates, as directed by the P&PD, may impact Facility Representative staffing needs.

Significant increases in the P&PD rates would affect both Weapons QA and Facility Representative staffing needs. The product mix ratios (LEP, rebuild, D&I, D&D) may change due to the NPR and START negotiations.

Increases in Federal Project Directors will begin in FY 13 in which PXSO will potentially have to reassign current PXSO staff, utilize staff augmentation from the NNSA Service Center and/or request an increase in FTE allocation to PXSO due to a large number of construction projects currently being plan.

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

- None