



Department of Energy

National Training Center
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October 7, 2016

MEMORANDUM FOR DISTRIBUTION

FROM:

A handwritten signature in blue ink, reading "Karen L. Boardman", is written over the printed name.

KAREN L. BOARDMAN

CHAIR

FEDERAL TECHNICAL CAPABILITY PANEL

SUBJECT:

Annual Workforce Analysis and Staffing Plan Report
for Calendar Year 2016

This memorandum forwards guidance for performing and reporting the results of the 2016 workforce analysis, in accordance with Department of Energy (DOE) Order 426.1, Chg. 1, *Federal Technical Capability*. Individual organization reports are the basis of the DOE Federal Technical Capability Panel (FTCP) report to the Secretary of Energy, summarizing DOE's federal technical capabilities for defense nuclear facility safety assurance. Used for prioritizing recruitment, organizational reports also inform Field Elements, Support/Service Centers and Program Secretarial Offices when to fill positions related to maintaining the safety of workers, the public, and defense nuclear facilities.

Report format and directions are in Attachment 1. This is a consistent format for your workforce analysis and staffing plans for evaluation at the organizational level. Workforce analysis guidance (Attachment 2) will assist in determining your technical staffing needs. The use of equivalent technical staffing analyses methods is acceptable. Electronic copies of the report format, completed 2015 reports, and other staffing worksheets can be obtained at <http://www.energy.gov/ehss/ftcp-site-specific-information>, or by contacting Jeanette Yarrington at (301) 903-7030, jeanette.yarrington@hq.doe.gov. The DOE FTCP Technical Qualification Program (TQP) Workforce Analysis and Staffing Plans and Summary Reports must be formally transmitted to me by January 18, 2017.

If you have questions, please contact Mike Mikolanis, DOE FTCP Deputy, at (803) 952-8187, or Jeanette Yarrington at (301) 903-7030.

Attachments as stated.

cc w/ attachments:

M. Mikolanis, FTCP Deputy

J. Lozoya, EA-50 NTC

J. Yarrington, AU-10

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