



Department of Energy

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MEMORANDUM FOR KAREN L. BOARDMAN
CHAIRPERSON
FEDERAL TECHNICAL CAPABILITY PANEL (FTCP)

FROM: PATRICIA R. WORTHINGTON, PhD *PW*
DIRECTOR
OFFICE OF HEALTH AND SAFETY
OFFICE OF HEALTH, SAFETY AND SECURITY

SUBJECT: Office of Health, Safety and Security Annual Workforce Analysis and
Staffing Plan Report for Calendar Year 2013

In accordance with the guidance memo of October 11, 2013, the Annual Workforce Analysis and Staffing Plan Report for the Office of Health, Safety and Security (HSS), is attached.

If you have any questions, please call me at (301) 903-5926.

Attachment



Annual Workforce Analysis and Staffing Plan Report as of December 31, 2013

Reporting Office: Office of Health, Safety and Security

SECTION ONE: SITE MISSION(S), OUTLOOK, AND CHARACTERISTICS

HSS Mission Statement:

HSS delivers corporate leadership and strategic vision to protect DOE's workers, the public, the environment and national security assets. We collaboratively develop, interpret and enforce policies and standards, assess performance and provide related corporate services as DOE's environment, health, safety and security advocate.

HSS Core Values:

- Professionalism: We pursue the highest level of competence.
- Respect: We treat others with dignity and foster a free exchange of ideas.
- Integrity: We are truthful, ethical, transparent, and accountable for our actions.
- Dedication: We commit to protect the health and safety of our workers, the public, the environment and national security.
- Excellence: We strive for high quality results through innovation and continuous improvement; individually and as a team.

Site Characteristics

Number and Hazard Category (HC) (per DOE Standard 1027) of NUCLEAR Facilities:

HC1 0 HC2 0 HC3 0 Less than HC3 0

Number of Documented Safety Analyses: 0

Total Number of Safety Systems credited in Documented Safety Analyses: 0

Number of High or Moderate Hazard NON-NUCLEAR Facilities: 0

Number of Low Hazard NON-NUCLEAR Facilities: 1

Number of Site Contractor FTEs (by Program Office): 0

Number of Federal Office FTEs (by Program Office): 98

Sites accountable to multiple Headquarters Program Offices list FTEs by each Office, e.g. Total 22 FTEs (EM - 20, NE - 2).

SECTION TWO: TECHNICAL STAFFING

Complete the Technical Staffing Summary Table as follows for each of the technical capabilities:

- Senior Technical Safety Manager (STSM) qualification needs are 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 2013.
- For Technical Capabilities other than 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 2013.
- 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. FR personnel are normally not assigned to partial FTE requirements.
- If an SSO is assigned as a partial FTE to both an SSO Technical Capability and as a non-SSO, 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.
- FR and SSO staffing analysis worksheets and examples are available by request.
- The same person may be included in multiple capabilities as a fraction of an FTE in each capability; however, this requires completing multiple FAQs.
- 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 capability 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.
- 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.

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	18	10	Three HSS Managers need to complete oral boards. Remaining HSS Managers need to schedule STSM course; a few managers are newly identified as STSM candidates.
Safety System Oversight Personnel	0	0	
Facility Representatives	0	0	
Other Technical Capabilities:			
Aviation Safety Manager	0	0	
Aviation Safety Officer	0	0	
Chemical Processing	0	0	
Civil/Structural Engineering	2	2	
Confinement Ventilation and Process Gas Treatment	0	0	
Construction Management	0	0	
Criticality Safety	2	2	
Deactivation & Decommissioning	0	0	
Electrical Systems	2	2	

Emergency Management	3	1	Retirement and still need to backfill in this functional area.
Environmental Compliance	1	1	
Environmental Restoration	1	0	Retirement and still need to backfill in this functional area.
Facility Maintenance Mgt.	0	0	
Fire Protection Engineering	1	1	
Industrial Hygiene	6	5	IH recently transferred into HS-11 and is being evaluated.
Instrumentation & Control	1	1	
Mechanical Systems	2	2	
NNSA Packaging Cert. Engineer	0	0	
Nuclear Explosive	1	1	
Nuclear Safety Specialist	17	9	
Occupational Safety	5	3	
Quality Assurance	5	1	
Radiation Protection	5	3	HP recently transferred into HS-11 and is being evaluated.
Safeguards & Security	22	20	Retirement of PS.HSO and still need to backfill in this functional area.
Safety Software QA	2	2	
Technical Program Manager	1	0	
Technical Training	1	0	
Transportation & Traffic Mgt.	0	0	
Waste Management	0	0	
Weapons QA	0	0	
Federal Project Directors ²	0	0	

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. 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

As of December 31, 2013 several of our HSS TQP employees have retired. HSS is currently reporting 3 TQP shortages to include 1 Emergency Management, 1 Environmental Restoration, and 1 Personnel Security/HSO. Recruiting actions continue as they are authorized by management.

Section Four: Projected shortage/surplus over next five years

HSS acknowledges that over 40% of the current HSS workforce is eligible to retire in the next few years. Critical technical skill gaps will exist and additional personnel will either need to be hired or current technical personnel will need to be qualified in needed technical areas.

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

HSS technical staffing is based on HSS management's judgment of TQP FTE requirements based on technical issue priorities and past experience with actual staff time spent in the respective functional areas supporting technical issues.

HSS ensures that HSS TQP members are familiar with the qualification requirements to ensure the qualification standards are current and meeting departmental policy and technical needs and that the participants remain current in their field by pursuing ongoing continuing training.

HSS currently has 29 personnel that are in the process of completing qualifications in various functional areas. Of those personnel, 8 will be fully qualified as STSMs. This will bring our total to 18 senior manager positions within the organization.

The Office of Nuclear Safety (HS-30) enrolls personnel into the FTCP program for the following reasons:

1. Ensure our headquarters subject matter experts (SMEs) remain current in their field by pursuing ongoing training.
2. Ensure the headquarters SMEs are familiar with the qualification requirements to ensure the qualification standard is current and meeting departmental policy and technical needs.
3. To demonstrate objectively that the SMEs have a requisite level of expertise in their assigned fields.
4. To ensure an adequate base of technical expertise within the Office of Nuclear Safety.
5. To ensure staff has a wide breadth of understanding in the nuclear safety field.

To that end, HS-30 expects all Office Directors to pursue qualification as Senior Technical Safety Manager. Specific staff SMEs (for example in Fire Protection, Quality Assurance) pursue qualification in their specific areas. Several staff members are pursuing Nuclear Safety Specialist qualification to meet reason 5 above.