



Department of Energy
National Nuclear Security Administration
Service Center
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JAN 20 2009

MEMORANDUM FOR: File

FROM: 
Karen L. Boardman, Chairperson, Federal Technical Capability Panel

SUBJECT: Annual Workforce Analysis and Staffing Plan Report for Calendar
Year 2008 - 09-NA SC-001

In accordance with my guidance memo of November 17, 2008, the Annual FTCP TQP Workforce Analysis and Staffing Plan Report for the NNSA Service Center is attached.

If you have any questions, David A. Chaney, NNSA SC FTCP Agent, can be reached at (505) 845-4300.

**Annual Workforce Analysis and Staffing Plan Report
as of December 31, 2008
Reporting Office: NNSA SC (NZ)**

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

NNSA Mission:

To strengthen United States security through the military application of nuclear energy and by reducing the global threat from terrorism and weapons of mass destruction.

NNSA Vision:

To be an integrated nuclear security enterprise operating an efficient and agile nuclear weapons complex, recognized as preeminent in technical leadership and program management.

NNSA Service Center Mission:

Provide responsive business, technical, financial, legal, and management advice and services to successfully accomplish the NNSA mission.

NNSA Service Center Vision:

Be the organization of choice for professional, responsive services and innovative solutions.

Section Two: SITE CHARACTERISTICS TABLE ¹

Number of Hazard Category 1, 2, or 3 Nuclear Facilities: HC 1: 0; HC 2: 0; HC 3: 0

Number of Radiological Facilities: 0

Number of High or Moderate Hazard Non-Nuclear Facilities: 0

Number of Low Hazard Non-Nuclear Facilities: 0 (339,009 Sq. Ft. of Offices in NNSA SC)

Number of Documented Safety Analyses: 0

Number of Safety Systems²: 0

Number of SC Site Contractor FTEs: 70 (NNSA SC Maintenance: Chugach); 250 (Others).

Number of SC Federal FTEs: 465 (NNSA SC); 396 (Tenants @ NNSA SC in ABQ).

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 2 - Technical Staffing Summary Table (See Notes below)

TECHNICAL CAPABILITY [NNSA SC]	For All Facilities ¹		Comments
	Number of FTEs Needed ¹	Number of FTEs Onboard ¹	
Senior Technical Safety Managers	12	11	One vacancy (OTS A/D) vacant, to be filled in FY09 (former incumbent transferred to RL)
Safety System Oversight Personnel ²			
Facility Representatives ³			
Other Technical Capabilities:			
Aviation Safety Manager			
Aviation Safety Officer			
Chemical Processing			
Civil/Structural Engineering	1	1	
Construction Mgmt			
Criticality Safety	1	1	
Deactivation and Decommissioning			
Electrical Systems/Safety Oversight	2	1	1 FPE to be advertised in FY09.
Emergency Management			
Environmental Compliance			
Environmental Restoration			
Facility Maintenance Mgmt	1	1	
Fire Protection Engineering	2	1	1 FPE to be advertised in FY09.
Industrial Hygiene	1	1	
Instrumentation and Control			
Mechanical Systems			
Nuclear Explosive Safety			
Nuclear Safety Specialist	7	9	2 NSS's to be assigned TPM in FY09-10.
Occupational Safety	3	3	
Quality Assurance	4	4	
Radiation Protection	3	3	
Safeguards and Security			
Safety Software Quality Assurance	1	1	
Technical Program Manager	4	2	2 NSS's to be assigned TPM in FY09-10.
Technical Training			
Transportation & Traffic Mgmt	1	1	
Waste Management			
Total	43	40	
Federal Project Directors ⁴	Not TQP	Not 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.ftcp.org>.
3. Facility Representative staffing analysis worksheets are posted at <http://www.ftcp.org>.
4. Federal Project Managers/Directors are not qualified via the Technical Qualification Program but in accordance with DOE O 360.1A using the Project Management Career Development Program.

Section Three: Current shortages and plans for filling them:

One (1) STSM/OTS A/D vacant due to transfer, to be filled in FY09.

One (1) FPE position vacant due to retirement, to be filled in FY09.

One (1) ESSO position vacant due to transfer, to be filled in FY09.

Two (2) NSS TQP positions assigned to qualify as TQP Technical Program Managers (TPM's) in FY09-10.

Two (2) TPM's (formerly non-TQP FTE's) assigned to support NA-58 in FY09. Four STSM's in qualification through FY10.

Section Four: Projected shortage/surplus over next five years

None.

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

None.