

United States Government

Department of Energy

# memorandum

Carlsbad Field Office  
Carlsbad, New Mexico 88221

DATE: FEB 26 2007

REPLY TO  
ATTN OF: CBFO:AMO:VD:KJB:07-0434:UFC 1000.00

SUBJECT: Carlsbad Field Office Annual Workforce Analysis and Staffing Plan Report

TO: Roy J. Schepens, FTCP Chairman, Federal Technical Capability Panel

This is in reference to Federal Technical Capability Panel (FTCP) memorandum from Roy J. Schepens, "Annual Workforce Analysis and Staffing Plan for calendar year 2006", 06-TED-058 dated September 6, 2006. In accordance with direction in the above reference, The Carlsbad Field Office (CBFO) performed a workforce analysis and developed an Annual Workforce and Staffing Report. This memo transmits this report for FTCP review and incorporation into the FTCP Annual Report to the Secretary. The report was previously submitted electronically. If you have any questions on the analysis and report, please contact Vernon Daub at 505-234-7208

David C. Moody  
Manager

Attachment

cc: w/attachment  
S. Coleman, INNO  
L. Piper, CBFO  
V. Daub, CBFO  
CBFO M&RC

**Annual Workforce Analysis and Staffing Plan Report  
As of December 31, 2006**

Reporting Office: U.S. Department of Energy, Carlsbad Field Office

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

1. The Carlsbad Field Office (CBFO) is responsible for the oversight of transuranic (TRU) waste operations at the Waste Isolation Pilot Plant (WIPP). The WIPP includes.
  - a. One operating Category 2 non-reactor nuclear facility for Contact-Handled (CH) TRU waste operations, and
  - b. One Category 2 non-reactor nuclear facility for Remote-Handled (RH) TRU waste scheduled to become operational in 2006
2. As clearly defined in the Land Withdrawal Act (LWA), the WIPP is a deep geologic repository for U.S. defense TRU waste. Unless the LWA is changed, there is no probable change to the WIPP Mission that may significantly impact the need for technical staffing.

**Section Two: Technical Staffing**

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

HC 1 \_\_\_\_\_ HC 2 2 HC 3 \_\_\_\_\_

Number of Radiological Facilities: None

Number of High or Moderate Hazard Non-Nuclear Facilities: None

Number of Low Hazard Non-Nuclear Facilities: None

Number of Documented Safety Analyses: One approved DSA for CH-TRU waste handling operations, one approved DSA for RH-TRU waste handling operations (scheduled to begin in January 2007)

Number of Safety Systems<sup>2</sup>: CH-TRU waste operations – 4 Safety Class SSCs and 11 Safety Significant SSCs; RH-TRU waste operations – 5 Safety Class SSCs and 22 Safety Significant SSCs

Number of Site Contractor FTEs: 650 M&O contractor FTEs, ~150 national laboratory and technical support contractor FTEs.

Number of Federal Office FTEs: 51 FTEs (authorized)

1. Facilities, systems, personnel and authorities listed should be those in the organization's immediate line authority.
2. Safety Systems must be credited in the DSA or be a recognized defense in depth system.

<b>TECHNICAL STAFFING <sup>1</sup></b>					
<b>Technical Staffing Summary Table (see Notes below)</b>					
TECHNICAL CAPABILITY	For All Hazardous Facilities <sup>1</sup>		For Defense Nuclear Facilities <sup>2</sup>		Comments
	Number of FTEs Needed <sup>1</sup>	Number of FTEs Onboard <sup>1</sup>	Number of FTEs Needed <sup>2</sup>	Number of FTEs Onboard <sup>2</sup>	
Senior Technical Safety Managers			5	5	
Safety System Oversight Personnel <sup>3</sup>			5	5	
Facility Representatives <sup>4</sup>			1	2	
Other Technical Capabilities: <sup>5</sup>			0	0	
Aviation Safety Manager			0	0	
Aviation Safety Officer			0	0	
Chemical Processing			0	0	
Civil/Structural Engineering			1	1	Part of SSO staff (collateral duties)
Construction Mgmt			0	0	
Criticality Safety					
Deactivation and Decommissioning			0	0	
Electrical Systems			1	1	Part of SSO staff (collateral duties)
Emergency Management			1	1	Part of SSO staff (collateral duties)
Environmental Compliance			4	4	
Environmental Restoration					
Facility Maintenance Mgmt			1	1	Part of SSO staff
Fire Protection Engineering			1	1	Part of SSO staff (collateral duties )
Industrial Hygiene			1	1	Part of SSO staff (collateral duties)
Instrumentation and Control			0	0	
Mechanical Systems			1	1	Part of SSO staff (collateral duties)
Nuclear Explosive Safety			0	0	
Nuclear Safety Specialist			1	1	Part of SSO staff (collateral duties)
Occupational Safety			1	1	Part of SSO staff (collateral duties)
Quality Assurance			4	4	
Radiation Protection			1	1	Part of SSO staff (collateral duties)
Safeguards and Security			1	1	Part of SSO staff (collateral duties)
Safety Software Quality Assurance			1	1	Part of QA staff
Technical Program Manager			0	0	
Technical Training			0	0	
Transportation & Traffic Mgmt			1	1	
Waste Management			1	1	

\*Due to the simplicity of the WIPP facilities and operations, each of these positions only requires a fraction of an FTE. As of December 2006, there are 15 participants in the CBFO TQP, with 14 qualified. Should technical expertise not available on the CBFO staff be required, it will be obtained from other DOE personnel or support contractors.

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

Currently there is no shortage in the CBFO staff to perform critical SSO and TQP functions and duties, as shown in the staffing analysis charts. The increased workload created with preparation for receiving remote handled TRU waste will be absorbed by current staff.

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

The CBFO does not expect significant change in its technical personnel and positions. The additional work scope with the receipt of remote handled TRU will be handled by current staff. As we gain operational experience our assumptions may change.

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

There are four positions in the CBFO that have responsibilities for SSO personnel: the CBFO Manager, the Deputy Manager, the Assistant Manager for Operations, and the Director for the Office of Disposal. Per DOE M 426-1-1A, *Federal Technical Capability Manual*, all these supervisory positions require Senior Technical Safety Manager (STSM) qualifications. All have completed STSM qualifications.