



Department of Energy
National Nuclear Security Administration
Service Center
P. O. Box 5400
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NOV 17 2008

MEMORANDUM FOR: Distribution

FROM:

Karen L. Boardman, Chairperson, Federal Technical Capability Panel

SUBJECT:

Annual Workforce Analysis and Staffing Plan Report for Calendar
Year 2008 - 08-NA SC-012

The Department of Energy Federal Technical Capability Manual, DOE M 426.1-1A, requires that managers perform an annual workforce analysis of their organization and develop staffing plans that identify technical capabilities and positions they need to ensure safe operation of defense nuclear facilities. This workforce analysis process continues to cover technical capability needs to address all facility and operational hazards. Individual site summaries developed at the end of each year are a basis for the Federal Technical Capability Panel (FTCP) annual report to the Secretary of Energy. The annual report summarizes actions taken or necessary trends to maintain DOE's federal technical capabilities for safety assurance. Since the FTCP has seen a decreasing trend of TQP qualified participants, please pay particular attention to any actions you are taking to ensure you have and will continue to have a sufficient number of qualified TQP participants to accomplish the DOE/NNSA mission safely.

This memorandum forwards guidance for performing this year's workforce analysis and reporting the results. 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) should assist you in determining your technical staffing needs. Use of equivalent technical staffing analyses methods is acceptable. Electronic copies of the report format, completed 2007 reports, staffing worksheets, and other assistance for this workforce analysis are posted at <http://www.hss.energy.gov/deprep/ftcp>. Final reports summarizing results of your analysis should be completed before the January 27, 2009 FTCP Face-to-Face meeting at Lawrence Livermore National Laboratory for FTCP Face-to-Face meeting panel discussions. The Workforce Analysis and Staffing Plans and summary reports must be formally transmitted to me in January 2009. This will enable analysis and planning before I send the FTCP annual report to the Secretary.

If you have questions, please contact your FTCP Agent or the NNSA Service Center FTCP Agent, David Chaney, (505) 845-4300.

Attachments (2)

cc w/attachs:

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