

Revise the document presented to the Board as follows:

- 1) Insert a new section titled “Board Approved Staff and Contractor Plan for FY2018” containing the attached three pages.
- 2) Move pages 3 through 14 from the existing draft into an appendix titled “Staff proposal.”

Justification

Provide clarity on what the Board is approving.

YELLOW FOLDER STAFFING TABLE

Having reviewed the staff request, the Board authorizes the hiring of additional staff as shown in far right column. See note 1.

OGC Staffing Profile			
POSITION TYPE	ON BOARD	DESIRED	AUTHORIZED
EXECUTIVE	1	2 (+1)	1 (+ 0)
ATTORNEY	2	5 (+3)	5 (+ 3)
ADMINISTRATIVE SUPPORT	0	2 (+2)	0 (+ 0) note 2
TOTAL	3	9 (+6)	6 (+ 3)

OGM Staffing Profile			
POSITION TYPE	ON BOARD	DESIRED	AUTHORIZED
EXECUTIVE	2	2 (+0)	2 (+ 0)
MANAGER/SUPERVISOR	4	5 (+1)	5 (+ 1)
OIG LIAISON	1	1 (+0)	1 (+ 0)
HUMAN RESOURCES	3	3 (+0)	3 (+ 0)
BUDGET ANALYST	1	1 (+0)	1 (+ 0)
CONTRACT SPECIALIST	1	1 (+0)	1 (+ 0)
FISCAL SUPPORT	2	2 (+0)	2 (+ 0) note 3
FACILITIES SUPPORT	1	1 (+0)	1 (+ 0)
IT	3	3 (+0)	3 (+ 0)
RECORDS MANAGEMENT	1	1 (+0)	1 (+ 0)
ADMINISTRATIVE SUPPORT	1	1 (+0)	4 (+ 3) note 2
SECURITY	3	3 (+0)	3 (+ 0)
TOTAL	23	24 (+1)	27 (+4)

OTD Staffing Profile			
POSITION TYPE	ONBOARD	DESIRED	AUTHORIZED
EXECUTIVES	6	7 (+1)	6 (+ 0)
SENIOR LEADER	0	1 (+1)	0 (+ 0)
DN SUPERVISORS	3	3 (+0)	3 (+ 0)
ENGINEERS	60	69 (+9)	63 (+ 3)
PDPs	3	3 (+0)	3 (+ 0)
RESIDENT INSPECTORS	9	10 (+1)	9 (note 4)
ADMINISTRATIVE SUPPORT	2	2 (+0)	0 (- 2) note 2
TOTAL	83	95 (+12)	84 (+ 1)

Total Staffing Profile			
POSITION TYPE	ON BOARD	DESIRED	AUTHORIZED
EXECUTIVE	9	11 (+2)	9 (+ 0)
SENIOR LEADER	0	1 (+1)	0 (+ 0)
DN	72	82 (+10)	75 (+ 3)
PDP	3	3 (+0)	3 (+ 0)
GS	25	31 (+6)	30 (+ 5)
ALL FTE	109	128 (+19)	117 (+ 8)

NOTES:

1. "Onboard" column reflects FTEs onboard as of September 13, 2017. Any vacancies occurring between September 13, 2017 and the date that this plan is approved shall be backfilled. Unless otherwise directed by the Board, additional vacancies occurring during FY18 shall be backfilled.
2. Administrative support for OTD and OGC shall be consolidated under OGM. Three additional OGM administrative support positions reflects two positions in support of OTD and one position in support of OGC.
3. As an exception to Note 1, should a vacancy be anticipated, then one fiscal support position may be temporarily filled by a contract accountant. The contract accountant may be brought on board 45 prior to the vacancy to assist turnover.
4. To provide a training opportunity for future Resident Inspectors, the Board will attempt to place two internal detailees (back-to-back 6 month details) into the vacant Resident Inspector position.

YELLOW FOLDER CONTRACTOR STAFFING TABLE

Having reviewed the staff request, the Board authorizes the hiring of contractor staff as shown.

OGC Staffing Profile			
POSITION TYPE	ON BOARD	DESIRED	AUTHORIZED
ADMINISTRATIVE SUPPORT	0	1(+1)	0 (+ 0) note 1
TOTAL	0	1(+1)	0 (+ 0)

OGM Staffing Profile			
POSITION TYPE	ON BOARD	DESIRED	AUTHORIZED
PROGRAM MANAGER	2	2 (+0)	2 (+ 0)
CLERK (REMS)	1	1 (+0)	1 (+ 0)
ADMINISTRATIVE SUPPORT	.25	.25 (+0)	4 (+ 3.75) note 1
HR SPECIALIST	1	1 (+0)	1 (+ 0)
PRIVACY/FOIA	1	1 (+0)	1 (+ 0)
ACCOUNTANT	0	1 (+1)	1 (+1) note 2
TOTAL	5.25	6.25 (+1)	10 (+ 4.75)

OTD Staffing Profile			
POSITION TYPE	ONBOARD	DESIRED	AUTHORIZED
TECH WRITER/EDITOR	1	1 (+0)	1 (+ 0)
ADMINISTRATIVE SUPPORT	1.75	4 (+2.25)	0 (-1.75) note 1
MANAGEMENT ANALYST	0	2 (+2)	0 (+ 0)
OUTSIDE EXPERTS	<i>Time and materials contracts not to exceed \$500,000 note 3</i>		
TOTAL	2.75	7 (+4.25)	1 (-1.75)

Board Staffing Profile			
POSITION TYPE	ON BOARD	DESIRED	AUTHORIZED
ADMINITRATIVE SUPPORT	2	2 (+0)	0 (-2) note 2
TOTAL	2	2 (+0)	0 (-2)

DNFSB Staffing Profile			
POSITION TYPE	ONBOARD	DESIRED	AUTHORIZED
RECEPTIONIST	1	1 (+0)	1 (+ 0)
HELP DESK TECH	2	2 (+0)	2 (+ 0)
NETWORK ENGINEER	1	1 (+0)	1 (+ 0)
CYBER/IA	1	2 (+1)	1 (+ 0)
SHAREPOINT ADMIN	1	1 (+0)	1 (+ 0)
TOTAL	6	7 (+1)	6 (+ 0) note 4
ALL CONTRACTORS	16	23.25 (+7.25)	17 (+ 0)

Note 1. All administrative support shall be consolidated under OGM.

Note 2. Authorized only upon a vacancy in a federal position titled “fiscal support.”

Note 3. Outside experts in these areas: a) issues related to evaluation of site characterization, seismic hazard, geotechnical engineering, and structural design at various defense nuclear facilities; b) review of maintenance and operations at DOE facilities on an as needed basis; and c) review of nuclear criticality safety issues.

Note 4. There are 5 IT contractor positions listed. OGM has authority and flexibility to manage contractor IT resources so as not to exceed a maximum of annual average of 5 FTE.

AFFIRMATION OF BOARD VOTING RECORD

SUBJECT: Amendment by Chairman Sullivan to YELLOW FOLDER Doc#2017-300-114, Draft DNFSB FY 18 Staffing Plan

Doc Control#2017-300-114A

The Board, with Board Member(s) Sean Sullivan, Bruce Hamilton, Jessie H. Roberson *approving*, Board Member(s) Daniel J. Santos, Joyce L. Connery *disapproving*, Board Member(s) none *abstaining*, and Board Member(s) none *recusing*, have voted to approve the above document on October 20, 2017.

The votes were recorded as:

	APRVD	DISAPRVD	ABSTAIN	NOT PARTICIPATING*	COMMENT	DATE
Sean Sullivan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/19/17
Bruce Hamilton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/19/17
Jessie H. Roberson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/19/17
Daniel J. Santos	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/20/17
Joyce L. Connery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/19/17

*Reason for Not Participating:

This Record contains a summary of voting on this matter together with the individual vote sheets, views and comments of the Board Members.


Assistant Executive Secretary to the Board

Attachments:

1. Voting Summary
2. Board Member Vote Sheets

cc: Board Members
OGC
OGM Records Officer
OTD

DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET

FROM: Sean Sullivan

SUBJECT: Amendment by Chairman Sullivan to YELLOW FOLDER Doc#2017-300-114, Draft DNFSB FY 18 Staffing Plan

Doc Control#2017-300-114A

Approved Disapproved _____ Abstain _____

Recusal – Not Participating _____

COMMENTS: Below _____ Attached _____ None



Sean Sullivan

10/19/17

Date

DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET

FROM: Bruce Hamilton

SUBJECT: Amendment by Chairman Sullivan to YELLOW FOLDER Doc#2017-300-114, Draft DNFSB FY 18 Staffing Plan

Doc Control#2017-300-114A

Approved X **Disapproved** **Abstain**

Recusal – Not Participating

COMMENTS: **Below** **Attached** **None** X


Bruce Hamilton

19 OCT 2017
Date

DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET

FROM: Jessie H. Roberson

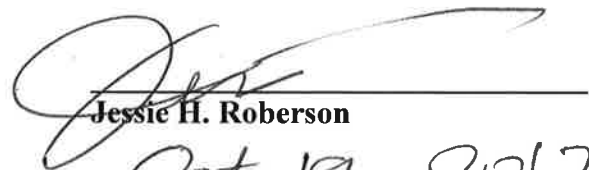
SUBJECT: Amendment by Chairman Sullivan to YELLOW FOLDER Doc#2017-300-114, Draft DNFSB FY 18 Staffing Plan

Doc Control#2017-300-114A

Approved _____ Disapproved _____ Abstain _____

Recusal – Not Participating _____

COMMENTS: Below _____ Attached _____ None _____



Jessie H. Roberson
Oct 19, 2017

Date

DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET

FROM: Daniel J. Santos

SUBJECT: Amendment by Chairman Sullivan to YELLOW FOLDER Doc#2017-300-114, Draft DNFSB FY 18 Staffing Plan

Doc Control#2017-300-114A

Approved _____ Disapproved X Abstain _____

Recusal – Not Participating _____

COMMENTS: Below _____ Attached _____ None X



Daniel J. Santos

Date

10/20/17

DEFENSE NUCLEAR FACILITIES SAFETY BOARD
NOTATIONAL VOTE RESPONSE SHEET

FROM: Joyce L. Connery

SUBJECT: Amendment by Chairman Sullivan to YELLOW FOLDER Doc#2017-300-114, Draft DNFSB FY 18 Staffing Plan

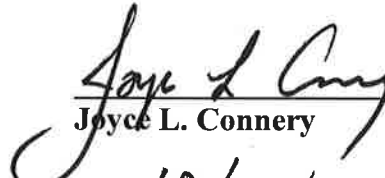
Doc Control #2017-300-114A

Approved _____ Disapproved Abstain _____

Recusal – Not Participating _____

COMMENTS: Below Attached _____ None _____

While I approve the overall number at 117, I disagree with moving support staff under OGM and I believe we need another executive in the office of the Technical Director for succession planning.



Joyce L. Connery
10/18/17

Date