

MEMO

#2007-008



To: Peach Bottom Security Supervisors

RE: Tango 10 Supervisory
Transition to the Field

From: David Draghi
Peach Bottom
WNS Project Manager

Date: March 2007

As you are all aware, we will be transitioning from Tango 10 into the field to increase and improve supervisory post inspections and oversight in the field. Each of you should have received a briefing on the powerpoint presentation to explain the new responsibilities this supervisor shall achieve in the course of each shift. This memorandum will define responsibilities in how we here at Peach Bottom will meet this commitment.

Common Practices on all four teams:

I want to ensure we are all operating the same. Many times when a new process is implemented, each team implements the process differently. This is a standard process across the board. Each supervisor will be given requirements, which they will be committed to, to ensure we operate effectively.

Fox 13 – Field Supervisor #1 Responsibilities:

Our current field supervisor will be assigned to perform post inspections on Tango 5, 6, 7 & 8 a minimum of twice per shift. Fox –13 will also be responsible for a minimum of one post inspection per shift on the PAP. As a fall back (ONLY) to the SNS / Lead, they may be requested to conduct post inspections on all power-block Fox positions. Power-Block post inspections by the field supervisor will be of a rare and infrequent occurrence. The SNS / Lead shall make every effort to be the primary for the Power-Block Fox positions.

The field supervisor shall spend a minimum of 15 minutes (quality time) at each post location. Post inspections will be thorough to include equipment accountability, housekeeping, assessment of BRE condition, review of paperwork, challenge of post duties and understanding of those duties and making yourself available to address concerns / Issues. Fox 13 will also be responsible for all shift monthly drill requirements.

Fox 16 – "NEW" Field Supervisor #2 Responsibilities:

The new Field Supervisor (Fox-16) will act as the AEO at the beginning and end of each shift. Fox 16 shall assist the EIO and will be responsible and accountable for collecting all paperwork, keys and equipment from on-coming and off-going officers.

The new Field Supervisor will also be assigned to perform post inspections on the Search Train Officer, Checkpoint Officer, Tango 9, 1, 2, 3, 4 & 10 a minimum of twice per shift. Fox – 16 will also be responsible for a minimum of one post inspection per shift of the OCA's to include a ride along.

Fox 16 (Field Supervisor #2) shall spend a minimum of 15 minutes (quality time) at each post location. Post inspections will be thorough to include equipment accountability, housekeeping, assessment of BRE condition, review of paperwork, challenge of post duties and understanding those duties and making yourself available to address concerns / Issues.

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Fox 1 (SNS) / Lead SFS – Responsibilities:

The SNS/Lead SFS will perform post inspections on all power-block Fox positions a minimum of once per shift. The SNS / Lead SFS shall spend a minimum of 30 minutes with the internal Fox positions (as a group). The SNS / Lead shall make every effort to be the primary for the Power-Block Fox positions, however, if this is not feasible due to day shift activities, the field supervisor (Fox 13) will be the designee for this requirement.

Post inspections will be thorough to include equipment accountability, housekeeping, assessment of the ready room condition, review of paperwork, challenge of post duties and understanding of those duties and making yourself available to address concerns / Issues.

Field Supervisor Rotation:

In an effort to significantly reduce the amount of post turnover time for supervisors, the two field supervisors will rotate with CAS/SAS simultaneously every three hours.

Examples for Fox 13 and Fox 16:

The rotation for the day is:

Fox 16

0615 – 0915 – Fox 16
0915 – 1215 – CAS
1215 – 1515 – Fox 13
1515 – 1815 – SAS

Fox 13

0615 – 0915 – Fox 13
0915 – 1215 – SAS
1215 – 1515 – Fox 16
1515 – 1815 – CAS

FMS Entry Requirements:

A minimum of Four (4) FMS entries are required by the field supervisor each shift. This can be a combination of one FMS by each field supervisor or any combination thereof. The SNS and or Lead SFS shall complete one (1) FMS entry each shift.

Attachments:

The attachments are to be used as "job aids" to ensure compliance of these new requirements. They are to be placed into the SNS packets at the end of each shift. These new requirements are auditable by Exelon to ensure we maintain compliance of the initiatives.

"DO NOT DEVELOP A PATTERN FOR POST INSPECTIONS. POST INSPECTIONS ARE TO BE CONDUCTED RANDOMLY."

If anyone is confused or needs clarification on the below listed directives listed below, please do not hesitate to notify me.

We will fully implement this transition plan and supervisory requirements on Monday April 16th.

