Human Resources FY 1995 Site Support Program Plan WBS 6.10.2

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Westinghouse
Hanford Company

P.O. Box 1970
Richland, Washington

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Approved for Public Release

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Site Support Program Plan Approval Sheet

6.10.2 HUMAN RESOURCES
(Program WBS#) (Title)

Assistant Manager-Contracting Officer's Representative

9/23/94
(Signature) (Date)

J. E. Ollero
(Printed Name)

RL Program Manager

9/16/94
(Signature) (Date)

S. A. Hostick
(Printed Name)

WHC Director or VP

9-23-94
(Signature) (Date)

L. L. Myers
(Printed Name)

WHC Program Manager

_____
(Signature) (Date)

J. H. Hammond
(Printed Name)

Overview

1. Introduction

1 Program Vision/Mission	WHC-SP-1121 Human Resources SMS/WBS No. 6.10.2	FY 1995 Site Support Program Plan Date Prepared: 8/19/94
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OVERVIEW

The Human Resources (HR) support for the Hanford Site is provided by a balanced combination of centralized services and matrixed program/project support personnel. This balanced support concept ensures responsive HR services are available when and where required to support the Department of Energy/Westinghouse Hanford mission at the Hanford Site.

This balanced concept was established by evaluating both the internal capabilities of our resources and performing an external assessment of our customers needs in the context of a competitive service environment with outsourcing as the alternate provider.

The following goals for HR broadly stated establish our direction and basic purpose; to support the DOE mission at the Hanford Site:

- Develop support services to ensure implementation of the Workforce Restructuring Plan.
- Continue to evaluate methods to increase productivity enhancements and identify outsourcing opportunities.
- Identify initiatives that ensure company wide diversity.
- Support the Hanford Workforce Planning Process

Our strategy for attainment of the above goals will follow a disciplined business/financial approach by applying proven project management principles.

1 Program Vision/Mission	WHC-SP-1121 Human Resources SMS/WBS No. 6.10.2	FY 1995 Site Support Program Plan Date Prepared: 8/19/94
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ASSUMPTIONS

The funding and staff requirements identified to accomplish the workscope will be approved.

Performance Measurement

The performance of HR during FY 1995 will be evaluated by our ability to maintain compliance with our baselines, both cost and schedule, while accomplishing the workscope contained in this document.

Methods used to measure our performance, both internally and externally, include the twenty-seven (27) resource loaded milestones and the cost verses budget analysis conducted monthly during the Site Management System Reviews.

It is important to consider that during FY 1994 HR absorbed additional workscope representing a labor demand of 9.0 full time equivalents without formally requesting RL to increase the Fiscal Year Work Plan (FYWP) staffing authorization. This additional workscope is being carried into FY 1995 and is contained in the Description of Activities.

The primary responsibilities of each major organization within HR in support of our common goals and the resource requirements for their accomplishment are contained herein.

Responsibility Assignment
Matrix

RESPONSIBILITY ASSIGNMENT MATRIX (RAM)

Milestone List

HUMAN RESOURCES MILESTONE LIST

WBS Number	Milestone Number	Milestone Description	ORGANIZATION TITLE	Responsible Manager	Responsible Organization	Program Manager	RL Manager
6.10.2.3	FAH-95-001	Action Plan based on Environmental Workforce Transition Model results	Central Services	GL Clogston	WHC/TC&ES	Hawkins/Myers	JE Ollero
6.10.2.3.4	FAH-95-002	Certification of WHC Employment Recruiters	Recruitment	JH Ford	WHC/RECRUIT	Hawkins/Myers	JE Ollero
6.10.2.3.3	FAH-95-003	Applicant tracking Module for PeopleSOFT	Personnel Records - Database Administration	DE Hansen	WHC/PR-DA	Hawkins/Myers	JE Ollero
6.10.2.3.3	FAH-95-004	Prioritization for integration of HR PeopleSOFT elements	Personnel Records - Database Administration	DE Hansen	WHC/PR-DA	Hawkins/Myers	JE Ollero
6.10.2.3.1	FAH-95-005	CY 1996 Salary Surveys for salary planning	Compensation	RG Joseph	WHC/COMP	Hawkins/Myers	JE Ollero
6.10.2.3.1	FAH-95-006	CY 1996 Salary Increase Funds Requests	Compensation	RG Joseph	WHC/COMP	Hawkins/Myers	JE Ollero
6.10.2.3.1	FAH-95-007	Worker's compensation cost baseline	Compensation	RG Joseph	WHC/COMP	Hawkins/Myers	JE Ollero
6.10.2.3.5	FAH-95-008	5% reduction in Employment cycle time	Employment Operations	JT Carello	WHC/EO	Hawkins/Myers	JE Ollero
6.10.2.3.2	FAH-95-009	Outsource evaluation for employee and retiree benefits enrollment process	Benefits Administration	JR Sorenson	WHC/BA	Hawkins/Myers	JE Ollero
6.10.2.3.2	FAH-95-010	Phase one implementation for modified retiree health insurance program	Benefits Administration	JR Sorenson	WHC/BA	Hawkins/Myers	JE Ollero
6.10.2.3.2	FAH-95-011	Health Benefits Utilization/Cost Review	Benefits Administration	JR Sorenson	WHC/BA	Hawkins/Myers	JE Ollero
6.10.2.4.1	FAH-95-012	Current employee rotation process	Rotation Programs	G Mitchell	WHC/RP	Hawkins/Myers	JE Ollero
6.10.2.4.3	FAH-95-013	FY 1995 Development Prospectus	Development Services	CA Locke	WHC/DS	Hawkins/Myers	JE Ollero
6.10.2.4	FAH-95-014	BCSR Affirmative Action Plan	Diversity & Development Leadership	FA Powers	WHC/D&DL	Hawkins/Myers	JE Ollero

HUMAN RESOURCES MILESTONE LIST

WBS Number	Milestone Number	Milestone Description	ORGANIZATION TITLE	Responsible Manager	Responsible Organization	Program Manager	RL Manager
6.10.2.4	FAH-95-015	WHC Affirmative Action Plan	Diversity & Development Leadership	FA Powers	WHC/D&DL	Hawkins/Myers	JE Ollero
6.10.2.4	FAH-95-016	Integrated Strategic Plan for Diversity	Diversity & Development Leadership	FA Powers	WHC/D&DL	Hawkins/Myers	JE Ollero
6.10.2.6	FAH-95-017	Site Support Program Plan	HR Processes & Planning	JH Hammond	WHC/HRP&P	Hawkins/Myers	JE Ollero
6.10.2.6	FAH-95-018	WHC Staffing Plan	HR Processes & Planning	JH Hammond	WHC/HRP&P	Hawkins/Myers	JE Ollero
6.10.2.7	FAH-95-019	WHC HR FY 1996-1998 Strategic Plan	HR Strategic Initiatives	RW Holleran	WHC/HRSI	Hawkins/Myers	JE Ollero
6.10.2.8.4	FAH-95-020	Personnel disposition/transition during UO-3 closure	HR Transition Projects	GF Saskowsky	WHC/HR-TP	Hawkins/Myers	JE Ollero
6.10.2.8.4	FAH-95-021	Power Operator Training and Qualification Program	HR Transition Projects	GF Saskowsky	WHC/HR-TP	Hawkins/Myers	JE Ollero
6.10.2.8.4	FAH-95-022	Transition Projects training on labor agreement (HAMTC)	HR Transition Projects	GF Saskowsky	WHC/HR-TP	Hawkins/Myers	JE Ollero
6.10.2.8.1	FAH-95-023	Labor/Management Cooperation Program	Labor Relations	BD Corder	WHC/LR	Hawkins/Myers	JE Ollero
6.10.2.8.5	FAH-95-024	HR Staff Relations Rotational Program	HR Spent Nuclear Fuel Project	JT Eckert	WHC/HR-SNFP	Hawkins/Myers	JE Ollero
6.10.2.8.6	FAH-95-025	Targeted Skill Enhancement Program	HR Emergency, Safety, Quality Services	KA Hill	WHC/HR-ESQS	Hawkins/Myers	JE Ollero
6.10.2.8.1	FAH-95-026	HGU Strategic Bargaining Plan for Wage Reopener	Labor Relations	FA Blowe/ BD Corder	WHC/LR	Hawkins/Myers	JE Ollero
6.10.2.8.1	FAH-95-027	Pre-negotiations planning for alcohol testing for Commercial Drivers License compliance	Labor Relations	FA Blowe/ BD Corder	WHC/LR	Hawkins/Myers	JE Ollero

Schedule Baseline

SSPP SCHEDULE BASELINE	WESTINGHOUSE HANFORD COMPANY 6.10.2 HUMAN RESOURCES	1995
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MILESTONE SCHEDULE

FISCAL YEAR 1995

WBS	MILESTONE NUMBER	BASE- LINE DATE	MILESTONE DESCRIPTION	FY-94	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	FY-96
6.10.2.3	FAH-95-001	7/31	Action Plan Based on Environmental Workforce Transition Model Results											△ ^{RL}			
6.10.2.3.4	FAH-95-002	9/30	Certification of WHC Employment Recruiters													△ ^{RL}	
6.10.2.3.3	FAH-95-003	3/01	Applicant Tracking Module for PeopleSOFT							△ ^{RL}							
6.10.2.3.3	FAH-95-004	1/01	Prioritization for Integrat on of HR PeopleSOFT Elements					△ ^{RL}									
6.10.2.3.1	FAH-95-005	8/01	CY-96 Salary Surveys for Salary Planning												△ ^{RL}		
6.10.2.3.1	FAH-95-006	9/30	CY-96 Salary Increase Funds Requests													△ ^{RL}	
6.10.2.3.1	FAH-95-007	4/01	Worker's Compensation Cost Baseline								△ ^{RL}						
6.10.2.3.5	FAH-95-008	9/30	5% Reduction in Employment Cycle Time													△ ^{RL}	
6.10.2.3.2	FAH-95-009	4/01	Outsource Evaluation for Employee and Retiree Benefits Enrollment Process								△ ^{RL}						
MILESTONE TYPES: △ ^{RL} RL MILESTONE △ ^{TPA} TPA MILESTONE △ ^{DOE-FO} DOE-FO ○ START △ ^F FORECAST △ ^{TPA INT} TPA INTERIM △ ^{DOE-HQ} DOE-HQ ○ Interim				FOOTNOTES: See 8C. Milestone Description Sheets for Interim milestone & FTE Info.													

SSPP SCHEDULE BASELINE	WESTINGHOUSE HANFORD COMPANY 6.10.2 HUMAN RESOURCES	1995
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MILESTONE SCHEDULE

FISCAL YEAR 1995

WBS	MILESTONE NUMBER	BASE- LINE DATE	MILESTONE DESCRIPTION	FY-94	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	FY-96
6.10.2.3.2	FAH-95-010	7/01	Phase One Implementation for Modified Retiree Health Insurance Program											△ ^{RL}			
6.10.2.3.2	FAH-95-011	4/01	Health Benefits Utilization/ Cost Review								△ ^{RL}						
6.10.2.4.1	FAH-95-012	9/30	Current Employee Rotation Process													△ ^{RL}	
6.10.2.4.3	FAH-95-013	10/01	FY 1995 Development Prospectus		△ ^{RL}												
6.10.2.4	FAH-95-014	11/01	BCSR Affirmative Action Plan			△ ^{RL}											
6.10.2.4	FAH-95-015	11/01	WHC Affirmative Action Plan			△ ^{RL}											
6.10.2.4	FAH-95-016	9/30	Integrated Strategic Plan for Diversity													△ ^{RL}	
6.10.2.6	FAH-95-017	8/31	Site Support Program Plan												△ ^{RL}		
6.10.2.6	FAH-95-018	11/30	WHC Staffing Plan			△ ^{RL}											
MILESTONE TYPES: △ ^{RL} RL MILESTONE ◻ ^{TPA} TPA MILESTONE △ ^{DOE-FO} DOE-FO ○ START ◻ ^{FORECAST} FORECAST ◻ ^{TPA INTERIM} TPA INTERIM △ ^{DOE-HQ} DOE-HQ ○ Interim				FOOTNOTES: See 8C. Milestone Description Sheets for Interim milestone & FTE Info.													

**SSPP
SCHEDULE
BASELINE**

**WESTINGHOUSE HANFORD COMPANY
6.10.2 HUMAN RESOURCES**

1995

MILESTONE SCHEDULE

FISCAL YEAR 1995

WBS	MILESTONE NUMBER	BASE- LINE DATE	MILESTONE DESCRIPTION	FY-94	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	FY-96
6.10.2.7	FAH-95-019	9/30	WHC HR FY 1996-98 Strategic Plan														RL
6.10.2.8.4	FAH-95-020	2/01	Personnel Disposition/ Transition During UO3 Closure						RL								
6.10.2.8.4	FAH-95-021	2/01	Power Operator Training and Qualification Program						RL								
6.10.2.8.4	FAH-95-022	6/01	Transition Projects Training on Labor Agreement (HAMTC)										RL				
6.10.2.8.1	FAH-95-023	3/01	Labor/Management Cooperation Program							RL							
6.10.2.8.5	FAH-95-024	9/30	HR Staff Relations Rotational Program														RL
6.10.2.8.6	FAH-95-025	9/30	Targeted Skill Enhancement Program														RL
6.10.2.8.1	FAH-95-026	9/30	HGU Strategic Bargaining Plan for Wage Reopener														RL
6.10.2.8.1	FAH-95-027	11/01	Pre-negotiations Plan for Alcohol Testing for Commercial Drivers License Compliance			RL											
MILESTONE TYPES: RL MILESTONE TPA MILESTONE DOE-FO START FORECAST TPA INTERIM DOE-HQ Interim				FOOTNOTES: See 8C. Milestone Description Sheets for Interim milestone & FTE Info.													

Staff Forecast

HUMAN RESOURCES

FORM 2.C.3 FTEs

WBS Number 6.10.2

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
MANAGERS				25.0	25.0	25.0	25.0	25.0
First line		9.0	9.0					
General/executive		16.0	16.0					
Project/Program		1.0						
Other								
ENGINEERS								
Chemical								
Civil								
Computer								
Electrical								
Environmental								
Industrial								
Mechanical								
Nuclear								
Petroleum/Mining								
Plant								
Quality Control								
Safety								
Other								

HUMAN RESOURCES

FORM 2.C.3 FTEs

WBS Number 6.10.2

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
SCIENTISTS								
Chemists								
Environmental								
Geologists								
Life								
Material								
Mathematicians								
Physicists								
Social								
Other								
ADMIN/OTHER PROFESSIONALS				61.0	58.0	58.0	58.0	58.0
Accountant/auditor								
Architect								
Buyers/procurement								
Communications								
Compliance inspectors								
Computer System Anal								
Cost Est/planner/sch								
Health Physics								

HUMAN RESOURCES

FORM 2.C.3 FTEs

WBS Number 6.10.2

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
Industrial Hygiene								
Lawyers								
Personnel/Labor Rela		62.0	60.0					
Physicians								
Physician Assis/Nurs								
Safeguard & Security								
Tech Writers & Edit								
Trainers								
Other Temporary		1.0	1.0					
JOB FAMILY								
Job category								
GEN ADM/SECRETARY/CLERK				52.6	52.6	52.6	52.6	52.6
Admin Assistants								
Office Clerks (Gen)		3.5	3.5					
Office Clerks (Special)		25.0	25.0					
Secretaries		16.0	16.0					
Typist/Word Process								
Other Temporary		8.1	8.1					
TECHNICIANS								

HUMAN RESOURCES

FORM 2.C.3 FTEs

WBS Number 6.10.2

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
Computer Oper/Coder								
Drafters								
Engrs/Tech								
Envir. Sci Technicians								
Health Phys. Technic.								
Indus. Saf/Health Tech								
Instru/Control Tech								
Lab. Technicians								
Media Technicians								
Survey/Map Tech								
Other								
CRAFTS								
Carpenters								
Electricians								
HVAC								
Machinists								
Masons								
Millwrights								
Painters								

HUMAN RESOURCES

WBS Number 6.10.2

FORM 2.C.3 FTEs

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
Plumbers/Pipefitters								
Struct/Metal Workers								
Vehic./Mob Equip Mech								
Welders								
Other								
OPERATORS								
Chemical System								
Drillers								
Lt. Vehicle Drivers								
Material Moving Equip								
Nuclear Plant								
Utilities Waste Proces								
Other								
LABOR & GEN WORKERS								
Firefighters								
Food Service								
Hand/Help Lab Gen								
Hand/Help Lab Spec								
Janitors/Cleaners								

HUMAN RESOURCES

FORM 2.C.3 FTEs

WBS Number 6.10.2

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
Laundry Workers								
Security Guards								
Other								
TOTAL	* 139.9	141.6	138.6	138.6	135.6	135.6	135.6	135.6

* Approved 1994 Fiscal Year Work Plan

1. The first step is to identify the problem or question that needs to be answered.

COST ACCOUNT

**Work Breakdown
Structure
Dictionary**

Westinghouse Hanford Company
Security Operations Administration
Part II - Element Definition

FY 1995 SSSP

Revision #0

WBS ELEMENT CODE: 6.10.2

TITLE: Human Resources

ELEMENT TASK DESCRIPTION

COST CONTENT

This cost account provides Human Resources support for the Hanford Site is provided by a balanced combination of centralized services and matrixed program/project support personnel.

Labor - Management, clerical, and administrative support
Equipment - Safety equipment, office supplies, ADP equipment, software, and furniture
Services - MPR, Bus Operations, Locksmith, Transportation, Fleet, Safety & Environmental Training, other contractors, maintenance, and purchase services
Assessments - Dosimetry, Occupancy, EUC, NTA, and Telephone
Other Cost - Travel, Training, Relocation, Education Reimbursement, Professional & Technical Societies, and Conferences.

TECHNICAL CONTENT

Human Resources provides a wide variety of comprehensive programs and services to support the Hanford mission in the following areas: (1) Recruiting and Staffing; (2) Equal Employment Opportunity and Workforce Diversity; (3) Training and Development; (4) Compensation and Benefits; (5) Labor and Employee Relations and Education Outreach activities.

OBJECTIVES

Human Resources evaluated both the internal capabilities of our resources and performed an external assessment of our customers needs in the context of a competitive service environment with outsourcing as the alternate provider. Our objective is to follow a disciplined business/financial approach by applying proven project management principles.

ASSUMPTIONS/CONSTRAINTS

The funding and staff requirements identified to accomplish the workscope will be approved.

MILESTONES

See the listing of milestones on page 4

DELIVERABLES

Numerous reports, the identification of which is contained in the Detail by Organization.

Westinghouse Hanford Company
 1995 Site Support Program Plan
 Human Resources SMS – 6.10.2
 (Dollars in 000's)

CAP		TITLE	AMOUNT	ORGANIZATIONAL FTE's
Funding: General & Administrative				
1MDD4H		HR Systems	1,299	0.0
1MDD46		Human Resources	11,775	136.2*
TOTAL G & A			\$13,074	136.2
Funding: Department Overhead				
1J4110		Grad Rotational Prog	718	3.0
1J4800		Administrative Services	645	3.0
TOTAL DOH			\$1,363	6.0
TOTAL H.R.			\$14,437	142.2*

* Includes 1 Bargaining Unit FTE for Administrative Review

Work Breakdown Structure Dictionary	Westinghouse Hanford Company Human Resources Part I – Summary (Dollars in 000's)		FY 1995 SSPP Rev. # 0		Funding Source:	
					G&A	XX
					SWS	
					OST	
					DOH	
					MGT PRO	
Cost Account	Cost Account Title	07-Sep-94		POOL		
1MDD46	HUMAN RESOURCES			DIRECT		
SMS WBS	SMS Title	Annualized Rate (For Organizational Overhead and Rated Service Pool Use Only)				
6.10.2	HUMAN RESOURCES					
CAM Review/Approval	L L Myers	Date	FY 1994 Rate		FY 1995 Rate Request	
SMS Program Manager Review/Approval	L L Myers	Date				
Financial Manager Review/Approval	LC Brandt	Date				
Responsible Analyst	K L Eadle	Date	FY 1995 Target Rate		FY 1995 Approved Rate	
OSBRB Review/Approval	BR Thomas	Date				
	FY1994		FY 1995			
	Budget	Fiscal Year Spending Forecast (FYSF)	Target	Request	Approved Baseline	
FULL-TIME EQUIVALENTS (FTEs)						
. Organizational – Exempt	82.0	84.6		83.5		
. Organizational – Nonexempt	44.1	44.7		42.5		
. Organizational – Bargaining	1.1	0.2		1.0		
Total Organizational FTEs	127.2	129.5		127.0		
Support FTEs	17.4	14.9		9.2		
TOTAL FTEs	144.6	144.4		136.2		
COST ELEMENTS						
. Labor – Regular	7,446	7,763		7,202		
. Labor – Overtime	59	59		58		
0 Total Labor	7,506	7,822		7,260		
1 Materials	348	502		465		
2 Purchased Services	1,508	1,370		2,041		
3 Other Hanford	42	74		71		
4 Site Services	1,156	1,177		1,200		
5 Internal Charges	853	206		129		
6 IRM Support	756	750		682		
7 Overheads	7	21		0		
8 Revenue	0	0		(72)		
TOTAL DOLLARS	12,175	11,921	10,521	11,775		

ELEMENT TASK DESCRIPTION: 6.10.2 HUMAN RESOURCES DIRECTOR'S OFFICE

	FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
WORK STATEMENT -- The Director's office leads and evaluates the HR functions to assess operating efficiencies and to achieve continuing improvement while maintaining a constant awareness of safety. Special activities to efficiently fulfill our responsibilities to the customer, DOE RL and WHC/BCSR/ICF Kaiser Include Processes & Planning, Strategic Initiatives, Transformation Operations, and Community Activities.										
REQUESTS WITHIN TARGET:										
<u>Activity Detailed Description:</u>										
LABOR										
1 HR Director WHC										
1 Mgr HR Activities										
1 Mgr Processes & Planning										
1 Mgr Transformation Ops										
1 Mgr Strategic Initiatives										
1.8 Exempt Specialists										
2.9 Secretarial / Clerical Support										
MATERIALS (\$2.7K)										
Office Supplies (1.5K)										
PURCHASED SERVICES (\$281.4K)										
Training (\$6.8K)										
Travel (\$53.0K)										
United Way/Savings Bond/Blood Drives (\$50.0K)										
SITE SERVICES (\$966.1K)										
Occupancy Assessment (\$923.6K) based on HR FY94 costs										
Bus Operations (\$27.4K) based on HR FY94 costs										
INTERNAL CHARGES (\$128.6K)										
Dosimetry (\$128.6K) based on HR FY94 costs										
IRM SUPPORT (\$453.0K)										
EUC Assessment (\$84.5K) based on fee per CPU										
**Increase due to accumulation/budget of all HR assessments in the Director's work package instead of within each work package.										
Labor Cost	11.7	873.0	(2.0)	(37.7)	9.7	835.3	0.3	24.2	10.0	859.5
Non-Labor Cost		660.4		1,171.4		1,831.8		53.1		1,884.9
Total HR Director's Office	11.7	1,533.4	(2.0)	1,133.7	9.7	2,667.1	0.3	77.3	10.0	2,744.4

ELEMENT TASK DESCRIPTION: 6.10.2.4 HR WORKFORCE DIVERSITY & DEVELOPMENT

	FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
WORK STATEMENT – Workforce Diversity & Development provides WHC/BCSR/ICF Kaiser with the resources and services to create an inclusive work environment that enhances business performance and technical leadership. This includes activities and training related to workforce professional & personal development that can improve job performance and efficiency as well as activities which diversify the Hanford site workforce as requested by DOE Secretary Hazel O'Leary.										
REQUESTS WITHIN TARGET: <u>Activity Detailed Description</u> LABOR (FTEs) 1.0 Mgr Workforce Diversity 1.0 Mgr Leadership & Organizational Development 1.0 Mgr Development Services 15.0 Exempt Specialists 6.1 Secretarial / Clerical Support MATERIALS (\$60.5K) Office Supplies (\$34.5K) Computer Equipment as apportioned expenses for the People Soft program implementation (\$26.0K) PURCHASED SERVICES (\$362.1K) Training (\$26.7K) Educational Reimbursements (\$5.0K) Travel & Living related to DOE trade conferences and GESCO committee, and HQ Summit meetings (\$34.9K) PO contracts for TQ Tools training certifications which should be a one time expense during FY'95 (\$67.0K) PO Contract for development training and supplies (\$78.0K) PO Contract for Hanford Family Care Services (\$150.0K) SITE SERVICES (\$33.5K) Materials Procurement Rate (\$30.8K) IRM SUPPORT (\$54.6K) IRM Maintenance (\$24.0K) Multimedia Services (\$30.2K)										
Labor Cost	26.0	1,508.3	(1.9)	(228.4)	24.1	1,279.9	0.7	37.1	24.8	1,317.0
Non-Labor Cost		444.0		70.7		514.7		14.9		529.6
Total HR Workforce Diversity	26.0	1,952.3	(1.9)	(157.7)	24.1	1,794.6	0.7	52.0	24.8	1,846.6

ELEMENT TASK DESCRIPTION: 6.10.2.1 HR CENTRAL SERVICES

	FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
WORK STATEMENT -										
The mission of HR Central Services is to provide highly responsive, efficient, and cost-effective programs and services required by our customers in meeting and exceeding DOE and WHC strategic and operating objectives for Compensation, Benefits Administration, Recruitment, Employment Operations, Personnel Records and Database Administration, and Administrative Services.										
REQUESTS WITHIN TARGET:										
<u>Activity Detailed Description</u>										
LABOR (\$2749.6K)										
1.0 Mgr HR Central Services										
1.0 Mgr Compensation										
1.0 Mgr Benefits Administration										
1.0 Mgr Personnel Records/Data Administration										
1.0 Mgr Recruitment										
1.0 Mgr Employment Operations										
23.9 Exempt Specialists (HR Representatives)										
23.3 Secretarial / Clerical Support										
6.0 Nonexempt Temporary (Student Interns/Temps)										
1.0 Bargaining Unit										
MATERIALS (\$344.8K)										
Office Supplies / Materials & Equipment (\$223.2)										
Computer Hardware / Software (\$121.6K)										
PURCHASED SERVICES (\$527.2K)										
Training & Certifications (\$82.8K)										
Educational Reimbursements (\$9.0K)										
Travel & Living (\$146.1K)										
Local Meetings / Conferences (\$0.8K)										
PO Contracts (\$206.3K)										
Legal & Misc Fees (\$73.0K) & Freight Charges (\$9.2K)										
OTHER CONTRACTOR CHARGES (\$11.8K)										
PNL -- Subscriptions (\$8.3K) & ICF Kaiser (\$3.5K)										
SITE SERVICES (\$111.5K)										
Includes MPR, Fleet, Locksmith, Transportation for equipment/ office moves, and Safety/Environmental & QTRC training										
IRM SUPPORT (\$112.5K)										
Includes Records Management, Computer Maintenance, and Multimedia Services										
Labor Cost	75.8	3,382.4	(15.8)	(632.8)	60.0	2,749.6	1.7	79.7	61.7	2,829.3
Non-Labor Cost		2,029.9		(922.1)		1,107.8		32.1		1,139.9

ELEMENT TASK DESCRIPTION: 6.10.2.1 HR CENTRAL SERVICES										
REQUESTS ABOVE TARGET:	FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
<u>WORK STATEMENT –</u> Scope of work to be accomplished during FY'95 which was added during FY'94 without any corresponding budget includes the following: Human Reliability Programs (HRP), contract and medical reviews for drug testing; Pre–Employment Investigations, PO contract and administration; Compensation HR rep added with WHC/Kaiser transition; Benefits Administration responsibilities resulting from WHC/Kaiser transition and Bechtel assumption of the Environmental Restoration Contract; and Personnel Records / Database Administration responsibilities for Overtime Management (OTM) systems administration.										
<u>Activity Detailed Description</u>										
LABOR (\$451.0K)										
5.8 Exempt Specialists (HR Representatives)										
4.4 Secretarial / Clerical Support										
MATERIALS										
Office Supplies / Materials & Equipment (\$34.9K)										
PURCHASED SERVICES										
PO Contracts (695.1K)										
OTHER CONTRACTOR CHARGES										
HEHF (\$50.0K)										
SITE SERVICES										
MPR and Occupancy (\$74.0K)										
IRM SUPPORT										
OTM Records Microfiche (\$7.2K)										
Multimedia Services (\$13.4K)										
REVENUE (– \$71.9K) HRP BILL BACK TO OTHER CONTRACTORS										
									</	

ELEMENT TASK DESCRIPTION: 6.10.2.8 STAFF / LABOR RELATIONS

WORK STATEMENT – The goal is to actively support the attainment of WHC business objectives by ensuring that the management of HR Staff Relations is integrated into the strategic and operational aspects of WHC. More specifically, it is to provide the lead role for the Hanford site contractors in strategic planning, coordinating, and negotiating of the Collective Bargaining Agreements with the Hanford Atomic Metal Trades Council (HAMTC) and the Hanford Guards Union (HGU); to provide guidance in labor contract interpretation and improvement plans; to support all WHC organizations, providing a one-stop focus by interfacing with other HR functions; to provide guidance on salary continuation/absence pay decisions; and to review all potential disciplinary actions with management. REQUESTS WITHIN TARGET: <u>Activity Detailed Description</u> LABOR (\$1943.9K) 2.0 Mgr HR Staff Relations 1.0 Mgr Staff Relations TRP 1.0 Mgr HR Staff Relations TWRS 1.0 Mgr HR Staff Relations Administration 1.0 Mgr HR Staff Relations Spent Nuclear Fuels Project 1.0 Mgr HR Staff Relations Waste & Analytical Engineering 16.0 Exempt Specialists (HR Representatives) 8.0 Secretarial / Clerical Support & 1.0 Nonexempt Temporary MATERIALS -- Office Supplies (\$21.9K) PURCHASED SERVICES (\$174.9K) Training (\$68.3K) Travel & Living (\$61.2K) Educational Reimbursement (\$6.3K) Local Meetings & Conferences (\$11.7K) PO Contracts (\$14.5K) Misc Purchase Services (\$12.9K) OTHER CONTRACTOR CHARGES -- PNL (subscriptions) (\$5.0K) SITE SERVICES (\$15.0K) Includes MPR, Fleet, Locksmith, Transportation for equipment/office moves, and Safety/Environmental & QTRC training IRM SUPPORT (\$41.3K) Records Management, Computer Maintenance, & Multimedia	FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
Labor Cost	31.5	1,856.8	0.5	87.1	32.0	1,943.9	0.9	56.4	32.9	2,000.3
Non-Labor Cost		776.3		(518.2)		258.1		7.5		265.6
Total HR Staff Relations	31.5	2,633.1	0.5	(431.1)	32.0	2,202.0	0.9	63.9	32.9	2,265.9

ELEMENT TASK DESCRIPTION: 6.10.2 SUMMARY										
	FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
6.10.2 HUMAN RESOURCES DIRECTOR'S OFFICE	11.7	1,533.4	(2.0)	1,133.7	9.7	2,667.1	0.3	77.3	10.0	2,744.4
6.10.2.1 HR CENTRAL SERVICES	75.8	5,412.3	(5.4)	(301.2)	70.4	5,111.1	2.0	148.2	72.4	5,259.3
6.10.2.4 HR WORKFORCE DIVERSITY & DEVELOPMENT	26.0	1,952.3	(1.9)	(157.7)	24.1	1,794.6	0.7	52.0	24.8	1,846.6
6.10.2.8 STAFF / LABOR RELATIONS	31.5	2,633.1	0.5	(431.1)	32.0	2,202.0	0.9	63.9	32.9	2,265.9
Total Cost Account	145.0	11,531.1	(8.8)	243.7	136.2	11,774.8	4.0	341.5	140.2	12,116.3

Work Breakdown Structure Dictionary	Westinghouse Hanford Company			FY 1995 SSPP		Fun	Source:
	Human Resources			Rev. # 0		G&A	
	Part I – Summary					SWS	
	(Dollars in 000's)					OST	
						DOH	
						MGT PRO	
						POOL	
Cost Account	Cost Account Title			07-Sep-94		DIRECT	
1MDD4H	Human Resource Systems						
SMS WBS	SMS Title			Annualized Rate		Annualized Rate	
6.10.2	Human Resources			(For Organizational Overhead and Rated Service Pool Use Only)		(For Organizational Overhead and Rated Service Pool Use Only)	
CAM Review/Approval	TW Nilson	Date		FY 1994 Rate	FY 1995 Rate Request		
SMS Program Manager Review/Approval	L L Myers	Date		N/A	N/A		
Financial Manager Review/Approval	LC Brandt	Date		FY 1995 Target Rate	FY 1995 Approved Rate		
Responsible Analyst	ET Thompson	Date		N/A	N/A		
OSBRB Review/Approval	BR Thomas	Date					
	FY1994			FY 1995			
FULL-TIME EQUIVALENTS (FTEs)	Budget	Fiscal Year Spending Forecast (FYSF)	Target	Request	Approved Baseline		
. Organizational – Exempt							
. Organizational – Nonexempt							
. Organizational – Bargaining							
Total Organizational FTEs	0	0		0			
Support FTEs	9.2	7.8		7.9			
TOTAL FTEs	9.2	7.8		7.9			
COST ELEMENTS							
. Labor – Regular	530	486		478			
. Labor – Overtime							
0 Total Labor	530	486		478			
1 Materials	207	207		192			
2 Purchased Services	283	240		240			
3 Other Hanford							
4 Site Services	47	49		46			
5 Internal Charges							
6 IRM Support	309	336		200			
7 Overheads	165	105		142			
8 Revenue							
TOTAL DOLLARS	1,542	1,423	1,299	1299			

DD4H COST ACCOUNT		
Work Breakdown Structure Dictionary	Westinghouse Hanford Company Human Resources Part II – Element Definition	FY 1995 SSPP Revision # 0

WBS ELEMENT CODE: 1.06.00.10.02	TITLE: Human Resources
ELEMENT TASK DESCRIPTION	
<u>COST CONTENT –</u>	This element was included in the General and Administrative (G&A) cost accounts 1MDD4D and 1MDD17 in FY 1994. The fund source for this element in FY 1995 is G&A. Budget target from 1MDD4D is \$1031.8K and from 1MDD17 is \$267.0K.
<u>TECHNICAL CONTENT –</u>	<p>This element funds the operation, maintenance, enhancement and development of the Westinghouse Hanford Company (WHC) Human Resource Systems, which includes Human Resources use of the Westinghouse Human Resource system (WHR); operation and maintenance of the Fitness For Duty, Employment Tracking and PC Salary Planning systems; and the implementation of an integrated human resource system using a vendor software package from the PeopleSoft Corporation. This system is scheduled to be implemented by the end of FY 1994 and will replace the use of WHR by the Human Resources organization. Enhancements to the system during FY 1995 and FY 1996 using the vendor software are planned to replace the Fitness For Duty, Employment Tracking, and PC Salary Planning systems and automate and integrate many manual and stand-alone systems currently in use in the Human Resources organization.</p> <p>The majority of these funds pay for internal services from BCS Richland, Inc. (BCSR) – primarily labor and central computer operations. These funds also cover WHC Personnel Systems labor (providing systems analysis, management, and clerical support), purchased materials, computer hardware/software and services necessary to support the the Human Resource systems.</p> <p>The primary WHC manuals that this work is to comply with are Software Practices (CM-3-10), Data Administration Standards (CM-2-6), and Management Requirements and Procedures (CM-1-3). These WHC manuals are based on several Department of Energy (DOE) Orders that are referenced within them. Also, the human resource function supported by the systems has its own regulatory drivers, which carry over into requirements that must be met by the systems.</p>
<u>OBJECTIVES –</u>	Provide stable, cost-effective systems that meet customer requirements and are in compliance with regulatory drivers.
<u>ASSUMPTIONS/CONSTRAINTS –</u>	<p>Minimal staffing change in the Personnel Systems organization. Adequate staffing levels within BCSR (or outsourced staff). Rates and adders consistent with those provided on June 28, 1994, as the FY 1995 planning rates. BCSR central facility computing rates in FY 1995 are reduced from the FY 1994 rates, consistent with the level of FY 1994 passback of central facility computing over-liquidations. Escalation rates per June 15, 1994 Controller guidance.</p>
<u>MILESTONES –</u>	Implement the PeopleSoft Employment module to replace the current Employment Tracking system. (3/1/95) Provide support for developing a priority list to determine successive as well as possible concurrent implementation of other other PeopleSoft Human Resource modules. (1/1/95)
<u>DELIVERABLES –</u>	Source code, system design documentation, and functional specifications associated with system changes.

ELEMENT TASK DESCRIPTION: HUMAN RESOURCES SYSTEMS											
WORK STATEMENT –		FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
		FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
REQUESTS WITHIN TARGET:											
<u>Activity Detailed Description</u>											
WHC systems analyst, BCSR programmer, central computer, network access and computer hardware/software for the operation and maintenance of the WHC Human Resource systems.											
Labor Cost		1.6	97.8	0.4	26.4	2	124.2	0	3.6018	2	127.8
Non – Labor Cost			328.9		–56.2		272.7		7.9083		280.6
<u>Activity Detailed Description</u>											
WHC systems analyst, BCSR programmer, central computer, network access and computer hardware/software for the implementation and enhancement of an integrated human resource system using the PeopleSoft software package.											
Labor Cost		5.4	341.3	–0.3	–24.3	5.1	317.0	0	9.193	5.1	326.2
Non – Labor Cost			597.6		–59.8		537.8		15.5962		553.4
<u>Activity Detailed Description</u>											
WHC management, student/summer employee and administration support for the operation, maintenance and enhancement of the WHC Human Resource systems.											
Labor Cost		0.8	47.1	0	–14.4	0.8	32.7	0	0.9483	0.8	33.6
Non – Labor Cost			10.2		4.4		14.6		0.4234		15.0
REQUESTS ABOVE TARGET:											
<u>Activity Detailed Description</u>											
None.											
Labor Cost											
Non – Labor Cost											
Total Cost Account		7.8	1,422.9	0.1	(123.9)	7.9	1,299.0	0.0	37.7	7.9	1,336.7

Work Breakdown Structure Dictionary	Westinghouse Hanford Company Graduate Rotational Program Part I – Summary (Dollars in 000's)		FY 1995 SSPP Rev. # 0		Funding e: G&A SWS OST DOH XX MGT PRO POOL DIRECT
	Cost Account 1J0H31	Cost Account Title GRADUATE ROTATIONAL PROGRAM – DOH		28-Sep-94	
	SMS WBS 6.10.2	SMS Title HUMAN RESOURCES		Annualized Rate (For Organizational Overhead and Rated Service Pool Use Only)	
	CAM Review/Approval G Mitchell Date		FY 1994 Rate FY 1995 Rate Request		
	SMS Program Manager Review/Approval L L Myers Date		24.2% 22.1%		
	Financial Manager Review/Approval LC Brandt Date		FY 1995 Target Rate FY 1995 Approved Rate		
Responsible Analyst K L Eadie Date		24.2%			
OSBRB Review/Approval BR Thomas Date					
	FY1994		FY 1995		
	Budget	Fiscal Year Spending Forecast (FYSF)	Target	Request	Approved Baseline
FULL-TIME EQUIVALENTS (FTEs)					
. Organizational – Exempt	2.0	2.6		3.0	
. Organizational – Nonexempt	1.0	1.1		1.0	
. Organizational – Bargaining	0.0	0.0		0.0	
Total Organizational FTEs	3.0	3.7		4.0	
Support FTEs	0.0	0.0		0.0	
TOTAL FTEs	3.0	3.7		4.0	
COST ELEMENTS					
. Labor – Regular	196	170		209	
. Labor – Overtime	1	0		0	
0 Total Labor	198	170		209	
1 Materials	25	23		16	
2 Purchased Services	250	162		209	
3 Other Hanford	0	1		0	
4 Site Services	7	51		45	
5 Internal Charges	0	0		69	
6 IRM Support	10	33		161	
7 Overheads	0	6		0	
8 Revenue	0	0		0	
TOTAL DOLLARS	489	446		709	

DOH31 COST ACCOUNT		
Work Breakdown Structure Dictionary	Westinghouse Hanford Company Graduate Rotational Program Part II – Element Definition	FY 1995 SSPP Revision # 0

WBS ELEMENT CODE: 6.10.2	TITLE: GRADUATE ROTATIONAL PROGRAM – DOH
<p>ELEMENT TASK DESCRIPTION</p> <p><u>COST CONTENT –</u></p> <p>Department Overhead which is liquidated as a percentage added to the labor for the administrative and technical employees in the Graduate Rotational Program.</p> <p><u>TECHNICAL CONTENT –</u></p> <p>To administer and manage the Graduate Rotational program. This involves a variety of activities such as the following:</p> <ol style="list-style-type: none"> 1.) Development of the Job Rotation Process: Define the purpose and scope; identify funding sources; set staffing requirements and program participation guidelines; and the development, approval acquisition, then implementation of a program marketing strategy and implementation plan. 2.) Manage customer issues & requests to effect results oriented resolution and total quality service: Customer service requires an immediate response creating an impact on daily operations requiring support staff to address customer questions, needs, and various issues in a timely professional manner. 3.) Candidate Recruitment Selection & Placement: Regional searches, supplemented by national recruiting to address diversity issues and obtain highly qualified candidates. Selection involves interview trips, site visits, as well as the associated administrative support. Placement is an ongoing communication requirement to provide the numerous candidates with the opportunity for true developmental assignments to supply the WHC and DOE with maximum benefits. 4.) Design and implement a development strategy that is participant driven: Counsel the participants and assist in the development of a strategy to incorporate near-term, mid-term, and long-term goals, objectives, and needs of the WHC and the DOE with those of the employees. <p><u>OBJECTIVES –</u></p> <p>To maximize the development of college graduate new hires, through short-term assignments in multiple areas throughout the Hanford Site; thus providing the company with experienced, knowledgeable, employees in an accelerated time frame, additionally allowing employees to gain a variety of experiences relative to their fields of expertise to provide a solid foundation for on the job decision making and outstanding performance.</p> <p><u>ASSUMPTIONS/CONSTRAINTS –</u></p> <p>Assessments were based on the organizational billing tables and FY 1994 costs, and the other aspects were managerial estimates combining FY 1994 occurrences with the expectations for 1995.</p> <p><u>MILESTONES –</u></p> <p>DOE – RL Milestone</p> <p>FAH-95-012: Oral Presentation to describe the rotation process criteria for current employees to accelerate the broadening of skills for future Hanford activities.</p> <p><u>DELIVERABLES –</u></p>	

Cost Account: 1J0H31

Part - Element Definition (continued)

ELEMENT TASK DESCRIPTION: Graduate Rotational Program – DOH

REQUESTS WITHIN TARGET: Activity Detailed Description	FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
To administer and manage the Graduate Rotational Program which moves new hires through several different positions during the first two years of employment in order to provide a high level of personal, professional, and skill development to groom a more effective workforce. This activity includes all the operating costs to administer the program ranging from the routine assessments to customer service fulfilling the site's organizational and employee specific needs. **Significant Budget Increase due to accumulation of assessments for rotationals budgeted in DOH, particularly the IRM assessments.										
LABOR SUPPORT – (208.5K)										
1 Manager Grad Rotational Program										
1 Exempt Specialist – Employee placements, rotational process development & administration, design & implementation of individual development strategies, provide customer service										
1 Exempt admin. rotational to assist where needed										
1 Clerk/Secretary – Maintain files and employee data and direct customer inquiries, and provide regular clerical support										
MATERIALS										
Office supplies (5.0K) & Computer supplies (8.0K)										
PURCHASE SERVICES										
Onsite/Offsite Training (25.0K)										
Educational Reimbursement (25.0)										
Relocations (100.0K) & Travel (35.0K)										
Local Meetings/Conferences (2.5K)										
PO Contracts (20.0K)										
SITE SERVICES										
MPR applied to purchases calculated at 11.3% (4.1K)										
Occupancy Assessment (12.5K)										
Bus Operations & Taxi Assessment (24.8K)										
Safety Training for BBST (2.5K)										
OTHER INTERNAL CHARGES										
Dosimetry based on FY'94 costs w/o escalation (69.3K)										
INFORMATIONS RESOURCE MANAGEMENT										
Multimedia services for duplicating (15.0K)										
Network Access (50.4K) & Telephones (92.4K)										
Labor Cost	3.7	170.0	0.3	38.9	4.0	208.9	(0.5)	(45.0)	3.5	163.9
Non-Labor Cost		275.5		224.8		500.3		(0.4)		499.9
REQUESTS ABOVE TARGET:										
Total Cost Account: 1J0H31	3.7	445.5	0.3	263.8	4.0	709.3	(0.5)	(45.5)	3.5	663.8

Work Breakdown Structure Dictionary	Westinghouse Sanford Company Graduate Rotational Program Part III – Liquidation Base Analysis FOR ORGANIZATIONAL OVERHEAD <u>ONLY</u>													FY 1995 PP Revision # 0			
Cost Account 1J0H31	Cost Account Title GRADUATE ROTATIONAL PROGRAM – DOH																
	FY 1994 FORECAST (\$000)	FY 1995												(a) x	(b) x	(c) =	(d)
DIRECT STAFF*		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	AVG. DIRECT STAFF	AVG. LABOR RATE	REALIZATION HOURS	DIRECT LABOR (\$000)
EXEMPT		0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1812	0
NONEX / PT / TEMP	73.0	73	73	73	73	73	73	73	73	73	73	73	73	73	24.29	1,812.0	3,213
OVERTIME FACTOR %	0.0																0
DIRECT LABOR BASE	73.0	73	73	73	73	73	73	73	73	73	73	73	73	73			3,213
ORG OVHD COST	446																718
DIRECT LABOR BASE	2,160																3,213
RATE (COST/BASE)	20.6%																22.4%

* Direct staff is staff that charges labor to charge codes on which organizational overhead is applied.

Org	Employees	** Utilization %	Effective # Employees	Lbr rate Rate	Effective weight	Effective Rate	Direct Labor
41111	20.0	100%	20.0	21.47	0.3	5.9	778
41112	53.0	100%	53.0	25.35	0.7	18.4	2435
TOTAL	73.0	100%	73.0		1.00	24.29	3213

** Employee utilization based on July 1994 fulltime equivalent levels v.s. headcount levels per organization -- Headcount approval for 80

	REALIZATION HRS	148.0	132.0	136.0	163.0	142.0	149.0	183.0	148.0	139.0	156.0	142.0	174.0	1,812.0
		Oct-94	Nov-94	Dec-94	Jan-95	Feb-95	Mar-95	Apr-95	May-95	Jun-95	Jul-95	Aug-95	Sep-95	FTEs
CCE's														
	HEADS	0.5	0.5	0.5	0.5	0.5	0.5	0.5	1.0	1.0	1.0	1.0	0.5	
	HRS	74.0	66.0	68.0	81.5	71.0	74.5	91.5	148.0	139.0	156.0	142.0	87.0	0.661
SUMMER HIRES														
	HEADS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	1.0	1.0	0.0	
	HRS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	148.0	139.0	156.0	142.0	0.0	0.3
FULL TIMERS														
	HEADS	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
	HRS	148.0	132.0	136.0	163.0	142.0	149.0	183.0	148.0	139.0	156.0	142.0	174.0	1.0

Work Breakdown Structure Dictionary	Westinghouse Hanford Company Administrative Services Part I – Summary (Dollars in 000's)		FY 1995 SSPP Rev. # 0 29-Sep-94		Funding	30:
					G&A	
					SWS	
					OST	
					DOH	XX
					MGT PRO	
Cost Account 1J0H16	Cost Account Title ADMINISTRATIVE SERVICES – DOH		POOL			
SMS WBS 6.10.2	SMS Title HUMAN RESOURCES		DIRECT			
CAM Review/Approval DM Millbauer Date			Annualized Rate			
SMS Program Manager Review/Approval L L Myers Date			(For Organizational Overhead and			
Financial Manager Review/Approval LC Brandt Date			Rated Service Pool Use Only)			
Responsible Analyst KL Eadle Date			FY 1994 Rate	FY 1995 Rate Request		
OSBRB Review/Approval BR Thomas Date			9.2%	13.5%		
			FY 1995 Target Rate	FY 1995 Approved Rate		
			9.2%			
	FY1994		FY 1995			
	Budget	Fiscal Year Spending Forecast (FYSF)	Target	Request	Approved Baseline	
FULL-TIME EQUIVALENTS (FTEs)						
. Organizational – Exempt	2	1.6		2		
. Organizational – Nonexempt	1	2		1		
. Organizational – Bargaining	0	0		0		
Total Organizational FTEs	3	3.6		3		
Support FTEs	0	1.5		0.5		
TOTAL FTEs	3	5.1		3.5		
COST ELEMENTS						
. Labor – Regular	129	199		160		
. Labor – Overtime		1				
0 Total Labor	129	200		160		
1 Materials	3	4		6		
2 Purchased Services	5	2		4		
3 Other Hanford	0	0		0		
4 Site Services	7	53		60		
5 Internal Charges	161	158		176		
6 IRM Support	34	134		239		
7 Overheads	0	1		0		
8 Revenue	0	0		0		
TOTAL DOLLARS	339	551		645		

H16 COST ACCOUNT		
Work Breakdown Structure Dictionary	Westinghouse Hanford Company Administrative Services Part II – Element Definition	FY 1995 SSPP Revision # 0

WBS ELEMENT CODE:	6.10.2	TITLE:	ADMINISTRATIVE SERVICES – DOH
<p>ELEMENT TASK DESCRIPTION</p> <p><u>COST CONTENT –</u></p> <p>Department Overhead which is liquidated as a percentage added to the labor for the 48* organizations.</p> <p><u>TECHNICAL CONTENT –</u></p> <p>Administrate the "Hourly Support Staff" with specialized clerical, secretarial, professional, escort, and tour guide knowledge and support useful to WHC, BCSR, DOE, and KEH in responding to peak work loads and specialized program needs.</p> <p><u>OBJECTIVES –</u></p> <p>To be able to support managers throughout the Hanford site in situations such as the following: maternity leaves, disability leaves, special staffing needs, vacations, escort support, tour guides, and expertise knowledge of the Hanford Project.</p> <p><u>ASSUMPTIONS/CONSTRAINTS –</u></p> <p>As per DOE – RL recommendation to discontinue usage of temporary services such as Kelly by the end of fiscal year 1994, and replace with WHC Hourly Support Staff.</p> <p><u>MILESTONES –</u></p> <p>N/A</p> <p><u>DELIVERABLES –</u></p> <p>Administrative Services does not have deliverables but does support the site with the following listed services: clerical, secretarial, professional, escort, and tour guide services.</p>			

WORK STATEMENT -

REQUESTS WITHIN TARGET:

Activity Detailed Description

To administer the Administrative Services program which provides hourly support consisting of clerical, secretarial, professional, escort, and tour guide services to the organizations throughout the Hanford site providing temporary labor for maternity leaves, disability leaves, special staffing needs, vacations, escort support, and tour guide assistance to offer expertise knowledge of the Hanford Project.

LABOR SUPPORT – (159.3K)

- 1 Manager Administrative Services
1 Exempt Specialist – work with WHC managers to assign, rotate, train, and orient Hourly and Admin Review employees
1 Clerk/Secretary – Maintain files and employee data and answer customer inquiries.

MATERIALS

- Office supplies (6.0K)

SITE SERVICES

- MPR applied to purchases calculated at 11.3% (0.7K)
Occupancy Assessment (15.3K)
Bus Operations & Taxi Assessment (18.1K)
Safety Training for BBST (26.0K)
Assessments based on FY'94 costs

OTHER INTERNAL CHARGES

- Dosimetry based on FY'94 costs w/o escalation (176.4K)**

INFORMATIONS RESOURCE MANAGEMENT

- Multimedia services for duplicating (3.6K)
Network Access Assessment (55.5K)
Telephone Assessment (180.0K)
Assessments based on FY'94 costs

OVERHEADS & ADJUSTMENTS

- Overhead applied to temporary support estimated at 9.2% (0.6K)

Labor Cost

Non-Labor Cost

REQUESTS ABOVE TARGET:

Total Cost Account: 1J0H16

FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars

Work Breakdown Structure Dictionary	Westinghouse Lord Company Administrative Services Part III – Liquidation Base Analysis FOR ORGANIZATIONAL OVERHEAD ONLY														FY 1995 SSPP Revision # 0			
Cost Account 1J0H16	Cost Account Title ADMINISTRATIVE SERVICES – DOH																	
	FY 1994 FORECAST (\$000)	FY 1995												(a) x	(b) x	(c) =	(d)	
DIRECT STAFF*		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	AVG. DIRECT STAFF	AVG. LABOR RATE	REALIZATION HOURS	DIRECT LABOR (\$000)	
EXEMPT		0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1812	0	
NONEX / PT / TEMP	135.6	136	136	136	136	136	136	136	136	136	136	136	136	136	19.48	1812	4,787	
OVERTIME FACTOR %	0.0																0	
DIRECT LABOR BASE	135.6	136	136	136	136	136	136	136	136	136	136	136	136	136			4,787	
ORG OVHD COST		551																645
DIRECT LABOR BASE		3,689																4,787
RATE (COST/BASE)		14.9%																13.5%

* Direct staff is staff that charges labor to charge codes on which organizational overhead is applied.

<u>Org</u>	<u>Employees</u>	<u>Utilization %</u>	<u>Effective # Employees</u>	<u>Lbr rate</u>	<u>Effective Rate</u>	<u>Direct Labor</u>
48000	0	0%	0	0.00	0	0
48002	1	100%	1	24.31	0.01	44
48003	80	77%	61.5	13.31	0.45	1483
48004	9	36%	3.2	13.31	0.02	77.2
48005	136	40%	54.5	28.47	0.4	2812
48006	15	20%	3	13.31	0.02	72.4
48007	12	103%	12.4	13.31	0.09	299
TOTAL	253	54%	136		1.00 19.48	4787

** Employee utilization based on July 1994 employment levels v.s. headcount levels per organization

DETAIL BY ORGANIZATION

DIRECTOR'S OFFICE

1.A Vision/Mission	Westinghouse Hanford Company Directors Office SMS/WBS No. 6.10.2	FY 1995 Site Support Program Plan Date Prepared: 8/12/94
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PROCESSES AND PLANNING 6.10.2.6

The primary purpose of the Human Resources (HR) Processes and Planning organization is to provide the customer, Department of Energy, Richland Operations Office (RL), Westinghouse Hanford Company (WHC), BCS Richland, Inc.(BCSR) and ICF Kaiser Hanford Company (ICF KH) a central point of contact for HR planning and reporting.

HR STRATEGIC INITIATIVES 6.10.2.7

Develops and assists in implementing vital longer term HR strategies, programs, projects and practices. Collaborates on and/or develops HR strategic planning initiatives having Company-wide application.

HR TRANSFORMATION OPERATIONS 6.10.2.5

Initiates management development programs, activities and communications for senior level executives and their staffs. Provides direct management of outsourced teambuilding and organizational development contracts. Ensures that productivity improvement initiatives and cost reduction programs are implemented within the Human Resources function. Implements "lessons learned" from other locations at Hanford and across the Corporation.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Directors Office SMS/WBS No. 6.10.2	FY 1995 Site Support Program Plan Date Prepared: 8/12/94
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PRIMARY CUSTOMERS

The RL HR Division

WHC/BCSR/ICF KH Programs and Projects

Westinghouse Electric Corporation

PRODUCTS/SERVICES PROVIDED

- Site Support Program Plan,
- Staffing Plan development,
- Site Management System Reporting,
- Management Review Board Actions,
- Resolution of HR employee concerns issues,
- Development of HR Strategic Plan,
- Development of Management Development programs,
- Management of outsourced teambuilding and organizational development contracts,
- Lessons learned implementation at Hanford from other Westinghouse locations, and
- Point of Contact (POC) for HR budget development.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Directors Office SMS/WBS No. 6.10.2	FY 1995 Site Support Program Plan Date Prepared: 8/12/94
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PRIMARY CUSTOMERS

The RL HR Division

WHC/BCSR/ICF KH Programs and Projects

Westinghouse Electric Corporation

PRODUCTS/SERVICES PROVIDED

- Site Support Program Plan,
- Staffing Plan development,
- Site Management System Reporting,
- Management Review Board Actions,
- Resolution of HR employee concerns issues,
- Development of HR Strategic Plan,
- Development of Management Development programs,
- Management of outsourced teambuilding and organizational development contracts, and
- Lessons learned implementation at Hanford from other Westinghouse locations.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company Directors Office SMS/WBS No. 6.10.2	FY 1995 Site Support Program Plan Date Prepared: 8/12/94
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MAJOR ACTIVITIES PERFORMED TO DELIVER PRODUCTS AND SERVICES

See Section 2.A.2

EVALUATION OF MAJOR ACTIVITIES (COST, VALUE-ADDED, ETC.)

Real value-added activity associated with a central organization providing a total Company oversight for HR policy interpretations, staffing trends and compliance with Company staffing ceilings.

FACTORS WHICH INFLUENCE RESOURCE CONSUMPTION (CHANGES TO COST AND VOLUME)

Influencing factors include outsourcing, downsizing, 3161 Plan, external benefit changes, and rules and regulations establishing diversity goals.

FACTORS THAT INFLUENCE CHANGES IN TYPES OR NATURE OF PRODUCTS and SERVICES

Special requests and guidance from Department of Energy, RL and WHC management.

Changes in WHC program direction.

1.B.2 External Assessment Summary	Westinghouse Hanford Company Directors Office SMS/WBS No. 6.10.2	FY 1995 Site Support Program Plan Date Prepared: 8/12/94
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SUMMARY OF CUSTOMER REQUIREMENTS (NEEDS)

Workforce staffing projections, as detailed in the WHC Staffing Plan, for utilization in the Workforce Transition Model.

OTHER EXTERNAL CHALLENGES

3161 (restructuring)

1.C Goals and Objectives	Westinghouse Hanford Company Directors Office SMS/WBS No. 6.10.2	FY 1995 Site Support Program Plan Date Prepared: 8/12/94
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GOALS

Provide a central point of contact for our customers to address HR planning and reporting on Company-wide programs, projects and practices.

Develop innovative, "out-of-the box," value-added strategies that help make the most effective use of a highly skilled, diverse, agile, responsive workforce to achieve business success.

OBJECTIVES

Evaluate opportunities for outsourcing work scope within HR.

Assess the necessity for and redundancy of multiple WHC/BCSR/ICF KH periodic reports on staffing levels vs. internal ceilings.

1.D Strategies	Westinghouse Hanford Company Directors Office SMS/WBS No. 6.10.2	FY 1995 Site Support Program Plan Date Prepared: 8/12/94
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CUSTOMER SUPPORT STRATEGIES

Development of the Site Support Program Plan (SSPP) for effective work force planning utilizing the Site Management System (SMS). Development of workforce staffing projections using the 88 job categories contained in the Common Occupational Classification System (COCS) for the first two years and the nine COCS job families for the following five years to support the Hanford Integrated Work Force Planning Process.

PRODUCTION STRATEGIES

Strategies are incorporated in the WHC HR Strategic Plan development.

1.E Assumptions	Westinghouse Hanford Company Directors Office SMS/WBS No. 6.10.2	FY 1995 Site Support Program Plan Date Prepared: 8/12/94
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ASSUMPTIONS

The development of the SSPP that links required HR with workscope to authorize and control staffing levels form the basis for development of the WHC/BCSR/ICF KH Staffing Plan. The Staffing Plan is to be delivered to RL six (6) weeks after RL approval of the SSPP. The scheduled delivery date of 11/15/94 is based on the assumption of RL approval by 10/1/94. Should this approval be delayed, there will be a corresponding slippage in delivery of the Staffing Plan.

1.G Performance Measures	Westinghouse Hanford Company Directors Office SMS/WBS No. 6.10.2	FY 1995 Site Support Program Plan Date Prepared: 8/12/94
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PERFORMANCE MEASURES

- Site Management System Review
- Monthly budget vs. actual reports
- Milestone Compliance
- Feedback from Organizations Supported

Activity Descriptions

2.A.2 Description of Activities	Westinghouse Hanford Company Directors Office SMS/WBS No. 6.10.2	FY 1995 Site Support Program Plan Date Prepared: 8/12/94
ACTIVITY	DESCRIPTION	
Staffing Plan (See Milestone Description Sheet for resources)	Development of the WHC/BCSR/ICF-KH Staffing Plan	
	Cross Support: Support provided from the Human Resources Information Services organization for development of the Staffing Plan and accessing the payroll/personnel system for baseline compliance reports. Document publication support from IRM for editing, word processing and duplication services.	
	Monitoring actual staffing levels, developing trends based on analyses of hiring/attrition to determine compliance with approved staffing levels.	
Site Management System .1 M .6 Ex .5 Nx	Compile data, develop reports and support reviews for the monthly Site Management System meetings.	
Site Support Program Plan (See Milestone Description Sheet for resources)	Prepare the Human Resources Site Support Program Plan. Report baseline compliance and, as required, utilize the formal change control process to ensure baseline integrity.	
Management Review Board .2 M .2 Nx	As a member of the Management Review Board; assemble and review Board actions, interface with organizations on candidate qualifications, prepare agenda and attend all meetings as Board secretary.	
Special Programs .5 M .2 Ex .3 Nx	Administer special programs such as Technology Transfer Through People, United Way Loaned Executive Program and the HR Employee Concerns Program.	

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
MANAGERS:				6.0	6.0	6.0	6.0	6.0
First line								
General/executive		6.0	6.0					
Project/Program								
Other								
ENGINEERS								
Chemical								
Civil								
Computer								
Electrical								
Environmental								
Industrial								
Mechanical								
Nuclear								
Petroleum/Mining								
Plant								
Quality Control								
Safety								
Other								
SCIENTISTS								

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
Chemists								
Environmental								
Geologists								
Life								
Material								
Mathematicians								
Physicists								
Social								
Other								
ADMIN/OTHER PROFESSIONALS				1.5	1.5	1.5	1.5	1.5
Accountant/auditor								
Architect								
Buyers/procurement								
Communications								
Compliance inspectors								
Computer System Anal								
Cost Est/planner/sch								
Health Physics								
Industrial Hygiene								
Lawyers								

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
Personnel/Labor Rela		1.5	1.5					
Physicians								
Physician Assis/Nurs								
Safeguard & Security								
Tech Writers & Edit								
Trainers								
Other								
JOB FAMILY								
Job category								
GEN ADM/SECRETARY/CLERK				2.5	2.5	2.5	2.5	2.5
Admin Assistants								
Office Clerks (Gen)		.5	.5					
Office Clerks (Special)								
Secretaries		2.0	2.0					
Typist/Word Process								
Other								
TECHNICIANS								
Computer Oper/Coder								
Drafters								
Engrs/Tech								

DIRECTORS OFFICE

FORM 2.C.3 FTEs

WBS Number 6.10.2

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
Envir. Sci Technicians								
Health Phys. Technic.								
Indus. Saf/Health Tech								
Instru/Control Tech								
Lab. Technicians								
Media Technicians								
Survey/Map Tech								
Other								
CRAFTS								
Carpenters								
Electricians								
HVAC								
Machinists								
Masons								
Millwrights								
Painters								
Plumbers/Pipefitters								
Struct/Metal Workers								
Vehic./Mob Equip Mech								
Welders								

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
Other								
OPERATORS								
Chemical System								
Drillers								
Lt. Vehicle Drivers								
Material Moving Equip								
Nuclear Plant								
Utilities Waste Proces								
Other								
LABOR & GEN WORKERS								
Firefighters								
Food Service								
Hand/Help Lab Gen								
Hand/Help Lab Spec								
Janitors/Cleaners								
Laundry Workers								
Security Guards								
Other								
	* 3.2	10.0	10.0	10.0	10.0	10.0	10.0	10.0

* Approved 1994 Fiscal Year Work Plan

Milestone Descriptions

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET

Site Support Program Plan	Date: <div style="text-align: center;">09/23/94</div>
Assigned To: J. H. Hammond	CIN:
Program WBS Designator: 6.10.2.6	Due Date: <div style="text-align: center;">8/31/95</div>
Control Number: FAH-95-017	Rev.:

MILESTONE TYPE: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	DIVISION: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA Number <div style="border-bottom: 1px solid black; width: 100px; margin-top: 5px;"></div>	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) Plan	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
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Milestone description:
 Prepare the Human Resources Site Support Program Plan. Report baseline compliance and, as required, utilize the formal change control process to ensure baseline integrity.

M	.1
Ex	.3
Nx	.2

Description of what constitutes completion of this milestone:
 Submittal of the Human Resources Site Support Program Plan by August 31, 1995.

st Account Manager J. H. Hammond	Date	Program/Project Manager L. L. Myers	Date
Program Element Manager	Date	DOE Monitor S. A. Hostick	Date

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET

Westinghouse Hanford Company Staffing Plan	Date: 09/23/94
Assigned To: J. H. Hammond	CIN:
Program WBS Designator: 6.10.2.6	Due Date: 11/15/94
Control Number: FAH-95-018	Rev.:

MILESTONE TYPE: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	DIVISION: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA Number _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) Plan	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
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Milestone description:
 Develop the WHC/BCSR/ICF KH Staffing Plan based on FTE forecasts contained in the Muti-year Program Plans and Site Support Program Plans.

The Staffing Plan will be developed in a format compatable with the requirements of the Workforce Transition Model.

M	.1
Ex	.4
Nx	.2

Description of what constitutes completion of this milestone:
 Submittal of the Staffing Plan by November 15, 1994 is contingent upon RL approval of the subject planning documents by October 1, 1994.

Cost Account Manager J. H. Hammond	Date	Program/Project Manager L. L. Myers	Date
Program Element Manager	Date	DOE Monitor S. A. Hostick	Date

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET

Westinghouse Hanford Company Human Resources FY 1996-1998 Strategic Plan	Date: 09/23/94
Assigned To: R. W. Holleran	CIN:
Program WBS Designator: 6.10.2.6	Due Date: 9/30/95
Control Number: FAH-95-019	Rev.:

MILESTONE TYPE: ☐ DOE-HQ ☒ DOE-RL ☐ CNTR	DIVISION: ☐ State ☐ Federal ☒ DOE ☐ RCRA ☐ TPA Number _____	DELIVERABLE: ☐ Report ☐ Letter ☐ Drawings ☒ Other (specify) Plan	ADDRESS TO: ☐ DOE-HQ ☒ DOE-RL ☐ Other (specify)
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Milestone description:
 Development of the Westinghouse Hanford Company Human Resources Strategic Plan to provide the basic structure to lead Human Resources, and WHC, through the challenges of the upcoming year.

M .1
 Nx .1

Description of what constitutes completion of this milestone:
 Submittal of the Westinghouse Hanford Company Human Resources Strategic Plan to RL by September 30, 1995.

st Account Manager R. W. Holleran	Program/Project Manager L. L. Myers
Program Element Manager	DOE Monitor S. A. Hostick

A Frenchman, M. J. B. de la Roche, has been appointed as the first French representative to the International Commission on the History of Science.

Activity Descriptions

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

1.A Vision/Mission	Westinghouse Hanford Company
HR Central Services
SMS/WBS No. 6.10.2.3 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|--------------------|---|--|

GENERAL VISION/MISSION STATEMENT

The mission of Human Resources Central Services is to provide highly responsive, efficient and cost-effective programs and services required by our customers in meeting/exceeding Department of Energy and Company strategic and operating objectives for Compensation, Benefits Administration, Recruitment, Employment Operations, Personnel Records/Database Administration and Administrative Services.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company
HR Central Services
SMS/WBS No. 6.10.2.3 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|-----------------------------------|---|--|

PRIMARY CUSTOMERS

Department of Energy, Richland Operations Office (RL), Industrial Relations

RL Security

All Westinghouse Hanford Company (WHC)/BCS Richland, Inc. (BCSR), ICF Kaiser Hanford Company (ICF KH) and Bechtel Hanford Inc. (BHI) employees

BHI and its subcontractors

Mactec and other contractors as designated by the Department of Energy

Westinghouse/Rockwell/Boeing/United Nuclear retirees and their beneficiaries

Terminated employees who have pension benefits and/or savings program accounts

Family members of employees who are covered by Company benefits

WHC employment candidates

Westinghouse Electric Corporation

Washington State Department of Labor and Industries

United States Department of Transportation

United States Department of Labor, Office of Federal Contracts Compliance Programs

United States Department of Immigration and Naturalization Services

Washington State Employment Security Department

Washington State Human Rights Commission

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company
HR Central Services
SMS/WBS No.6.10.2.3 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|-----------------------------------|--|--|

PRODUCTS/SERVICES PROVIDED

General employment

Employment candidate recruiting to meet special requirements

Outplacement services administration

Pre-employment investigations

Internal job posting systems for Hanford Atomic Metal Trades Council (HAMTC) represented, exempt and nonexempt positions

Salary planning, implementation and administration

Job evaluations

Job offer preparation

Worker's Compensation administration

Employment verifications

Employee service adjustments

Employee personnel data and file maintenance

Unemployment claims

Database maintenance and system integration implementation

Benefit plans and program development for WHC/BCSR, ICF KH and BHI

Savings programs administration for WHC/BCSR, ICF KH, BHI, Battelle Northwest Laboratories (BNL) HAMTC represented and non-represented employees

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company
HR Central Services
SMS/WBS No.6.10.2.3 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|-----------------------------------|--|--|

PRODUCTS/SERVICES PROVIDED (continued)

Pension plan administration for WHC/BCSR, ICF KH and BHI

Health and life insurance programs administration for WHC/BCSR, ICF KH and BHI

Leave of absence administration

Disability administration

Service recognition program

Health promotion activities and coordination

Hourly employee assignment and tracking administration

Retiree medical and life insurance coverage/administration

New hire and random drug screening programs administration

Personnel Security Assurance Program (PSAP) and Technical Data Package (TDP) program administration

MAJOR ACTIVITIES PERFORMED TO DELIVER PRODUCTS AND SERVICES

Administer internal job posting systems for management, bargaining unit, exempt and nonexempt positions

Perform pre-employment candidate evaluations

Recruit employment candidates for all types of job skills

Develop outplacement programs and administer outplacement activities

Provide individual employee outplacement and reassignment assistance

Maintain/track and distribute resumes and applications

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company
HR Central Services
SMS/WBS No.6.10.2.3 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|-----------------------------------|--|--|

MAJOR ACTIVITIES PERFORMED TO DELIVER PRODUCTS AND SERVICES (continued)

Represent the Company at job fairs

Target and schedule interviews at colleges to promote workforce diversity

Ensure employment coordination in compliance with 3161 restructuring requirements

Develop recruitment literature and displays

Identify internal and external employment candidates for management

Provide interviewer training

Administer outsourced contracts to compile recruitment information and make travel arrangements

Ensure all new hires are properly oriented, badged, etc

Coordinate content and conduct New Employee Orientation classes for new hires

Track staffing levels to authorized hiring criteria

Assure surplus employee priority consideration for open positions and placement

Prepare job offers for external and internal employment candidates

Administer Worker's Compensation claims

Perform job evaluations for title, grade and salary considerations

Administer Company compensation programs to ensure fair treatment for all employees

Manage special incentive and awards programs

Manage Worker's Compensation programs

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company
HR Central Services
SMS/WBS No.6.10.2.3 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|-----------------------------------|--|--|

MAJOR ACTIVITIES PERFORMED TO DELIVER PRODUCTS AND SERVICES (continued)

Conduct salary and benefit surveys

Conduct job evaluations

Perform salary planning and monitoring

Maintain employee job descriptions

Perform reorganization analysis and implement appropriate changes

Maintain all employee official personnel files and data

Provide personnel statistical reports through accurate data maintenance, retrieval and downloads to other electronic systems

Implement integration of all employee personnel data and systems

Maintain official Company organization charts

Act as official Company source for employee status

Administer Overtime Management System for HAMTC represented employees

Perform database administration and evaluation for personnel records and activities

Coordinate and provide Human Resources computer acquisition, deployment and tracking

Provide Company statistical reports as related to employee data, such as headcount summaries and attrition

Represent WHC at unemployment claim hearings

Administer personnel/payroll record data for corporate transferees

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company
HR Central Services
SMS/WBS No.6.10.2.3 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|-----------------------------------|--|--|

MAJOR ACTIVITIES PERFORMED TO DELIVER PRODUCTS AND SERVICES (continued)

Perform data entry to ensure all employees pay and other personal data is accurate and timely

Notify appropriate Company organizations of employee terminations

Provide data files for creation of official Company organization charts

Administer WHC Service Recognition program

Design, develop and maintain all employee benefit plans and programs (savings plans, pension, disability and life, accident insurance,) for WHC/BCSR, ICF KH and BHI.

Determine and track eligibility of employees, retirees and their dependents for benefit programs.
Provide retiree medical and life insurance services

Administer COBRA and other post employment insurance programs

Administer employee short- and long-term disability claims and coordinate absence administration

Evaluate and analyze benefit plan design and costs

Develop plans to meet changing needs and to maintain competitive plans

Administer the WHC hourly support staff in responding to peak work loads and specialized program needs

Administer the Human Reliability program which includes:

- Substance abuse testing for compliance with the Department of Transportation Commercial Drivers License as outlined in Title 49, Code of Federal Regulations, Part 40
- Personnel Security Assurance Program positions which require special access and ongoing evaluation
- Testing designated positions program per 707, U.S. Department of Energy

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company
HR Central Services
SMS/WBS No.6.10.2.3 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|-----------------------------------|--|--|

MAJOR ACTIVITIES PERFORMED TO DELIVER PRODUCTS AND SERVICES (continued)

- Pre-employment substance abuse testing
- Substance abuse testing contract
- Act as primary interface with Medical Review Office

EVALUATION OF MAJOR ACTIVITIES (COST, VALUE-ADDED, ETC.)

Real Value-Added activities associated with a central organization providing a total company oversight for benefits administration, personnel data administration, compensation and employment ensures consistent treatment, accurate overall reporting, and minimized redundant activities.

Utilizing a central employment organization allows expanded visibility of both internal and external employment applicants and better assists excess employees in outplacement activities.

To ensure compliance with federal and state agencies, a central system of reporting different kinds of employee information is required.

FACTORS WHICH INFLUENCE RESOURCE CONSUMPTION (CHANGES TO COST AND VOLUME)

Special requests from WHC management, Department of Energy, RL and Headquarters, Westinghouse corporate and other contractors results in an inability to plan resources for these requests versus normal work activities. This causes overtime and/or delays in completing other activities.

Drive to reduce overhead (budget funded by WHC overhead) has resulted in reductions to staff. The turnaround on requests is impacted to varying degrees. The sizing of staff levels has not been determined; however, the strategy has not been fully developed due to uncertainty of special programs and outsourcing in various parts of the Company.

Staff realignment and changing responsibilities influence turnaround on both special requests and normal work. This should improve as staffing and responsibilities become more settled.

Customer base is increasing while staffing levels are decreasing.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company
HR Central Services
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FACTORS WHICH INFLUENCE RESOURCE CONSUMPTION (CHANGES TO COST AND VOLUME) (continued)

Addition of employee groups to benefit plans complicate the administrative responsibilities, i.e., ICF KH on 1/93 and BHI and its subcontractors on 7/94.

Special programs such as a retirement incentive and voluntary reductions in force demand significant effort to plan, communicate and implement.

FACTORS THAT INFLUENCE CHANGES IN TYPES OR NATURE OF PRODUCTS and SERVICES

HR planned modular implementation of software integrating over 70 systems will streamline information retrieval and facilitate certain process improvements.

Work elements identified for outsourcing and resultant potential impact on staffing.

The early retirement, voluntary and involuntary separation program schedules will greatly impact work load and priorities.

The final draft of the 3161 Restructuring Plan and the Company's subsequent planning.

Department of Energy regulation, 10 CFR 707 on random drug screening.

Department of Energy order 5631.6A, Personnel Security Assurance Program.

Department of Transportation 49 CFR-40 substance testing.

Further ICF KH, WHC or other company integration.

Staff alignment with Company projects.

1.B.2 External Assessment Summary	Westinghouse Hanford Company
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OTHER EXTERNAL CHALLENGES

Federal/State legislation such as drug testing, DOE 10-CFR-707, DOT 49 CFR-40 and DOE order 5631.64 (PSAP), 3161 (restructuring), Americans with Disabilities Act, 10 CFR impact advance work planning efforts.

Providing assistance to local, state and federal stakeholders requesting personnel and compliance information requires additional, sometimes unplanned work.

Workforce integration model results will require some level of effort.

1.C Goals and Objectives	Westinghouse Hanford Company
HR Central Services
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GOALS

Develop and recommend compensation programs that reinforce assignment flexibility, improved span of management, employee ownership, and retention.

Provide targeted staffing and strategic redeployment service to support program requirements and organizational restructuring.

Design, develop, implement and administer employee benefit programs with emphasis on cost containment and quality.

Lead and facilitate the integration and improved management of automated personnel data retrieval and information access.

Implement drug/alcohol testing programs to be continually in full compliance with applicable regulations.

Continue targeted process improvement/cost reduction focus in all functions.

OBJECTIVES (special focus)

Evaluate and appropriately adjust Central Services staff deployment to address changes resulting from Company restructuring and program needs.

Investigate and evaluate outsourcing opportunities for Central Services work scope.

Be proactive in consolidating, integrating and realigning service elements to improve cost, efficiency and program support.

Improve administrative efficiency and achieve additional cost reductions by targeting strategic process improvements, program design and service delivery vehicles in each function.

Enhance service and customer satisfaction in responding to changing Company needs through customer feedback vehicles, benchmarking and performance measures.

1.D Strategies	Westinghouse Hanford Company
HR Central Services
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CUSTOMER SUPPORT STRATEGIES

Continue to develop and enhance routine working relationships and interfaces with Department of Energy, Richland Operations Human Resources personnel.

Ensure that HR Central Services staff understands the use and need for information and that they consider viable alternative sources for such information.

PRODUCTION STRATEGIES

Based upon reality of reduced staff levels, put emphasis/focus on identifying alternatives to produce products/services in a more cost effective manner. Review organizational staff mix to align staff skills/strengths with priority work.

ORGANIZATION and MANAGEMENT STRATEGIES

Staff mix to be determined as changes resulting from continued WHC, ICF KH integration, BHI transition and our ability to identify alternative methods and sources are increased.

1.E Assumptions	Westinghouse Hanford Company
HR Central Services
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ASSUMPTIONS

Employment will decrease through special retirement, voluntary and involuntary programs during FY 1995.

Full scope outplacement activities to assist department employees will be required.

Reorganizations and resultant employee reassignments will continue and heavily impact Central Services staff.

Internal job posting system may be restricted or continue in suspended status.

Medical costs will continue to escalate. Federal and state health insurance legislation in progress.

Alcohol testing will be initiated and additional critical positions will be added to PSAP program.

1.F Issues and Constraints	Westinghouse Hanford Company
HR Central Services
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ISSUES AND CONSTRAINTS

Potential for additional Hanford employer activity integration and leveraged outsourcing -- employee and program impacts.

Aftereffect of final 3161 Restructuring Plan/subsequent reporting and administration.

Skill mix residual after voluntary retirement programs -- accommodating strategic critical voids.

Required outplacement activities must draw upon staff from other Central Services functions.

Normal workload, plus additional demands, will not result in pro rata proportion with decline in Company staffing in short term.

1.G Performance Measures	Westinghouse Hanford Company
HR Central Services
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PERFORMANCE MEASURES

Cycle time for delivery of services

Interview date vs. tender of offer

Interview date vs. sign-on

Job offer preparation

Job posting schedule

Pre-employment turnaround

Requested ad hoc report

Escalation of health care costs vs. national norms and internal historical cost trends

Levels of management

Span of management

Average salary grade

Average salary range penetration

Attrition

Performance vs. ECCEL goal

Process improvement dollars

Reduced salary budget dollars

Customer service surveys

| 2.A.2 Description of Activities | Westinghouse Hanford Company
HR Central Service
Compensation
SMS/WBS No. 6.10.2.3.1 | FY 1995
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|--|--|--|
| ACTIVITY | DESCRIPTION | |
| Annual salary planning
1.5 Ex | To insure that the nearly 9,000 exempt and salaried nonexempt WHC, BCSR and ICF KH employees are considered and adequately reviewed for 1995 merit planning. | |
| Adjust Salary Schedules
.1 Ex | To reflect changes in the market (exempt and Nx) and to reflect results of contract negotiations (B.U.) | |
| Update Salary Planning Software
.1 Ex | To reflect changes in schedules and guidelines to nearly 1,400 WHC, BCSR and ICF KH managers for use in salary planning. | |
| Prepare Salary Planning Guidelines
.1 Ex | To assure consistency and equity in salary planning by nearly 1,400 managers. | |
| Track Salary Fund Expenditure
.1 Ex | To insure proper allocation of fund and to complete Annual Salary Income Fund Expenditure Report for DOE. | |
| Prepare Salary Planning Summary Reports
.1 Ex | To insure an equitable distribution of merit funds to females and minorities and to develop final salary plan. | |
| Prepare Salary Offer Guidelines
.1 Ex | To insure consistency when preparing internal and external salary offers. | |
| Conduct meetings of the Engineering/Scientist Appointment Board
.1 Ex | To review appointments for Sr. Principal, Fellow, and Advisor appointments per MRP 4.35. | |
| Conduct Job Evaluations
.5 Ex | To review new and revised positions to determine appropriate grade and FLSA status. | |
| Submit Requests to DOE
.1 Ex | To insure allocability for salary actions over 80K and over-range maximum per appendix "A". | |
| Managerial functions
.8 Ex | Performance review, budget planning, performance indicators, counseling, corporate compensation interface, etc. | |

2.A.2 Description of Activities	Westinghouse Hanford Company
HR Central Service
Compensation
SMS/WBS No. 6.10.2.3.1	FY 1995
Site Support Program Plan
Date Prepared: 8/12/94
ACTIVITY	DESCRIPTION	
Interface with W Corporate
Compensation and Business Unit
.1 Nx
.2 Ex	For compensation issues relating to incentive eligibility,
executive salary planning, stock options, and grading letters.	
Prepare and Maintain Job
Descriptions
.5 Ex
.1 Nx	To reflect current job scope and to use in job evaluation for all
manager, exempt professional and salaried nonexempt positions.	
Prepare Salary Offers
2.0 Ex	To determine appropriate rate to pay external hires and internal
promotions to maintain fairness and equity.	
Implement Company Reorganizations
1.2 Ex	To insure proper realignment of staff and to determine appropriate
grades of management hierarchy.	
Approve changes in Continuity of
Service
.2 Ex
.4 Nx	For appropriate vacation accrual and service awards calculations.	
Process Verifications of Employment
.5 Nx	To comply with requests from financial institutions.	
Process Workers Compensation claims
and maintain data base
1.0 Nx	To comply with state law related to employees injured on the job.	
Manage active Workers Compensation
claims and process return-to-work
1.7 Ex	To follow up with employees, physicians, and vocational
rehabilitation counselors on status of employees off work and to
assist in their return-to-work.	
Secretarial and administrative
support
.9 Nx	Open and distribute mail, answer telephones, prepare
correspondence, reports, data entry, budget, expense accounts,
charts, graphs and make travel arrangements.	

2.A.2 Description of Activities	Westinghouse Hanford Company
HR Central Services
Benefits Administration
SMS/WBS No. 6.10.2.3.2	FY 1995
Site Support Program Plan
Date Prepared: 8/12/95
ACTIVITY	DESCRIPTION	
Benefits Analysis & Design
.3 Ex	Analyze benefit programs from cost & coverage points of view, compare with competition, consider trends, and identify problem areas. Design new and modified plans to meet identified needs.	
Benefits Communications
.3 Ex	Communicate plan provisions, changes, procedures, etc. to covered individuals-employees, dependents, retirees. On request, brief groups of employees on various benefits issues.	
Plan Interpretation
.2 Ex	Interpret written plans to respond to particular questions and/or problems.	
Customer Service
.1 Ex
.5 Nx	Respond to employee questions and comments regarding benefits. Assist them in obtaining the benefits available to them under the Company benefits package.	
Problem Resolution
.3 Ex	Respond to individual and collective problems relating to benefits, analyzing the situation, recommending and implementing solutions which are in the best interest of the employee and the plan.	
Benefits Eligibility Administration
.1 Ex
.2 Nx	Identify, monitor and implement procedures for determining eligibility for benefits programs. Maintain eligibility information, coordinating with administrators such as CIGNA and Group Health.	
Benefits Enrollments
.1 Nx	Conduct annual benefits enrollment (e.g., annual choice of CIGNA or Group Health/Dental or Dental Plus, etc.) Communicate rules to covered individuals, receive and process requested changes.	
Manage third party administrators and providers
.2 Ex	Participate in selection, development, implementation and evaluation of administrative services providers and insurers for Company benefit plans(e.g., CIGNA, Group Universal Life and Group Health).	

2.A.2 Description of Activities	Westinghouse Hanford Company
HR Central Services
Benefits Administration
SMS/WBS No. 6.10.2.3.2	FY 1995
Site Support Program Plan
Date Prepared: 8/12/95
ACTIVITY	DESCRIPTION	
Employee Contributions
.5 Ex	Assess costs in the prior calendar year and determine related employee contribution rates for medical and other coverage. Communicate rates to employees and effect changes in the payroll system.	
Implement new/changed benefits
.1 Ex	Identify, evaluate, cost, secure approval, and implement new plans or changes to meet Company needs or as negotiated.	
Special Separations Programs
1.2 Ex
.5 Nx	Design, develop, cost, communicate and implement separations programs including special retirements and voluntary and involuntary reductions of force. Provide continuing benefits services to affected individuals.	
Service Recognition Program
.15 Ex
.1 Nx	Administer the WHC Service Recognition Program - identify eligible employees, order and distribute awards, plan and coordinate awards functions (e.g. breakfasts) as appropriate.	
Retirement Administration
.4 Ex
.2 Nx	Manage the retirement program - advise employees of retirement benefits and procedures and process retirements.	
Retiree Liaison
.5 Ex	Maintain appropriate contact with retirees regarding benefits and changes which might affect them.	
Short/Long Term Disability and related absence administration
1.2 Ex
.5 Nx	Administer Short and Long Term Disability Plans including employee and management counseling and communication, claims processing, and development of progressive disability programs. Coordinate administrative interface with internal and external organizations involved in administration of the Plans.	

| 2.A.2 Description of Activities | Westinghouse Hanford Company
HR Central Services
Benefits Administration
SMS/WBS No. 6.10.2.3.2 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/95 |
|---|---|--|
| ACTIVITY | DESCRIPTION | |
| Benefits Reporting
.1 Ex | Provide benefits cost and other analyses as required including:
a) the annual "Report of Contractor Expenditures for Group Insurance and other Health Benefits Program Costs" to the Department of Energy, and
b) quarterly benefits cost reports to Westinghouse Electric. | |
| Surveys
.5 Ex | Participate in and/or respond to various national surveys regarding benefits programs and costs. Evaluate data from such surveys as part of the overall review of WHC plans. | |
| Health Promotion
.4 Ex | Coordinate health promotion and wellness education and other activities for the Company, drawing upon internal and external resources and information. | |
| Pre-Retirement
.1 Ex | Develop and conduct a continuing series of pre-retirement seminars, evaluating the possibility of adding those not yet retirement-eligible to the audience. | |
| COBRA
.2 Ex | Administer health care continuation as defined by COBRA. Identify strategies to improve the efficiency of this process. Determine rates for each year and communicate to COBRA participants. | |
| Leaves of Absence Administration
.2 Ex | Administer Company Leave of Absence policies, advise HR representatives, employees and managers on procedures. Process leaves of absence. | |
| ERISA-required communications
.1 Ex | Insure timely distribution of ERISA-required information to employees. Included: Summary Annual Reports in September, Summary Plan Descriptions, Savings and Pension statements, etc. | |
| Stock Purchase Plan
.5 Ex | Notify employees of quarterly enrollment period for the Westinghouse Stock Purchase Plan. Receive and ensure processing of employee enrollments. | |

| 2.A.2 Description of Activities | Westinghouse Hanford Company
HR Central Services
Benefits Administration
SMS/WBS No. 6.10.2.3.2 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/95 |
|--|---|--|
| ACTIVITY | DESCRIPTION | |
| Savings Plans
.5 Ex
1.3 Nx | Provide employees with information and assistance regarding savings plans. Included: loans, withdrawals, transfer of funds within the plan and to or from other plans. | |
| Westinghouse Electric Corporation Benefits
.1 Ex | Assist employees who have benefits in the WEC plans - i.e., transferees from WEC as well as those who were WHC employees prior to the 1987 consolidation who participated in the WEC Investment Plan. | |
| Support Union Negotiations relating to Benefits Issues
.1 Ex | Provide required support to Labor Relations in issues relating to benefits. | |
| Support Bechtel Hanford Inc. benefits administration
1.35 Ex
.2 Nx | Administer multi\multiple-employer benefit plans which cover employees of Bechtel and its subcontractors, as designated, providing their benefits staff with assistance, training and information to ensure consistent and fair application of benefits plans to all covered employees. | |
| Benefits Support to 200-area and to Individual Programs
.8 Ex | Provide benefits support to employees in the 200 area through a designated representative. Provide support and assistance as required to HR managers assigned to various program offices. | |
| Office support/group management
.2 Ex
1.1 Nx | Perform office support answering phones, opening mail, correspondence for exempt staff, prepare benefit enrollment material. Group management activities including preparing budgets, scheduling work, preparing documents/letters and graphs, etc. | |

Personnel Records/
Database Administration

2.A.2 Description of Activities	Westinghouse Hanford Company
HR Central Services
Personnel Records-DB Admin
SMS/WBS No. 6.10.2.3.3	FY 1995
Site Support Program Plan
Date Prepared: 8/12/94
ACTIVITY	DESCRIPTION	
Personnel file storage
.1 Nx	Prepare and store personnel files of terminated employees per RIDS.	
Office/group management
.3 Ex
.7 Nx	Perform office and group management activities including preparing budgets, scheduling work, answering phones, scheduling meetings, preparing documents/letters, and graphs, etc.	
Employee personnel data maintenance
3.4 Nx	Perform all employee personnel data accurately and timely to insure correct pay and accurate personal information.	
Database administration
1.4 Ex	Provide personnel data production and ad hoc reports required by various companies and organizations within the company.	
Insure personnel data privacy
.1 Nx	Insure that employee's personal information is protected and is released only as necessary with proper authority.	
Personnel file structure and audit
.4 Nx	Continue long term goal to restructure all employee personnel files into the same format. Perform audit on file content as files are restructured.	
Unemployment claims
.3 Ex	Represent the company at Washington State unemployment hearings.	
Human Resources policies/procedures
.3 Ex	Insure that all Human Resources policies and procedures are regularly reviewed and revised as necessary.	
Computer hardware/software
.1 Nx
.1 Ex	Provide overall coordination for purchase and utilization of computer hardware and software for all of Human Resources to insure maximum benefit from computer equipment and budget.	
Organization charts and structure
.8 Nx	Provide current, accurate organization information to all who require it. This entails assigning tracking codes and input organization changes as they occur. Provide electronic files to prepare charts.	

2.A.2 Description of Activities	Westinghouse Hanford Company
HR Central Services
Personnel Records-DB Admin
SMS/WBS No. 6.10.2.3.3	FY 1995
Site Support Program Plan
Date Prepared: 8/12/94
ACTIVITY	DESCRIPTION	
Shift schedules
.2 Nx	Assign shift schedule numbers to non-standard shift approved by Staff Relations.	
Overtime Management System
.8 Ex	Provide administration and training to those responsible for scheduling HAMTC overtime. This system electronically tracks overtime worked and refused on a daily basis and is utilized for calling out the next HAMTC worker eligible for overtime when needed.	
Employee Personnel File maintenance
1.0 Nx	Maintain official employee personnel files by insuring that all documents are accurately and immediately placed in the files.	
System training
1.5 Ex	ICF Kaiser integration, PeopleSOFT and Restrac will continue to require system, data entry and report writing training for affected staff.	
Employee personnel file review
.1 Ex
.2 Nx	Provide personnel file access for employee and management review upon request.	

Recruitment

2000-2001: 100% of the population was recruited to the study.

| 2.A.2 Description of Activities | Westinghouse Hanford Company
HR Central Services
Recruitment
SMS/WBS No. 6.10.2.3.5 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|--|--|--|
| ACTIVITY | DESCRIPTION | |
| Identify and recruit employment candidates
1.0 Ex
.5 Nx | Develop and implement plan for campus, career fair and technical society recruiting to identify candidate pool that addresses specific WHC hiring needs. Identify appropriate employment agencies, administer agreements, manage interface. Arrange interviews, coordinate offers, set start dates for those selected by managers for specific positions. | |
| Develop outplacement programs
.8 Ex
.3 Nx | Develop outplacement programs that provide access to DOE resume/job posting database, job identification and job posting services, outside interviews, job fairs, resume distribution, resource library, computer workstations, outplacement workshops, access to subject experts (credit, financial management, stress management, retirement planning, etc.), financial assistance information, EAP services to all employees affected by workforce restructuring. | |
| Distribute resumes to hiring managers
1.0 Ex | For each position tracking form, develop resume packages of external candidates that meet the job qualifications, promote workforce diversity. | |
| Represent company at job fairs
.8 Ex
.2 Nx | Identify appropriate representatives, supply literature, displays, arrange appropriate shipping, transportation, etc. | |
| Target & schedule interviews at colleges to promote workforce diversity
.2 Ex
.3 Nx | Analyze college curriculum, recruiting history, enrollments to identify those that best supply WHC needs. Set interview dates, identify WHC recruiters, provide necessary brochures, correspondence, etc. | |
| Insure employment coordination in compliance with 3161 restructuring requirements.
.6 Nx
.2 Ex | Provide information on all external positions and employees affected by restructuring under 3161 to other DOE sites, gather resumes, information on job openings from other DOE sites as required by 3161. | |

| 2.A.2 Description of Activities | Westinghouse Hanford Company
HR Central Services
Recruitment
SMS/WBS No. 6.10.2.3.5 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|--|---|--|
| ACTIVITY | DESCRIPTION | |
| Develop recruitment literature and displays
.3 Ex | Develop concepts for literature/displays, provide copy, prepare graphics, photographs, layout. Utilize appropriate internal and external services final preparation and production of materials. Work with advertising agency as needed to develop and place employment advertising. | |
| Provide employee reassignment assistance
.3 Ex
.3 Nx | Provide Job Placement Assistance Office services to assist in the internal reassignment of excess WHC employees. Services include individual counselling, resume preparation assistance, matching of open positions and excess personnel, tracking of status/action for each candidate and position, weekly status reports. | |
| Assure surplus employee priority consideration for open positions and placement.
.5 Nx
.2 Ex | Post all external openings on the DOE JOBBS system, develop resume packages for hiring managers containing resumes for those requiring preferential consideration/hiring, track status maintain documentation for audit purposes. | |

Employee Operations

2.A.2 Description of Activities	Westinghouse Hanford Company
HR Central Services
Employment Operations
SMS/WBS No. 6.10.2.3.4	FY 1995
Site Support Program Plan
Date Prepared: 8/12/94
ACTIVITY	DESCRIPTION	
Employment Operations	Activities of the Employment/Employment Operations function include:	
1.0 Nx	Maintain/track resumes received which may be used for anticipated skills requirements.
Forward resumes to BCSR for notification of receipt.
Develop an applicant pool for each validated open position.	
1.5 Nx	Schedule interviews and coordinate interviews between divisions.
Administer contract agreement with Goodwill to compile Company information for candidates interviewed.
Coordinate drug screening of applicants interviewed.
Administer contract agreement with Uniglobe for interviewee travel arrangements.
Review and coordinate expense reports.
Coordinate with Travel and Transportation for relocation of new employee.
Administer contract agreement with U.S. Suites for temporary living accommodations for new employee.	
3.0 Nx	Track applicants considered by hiring manager, applicants interviewed, and candidate selected.
Ensure documentation of selection decision criteria (applicant evaluation).
Coordinate pre-employment security investigation request for selected candidate.
Coordinate with Compensation and hiring manager to develop offer for selected candidate and present offer.
Schedule medical evaluation upon selected candidate's acceptance of offer.	
.5 Ex
1.0 Nx	Maintain PTF follow system.
Provide headcount tracking reports.
Provide pipeline tracking report.	

2.A.2 Description of Activities	Westinghouse Hanford Company
HR Central Services
Employment Operations
SMS/WBS No. 6.10.2.3.4	FY 1995
Site Support Program Plan
Date Prepared: 8/12/94
ACTIVITY	DESCRIPTION	
1.0 Nx	Coordinate with HR Records to establish employee payroll number and personnel file
Provide New Hire Orientation training and Benefits sign-on for WHC, ICF KH, and BCSR employees.	
1.0 Nx	Comply with OFCCP, ADA, and EEO regulations.	
1.0 Nx	Coordinate student employment program hiring with EIP.	
Pre-employment Investigations	Activities of the Pre-employment Investigations include:	
2.0 Nx
.5 Ex	Receive requests for pre-employment investigations from WHC and BCSR.
Initiate proper pre-employment investigations (new or update).
Maintain the pre-employment portion of the Clearance Process Tracking System.
Coordinate the requests for a DOE Security Clearance between HR Recruitment and Personnel Security.
Issue weekly reports on the status of applicants pre-employment investigations.
Resolve/act on derogatory information contained in the investigations.
Maintain a close working relationship with WHC General Counsel.
Coordinate the badging of "new hires" between HR and Personnel Security.
Maintain files on all WHC and BCSR "new hires".	
Posting Administration	Activities of the Posting Administration function include:	

| 2.A.2 Description of Activities | Westinghouse Hanford Company
HR Central Services
Employment Operations
SMS/WBS No. 6.10.2.3.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|---------------------------------|--|--|
| ACTIVITY | DESCRIPTION | |
| 2.0 Nx
2.0 Ex | <p>Initiate tracking of all; requests for personnel (regular, temporary, student, hourly, rotational, etc.) and provide expedited processing.</p> <p>Centralized ability to forecast and project hiring trends and to produce reports which troubleshoot identified problem areas, such as headcount and affirmative action applicant data (on posting applicants).</p> <p>Ensure fairness and consistency in filling open positions to deter potential issues that lead to organizing efforts.</p> <p>Post positions sitewide to provide ready access to applicant pools across divisions.</p> <p>Comply with HAMTC contractual agreement to post HAMTC positions sitewide (transfer groups cross organizational boundaries).</p> <p>Track employee posting applications forwarded to hiring manager, applicants interviewed, and candidate selected.</p> <p>Ensure documentation of selection decision criteria (applicant evaluation).</p> <p>Coordinate and follow up with Compensation and hiring manager to develop offer for selected candidate.</p> <p>Schedule medical evaluation upon selected candidate's acceptance of offer, if temporary applicant is selected.</p> <p>Ensure legal forms are completed when employees cross companies (Intellectual Property Agreement and Conflict of Interest questionnaire).</p> <p>Review qualifications of posting employees.</p> <p>Ensure a review for EEOC purposes.</p> <p>Establish and administer the excess process (JPAO)</p> <p>Establish and administer the recall list (as required).</p> | |

ADMINISTRATIVE SERVICES

| 2.A.2 Description of Activities | Westinghouse Hanford Company
HR Central Services
Administrative Services
SMS/WBS No. 6.10.2.3.6 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|---|--|--|
| ACTIVITY | DESCRIPTION | |
| Administer Hourly support services
.8 Ex
1.5 Nx | Administer WHC Hourly Support Staff having specialized clerical, secretarial, professional, escort and tour guide knowledge useful to WHC and BCSR to respond to peak work loads and specialized program needs. | |
| .5 Nx | Perform centralized scheduling of office support services "Hourly personnel" serving WHC, BCSR, ICF KH and DOE programs. | |
| Administer office support services
1.0 Ex | Screen resumes/applications and schedule interviews to select qualified applicants for Hourly support service which is staffed with clerks/secretaries with knowledge of basic office duties. Assemble instruction manual for on-the-job training to indoctrinate newly hired clerks with standard software and WHC procedures and guidelines, i.e. internal/external letter, macros, cc:Mail, Hanford, etc. | |
| 2425 building administrator
.2 Ex
1.0 Nx | Responsibilities are: staffing receptionist desk, safety, security of building, interface with Landlord, conference rooms, maintenance of audio visual equipment, all building equipment, lunch room facilities, etc. Interface with WHC Facilities group for building modifications, maintenance and staffing. | |
| Administer Human Reliability program
2.0 Ex
.5 Nx | Act as direct interface with RL SAS, HRD and Procurement. | |
	Act as primary interface with the Medical Review Office.	
	Maintain record of training, clinical test results and actions.	
	Ensure that appropriate medical, psychological and drug tests are conducted.	
	Coordinate and assist with employee and management training.	

| 2.A.2 Description of Activities | Westinghouse Hanford Company
HR Central Services
Administrative Services
SMS/WBS No. 6.10.2.3.6 | FY 1995
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|---------------------------------|--|--|
| ACTIVITY | DESCRIPTION | |
| | Provide oversight for the drug testing contract. | |
| | Evaluate the program annually and submit reports. | |
| | Provide all employee awareness and education through a formal communications plan. | |
| | Make recommendations on all PSAP positions. | |
| | Ensure that access authorization requirements are met. | |
| | Conduct weekly random drug testing. | |
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Staff Forecast

HR CENTRAL SERVICES

FORM 2.C.3 FTEs

WBS Number 6.10.2.3

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
MANAGERS				7.0	7.0	7.0	7.0	7.0
First line								
General/executive		7.0	7.0					
Project/Program								
Other								
ENGINEERS								
Chemical								
Civil								
Computer								
Electrical								
Environmental								
Industrial								
Mechanical								
Nuclear								
Petroleum/Mining								
Plant								
Quality Control								
Safety								
Other								

HR CENTRAL SERVICES

FORM 2.C.3 FTEs

WBS Number 6.10.2.3

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
SCIENTISTS								
Chemists								
Environmental								
Geologists								
Life								
Material								
Mathematicians								
Physicists								
Social								
Other								
ADMIN/OTHER PROFESSIONALS				30.5	30.5	30.5	30.5	30.5
Accountant/auditor								
Architect								
Buyers/procurement								
Communications								
Compliance inspectors								
Computer System Anal								
Cost Est/planner/sch								
Health Physics								

HR CENTRAL SERVICES

FORM 2.C.3 FTEs

WBS Number 6.10.2.3

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
Industrial Hygiene								
Lawyers								
Personnel/Labor Rela		30.5	30.5					
Physicians								
Physician Assis/Nurs								
Safeguard & Security								
Tech Writers & Edit								
Trainers								
Other								
JOB FAMILY								
Job category								
GEN. ADM/SECRETARY/CLERK				35.0	35.0	35.0	35.0	35.0
Admin Assistants								
Office Clerks (Gen)								
Office Clerks (Special)		22.0	22.0					
Secretaries		7.0	7.0					
Typist/Word Process								
Other Temporary		6.0	6.0					
TECHNICIANS								

HR CENTRAL SERVICES

FORM 2.C.3 FTEs

WBS Number 6.10.2.3

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
Computer Oper/Coder								
Drafters								
Engrs/Tech								
Envir. Sci Technicians								
Health Phys. Technic.								
Indus. Saf/Health Tech								
Instru/Control Tech								
Lab. Technicians								
Media Technicians								
Survey/Map Tech								
Other								
CRAFTS								
Carpenters								
Electricians								
HVAC								
Machinists								
Masons								
Millwrights								
Painters								

HR CENTRAL SERVICES

FORM 2.C.3 FTEs

WBS Number 6.10.2.3

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
Plumbers/Pipefitters								
Struct/Metal Workers								
Vehic./Mob Equip Mech								
Welders								
Other								
OPERATORS								
Chemical System								
Drillers								
Lt. Vehicle Drivers								
Material Moving Equip								
Nuclear Plant								
Utilities Waste Proces								
Other								
LABOR & GEN WORKERS								
Firefighters								
Food Service								
Hand/Help Lab Gen								
Hand/Help Lab Spec								
Janitors/Cleaners								

HR CENTRAL SERVICES

FORM 2.C.3 FTEs

WBS Number 6.10.2.3

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
Laundry Workers								
Security Guards								
Other								
TOTAL	* 80.2	72.5	72.5	72.5	72.5	72.5	72.5	72.5

* Approved 1994 Fiscal Year Work Plan

Milestone Descriptions

Westinghouse Hanford Company

MILESTONE DESCRIPTION SHEET

3: prepare action plan based on results of application of the environmental workforce transition model.	Date:
09/23/94
Assigned To:
G. L. Clogston/L. L. Myers	CIN:
Program WBS Designator:
6.10.2.3	Due Date:
01/17/95
Control Number: FAH-95-001	Rev.:

MILESTONE TYPE:

☐ DOE-HQ
☒ DOE-RL
☐ CNTR | DIVISION:

☐ State
☐ Federal
☒ DOE
☐ RCRA
☐ TPA Number
_____ | DELIVERABLE:

☒ Report
☐ Letter
☐ Drawings
☐ Other (specify) | ADDRESS TO:

☐ DOE-HQ
☒ DOE-RL
☐ Other (specify) |
|--|--|---|---|

Milestone description:
 The Department of Energy, Richland will provide a software tool called Workforce Transition Model which will identify the delta between the current workforce and the future requirements. Human Resources will be required to prepare an action plan to identify how the workforce will be transitioned.

Ex .25

Description of what constitutes completion of this milestone:
 The action plan will be a report identifying plans to enable the workforce changes

The January 17, 1995 completion date is contingent upon receipt of the RL generated Workforce strategies output from the "Workforce Transition Model" by December 1, 1994.

Cost Account Manager
G. L. Clogston	Date	Program/Project Manager
L. L. Myers	Date
Program Element Manager	Date	DOE Monitor
S. A. Hostick	Date

Westinghouse Hanford Company

MILESTONE DESCRIPTION SHEET

:
Train and certify qualified WHC personnel as employment recruiters	Date:
09/23/94
Assigned To:
J. H. Ford	CIN:
Program WBS Designator:
6.10.2.3.4	Due Date:
09/30/95
Control Number: FAH-95-002	Rev.:

MILESTONE TYPE:

☐ DOE-HQ
☐ DOE-RL
☒ CNTR | DIVISION:

☐ State
☐ Federal
☒ DOE
☐ RCRA
☐ TPA Number
_____ | DELIVERABLE:

☐ Report
☒ Letter
☐ Drawings
☐ Other (specify) | ADDRESS TO:

☐ DOE-HQ
☒ DOE-RL
☐ Other (specify) |
|--|--|---|---|

Milestone description:

Prepare class agenda, train and certify WHC managers and select exempt personnel to provide offsite recruitment for WHC employment needs.

Ex .2

Description of what constitutes completion of this milestone:

Training schedule will be established and provided to RL by September 30, 1995. A record of the managers trained will be provided periodically until conclusion.

st Account Manager	Date	Program/Project Manager	Date
L. L. Clogston		L. L. Myers	
Program Element Manager	Date	DOE Monitor	Date
		S. A. Hostick	

Westinghouse Hanford Company

MILESTONE DESCRIPTION SHEET

Name: Implement applicant tracking module of PeopleSOFT	Date: 09/23/94
Assigned To: D. E. Hansen	CIN:
Program WBS Designator: 6.10.2.3.3	Due Date: 03/01/95
Control Number: FAH-95-003	Rev.:

MILESTONE TYPE:

☐ DOE-HQ
☒ DOE-RL
☐ CNTR | DIVISION:

☐ State
☐ Federal
☒ DOE
☐ RCRA
☐ TPA Number _____ | DELIVERABLE:

☐ Report
☒ Letter
☐ Drawings
☐ Other (specify) | ADDRESS TO:

☐ DOE-HQ
☒ DOE-RL
☐ Other (specify) |
|--|---|---|---|

Milestone description:
 Implement the PeopleSOFT applicant tracking module to track employment applicants.

Ex .8

Description of what constitutes completion of this milestone:
 Discarding HRAT tracking system for current applicants and begin to utilize PeopleSOFT.

Cost Account Manager

L. L. Clogston | Date | Program/Project Manager

L. L. Myers | Date |
| Program Element Manager | Date | DOE Monitor

S. A. Hostick | Date |

Westinghouse Hanford Company

MILESTONE DESCRIPTION SHEET

:
Prioritization for integration of Human Resources PeopleSOFT elements	Date:
09/23/94
Assigned To:
D. E. Hansen	CIN:
Program WBS Designator:
6.10.2.3.3	Due Date:
01/01/95
Control Number: FAH-95-004	Rev.:

MILESTONE TYPE:

☐ DOE-HQ
☒ DOE-RL
☐ CNTR | DIVISION:

☐ State
☐ Federal
☒ DOE
☐ RCRA
☐ TPA Number
_____ | DELIVERABLE:

☒ Report
☐ Letter
☐ Drawings
☐ Other (specify) | ADDRESS TO:

☐ DOE-HQ
☒ DOE-RL
☐ Other (specify) |
|--|--|---|---|

Milestone description:

PeopleSOFT is a software purchased to integrate over 60 Human Resources mechanized and manual systems. Due to the changes since beginning the analysis, priorities must be re established for implementing various Human Resource modules. Employee core data is first, applicant tracking second. A priority list will be developed to determine successive as well as possible concurrent implementation of other modules.

Ex .4

Description of what constitutes completion of this milestone:

A list of planned module implementation priorities. This will include additional modules which were unknown at the beginning of this multi-year project.

Cost Account Manager

L. Clogston | Date | Program/Project Manager

L. L. Myers | Date |
| Program Element Manager | Date | DOE Monitor

S. A. Hostick | Date |

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title:
Participate in salary surveys for CY96 salary planning	Date:
09/23/94
Assigned To:
R. G. Joseph	CIN:
Program WBS Designator:
6.10.2.3.1	Due Date:
08/01/95
Control Number: FAH-95-005	Rev.:

MILESTONE TYPE:

☐ DOE-HQ
☒ DOE-RL
☐ CNTR | DIVISION:

☐ State
☐ Federal
☒ DOE
☐ RCRA
☐ TPA Number
_____ | DELIVERABLE:

☐ Report
☒ Letter
☐ Drawings
☐ Other (specify) | ADDRESS TO:

☐ DOE-HQ
☒ DOE-RL
☐ Other (specify) |
|--|--|---|---|

Milestone description:
Participate in salary surveys to determine the Company's salary position to the external market. This information is used in the Company's salary Increase Fund Request.

Ex .2

Description of what constitutes completion of this milestone:
A letter to RL listing surveys in which the Company has participated.

Cost Account Manager
G. L. Clogston	Date	Program/Project Manager
L. L. Myers	Date
Program Element Manager	Date	DOE Monitor
S. A. Hostick	Date

Westinghouse Hanford Company

MILESTONE DESCRIPTION SHEET

Submit CY 96 Salary Increase Fund Requests	Date:
09/23/94
Assigned To:
R. G. Joseph	CIN:
Program WBS Designator:
6.10.2.3.1	Due Date:
09/30/95
Control Number: FAH-95-006	Rev.:

MILESTONE TYPE:

☐ DOE-HQ
☒ DOE-RL
☐ CNTR | DIVISION:

☐ State
☐ Federal
☒ DOE
☐ RCRA
☐ TPA Number
_____ | DELIVERABLE:

☒ Report
☐ Letter
☐ Drawings
☐ Other (specify) | ADDRESS TO:

☐ DOE-HQ
☒ DOE-RL
☐ Other (specify) |
|--|--|---|---|

Milestone description:
 Prepare and submit request to the Department of Energy, Richland for merit, promotion and adjustment funds for all non-bargaining WHC, BCSR and ICF KH employees.

Ex .25

Description of what constitutes completion of this milestone:
 A report with supporting documentation, delivered to the RL.

Cost Account Manager
L. Clogston	Date	Program/Project Manager
L. L. Myers	Date
Program Element Manager	Date	DOE Monitor
S. A. Hostick	Date

Westinghouse Hanford Company

MILESTONE DESCRIPTION SHEET

e:	Date:
Establish Worker's Compensation cost baseline	09/23/94
Assigned To:	CIN:
R. G. Joseph	
Program WBS Designator:	Due Date:
6.10.2.3.1	04/01/95
Control Number: FAH-95-007	Rev.:

MILESTONE TYPE:

☐ DOE-HQ
☒ DOE-RL
☐ CNTR | DIVISION:

☐ State
☐ Federal
☒ DOE
☐ RCRA
☐ TPA Number
<div style="border-bottom: 1px solid black; width: 100px; margin-top: 5px;"></div> | DELIVERABLE:

☒ Report
☐ Letter
☐ Drawings
☐ Other (specify) | ADDRESS TO:

☐ DOE-HQ
☒ DOE-RL
☐ Other (specify) |
|--|---|---|---|

Milestone description:
 Gather statistics on a quarterly basis depicting the Washington State Department of Labor and Industries payments for medical and disability claims costs as well as the Company's differential.

Ex .3

Description of what constitutes completion of this milestone:
 A report along with supporting charts.

Cost Account Manager	Date	Program/Project Manager	Date
L. L. Clogston		L. L. Myers	
Program Element Manager	Date	DOE Monitor	Date
		S. A. Hostick	

Westinghouse Hanford Company

MILESTONE DESCRIPTION SHEET

.e:
5% reduction in employment cycle time	Date:
09/23/94
Assigned To:
J. T. Carello	CIN:
Program WBS Designator:
6.10.2.3.5	Due Date:
9/30/95
Control Number: FAH-95-008	Rev.:

MILESTONE TYPE:

☐ DOE-HQ
☒ DOE-RL
☐ CNTR | DIVISION:

☐ State
☐ Federal
☒ DOE
☐ RCRA
☐ TPA Number
_____ | DELIVERABLE:

☐ Report
☒ Letter
☐ Drawings
☐ Other (specify) | ADDRESS TO:

☐ DOE-HQ
☒ DOE-RL
☐ Other (specify) |
|--|--|---|---|

Milestone description:

Formally address elapsed days beginning with Employment's receipt of a Position Tracking form, and ending when the position is filled.

Ex 1.0

Description of what constitutes completion of this milestone:

A decrease in the elapsed time it takes to fill an open position which has been identified by a Position Tracking Form.

st Account Manager	Date	Program/Project Manager	Date
u. L. Clogston		L. L. Myers	
Program Element Manager	Date	DOE Monitor	Date
		S. A. Hostick	

Westinghouse Hanford Company

MILESTONE DESCRIPTION SHEET

e:
evaluate potential to outsource employee and retiree benefits enrollment processes.	Date:
09/23/94
Assigned To:
J. R. Sorensen	CIN:
Program WBS Designator:
6.10.2.3.2	Due Date:
04/01/95
Control Number: FAH-95-009	Rev.:

MILESTONE TYPE:

☐ DOE-HQ
☒ DOE-RL
☐ CNTR | DIVISION:

☐ State
☐ Federal
☒ DOE
☐ RCRA
☐ TPA Number
<div style="border-bottom: 1px solid black; width: 100px; margin-top: 5px;"></div> | DELIVERABLE:

☐ Report
☒ Letter
☐ Drawings
☐ Other (specify) | ADDRESS TO:

☐ DOE-HQ
☒ DOE-RL
☐ Other (specify) |
|--|---|---|---|

Milestone description:
 Evaluate the use of external services to provide mechanism to design and operate a system to collect employee/retiree enrollment choices and transmit appropriate data to the Company.

Ex .3

Description of what constitutes completion of this milestone:
 An evaluation report of systems available with related cost estimates will be prepared.

Cost Account Manager

<div style="text-align: center;">L. L. Clogston</div> | Program/Project Manager

<div style="text-align: center;">L. L. Myers</div> |
| Program Element Manager

<div style="text-align: center;">S. A. Hostick</div> | DOE Monitor

<div style="text-align: center;">S. A. Hostick</div> |

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET

3:
Implement first phase of modified retiree health insurance program.	Date:
09/23/94
Assigned To:
J. R. Sorensen	CIN:
Program WBS Designator:
6.10.2.3.2	Due Date:
07/01/95
Control Number: FAH-95-010	Rev.:

MILESTONE TYPE:

☐ DOE-HQ
☒ DOE-RL
☐ CNTR | DIVISION:

☐ State
☐ Federal
☒ DOE
☐ RCRA
☐ TPA Number
_____ | DELIVERABLE:

☐ Report
☒ Letter
☐ Drawings
☐ Other (specify) | ADDRESS TO:

☐ DOE-HQ
☒ DOE-RL
☐ Other (specify) |
|--|--|---|---|

Milestone description:
 Medical insurance provided to retirees is being evaluated in 1994 and recommendations developed for a phased-in process to change the program to:

1. Ensure cost effectiveness
2. Increase retiree share of cost
3. Improve efficiency of retiree program by reducing variations in coverage and retiree cost share which are the results of a history of multiple contractors.

Ex .25
 Nx .20

Description of what constitutes completion of this milestone:
 A communication to affected retirees regarding the program plus communication to active employees regarding changes to program as it applies to future retirees.

Cost Account Manager
L. Clogston	Date	Program/Project Manager
L. L. Myers	Date
Program Element Manager	Date	DOE Monitor
S. A. Hostick	Date

Westinghouse Hanford Company

MILESTONE DESCRIPTION SHEET

e:
Prepare annual update of Health Benefits Utilization/Cost Review to include 1994 experience.	Date:
09/23/94
Assigned To:
J. R. Sorensen	CIN:
Program WBS Designator:
6.10.2.3.2	Due Date:
04/01/95
Control Number: FAH-95-011	Rev.:

MILESTONE TYPE:

☐ DOE-HQ
☒ DOE-RL
☐ CNTR | DIVISION:

☐ State
☐ Federal
☒ DOE
☐ RCRA
☐ TPA Number
<div style="border-bottom: 1px solid black; width: 100px; margin-top: 5px;"></div> | DELIVERABLE:

☒ Report
☐ Letter
☐ Drawings
☐ Other (specify) | ADDRESS TO:

☐ DOE-HQ
☒ DOE-RL
☐ Other (specify) |
|--|---|---|---|

Milestone description:

A summary of health care costs and experience for 1992/1993 was prepared in 1994. The 1995 report will gather and analyze similar data for 1994, comparing with earlier experience and with insurance company norms.

Ex .25
 Nx .10

Description of what constitutes completion of this milestone:

A 1995 Plan Design Analysis will be prepared and data will be analyzed together with the 1994 report to identify high cost areas, trends, etc.

Cost Account Manager
L. L. Clogston	Date	Program/Project Manager
L. L. Myers	Date
Program Element Manager	Date	DOE Monitor
S. A. Hostick	Date

DIVERSITY & DEVELOPMENT
LEADERSHIP

1.A Vision/Mission	Westinghouse Hanford Company
Diversity & Development
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|--------------------|---|--|

VISION/MISSION

To provide the resources and services to create an inclusive work environment that enhances our business performance and technical leadership.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company
Diversity & Development
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|-----------------------------------|---|--|

PRIMARY CUSTOMERS

The Department of Energy, Richland Operations Office (RL)

Westinghouse Hanford Company (WHC) - Management and Employees

Westinghouse Electric Corp. (WEC) - Government and Environmental Services Company (GESCO)

Taxpayers

PRODUCTS/SERVICES PROVIDED

Affirmative Action Plans (AAP) for WHC and BCS Richland (BCSR).

Resolution of internal complaints and external charges of discrimination.

Provide training on Equal Employment Opportunity (EEO), Affirmative Action (AA), Employee Assistance Program (EAP), sexual harassment and other diversity related subjects.

Conduct periodic internal assessments of all personnel activities (hires, terminations, promotions, training, etc., to assure there is no adverse impact on minorities and women.

Provide assessment and referral of employees with personal issues to appropriate resources.

Identify appropriate resources and services for employees, organizations and projects at all levels that are consistent with Company objectives.

Manage internal and external total quality resources and activities to meet the customers' needs.

Address specific organizational needs which will lead to total performance leadership.

Conduct organizational needs assessments.

Provide Hanford-wide professional development services at RL direction.

Provide organization and team development services including evaluation and follow up.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company
Diversity & Development
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|-----------------------------------|---|--|

PRODUCTS/SERVICES PROVIDED (continued)

Conduct classroom-delivered courses resulting from direction by RL or WHC.

Assess and design inter- and intra-organization development strategies, including goal setting and group/team development.

Develop curriculums targeted to improve knowledge, skills and abilities of specific job categories.

MAJOR ACTIVITIES PERFORMED TO DELIVER PRODUCTS AND SERVICES

Interface regularly with management, employees and other Company organizations (Employee Concerns, Staff Relations, etc).

Support the periodic audit of Company AAPs by the Department of Labor - Office of Federal Contract Compliance Programs.

Monitor implementation of AAPs including regular reports to management and ad hoc reports as requested by WHC management, RL and WEC.

Interface as required with Equal Employment Office Commission (EEOC) and Washington State Human Rights Commission (WSHRC) investigators.

Provide support for site-wide diversity recognition activities in conjunction with other Hanford contractors and RL.

Prepare and implement plans for organizational needs assessments.

Interface regularly with RL Total Quality office.

Participating membership on the Hanford Quality Integration Team.

Attend regularly the Training And Data Exchange (TRADE) conferences.

Manage vendor-provided professional and organization development resources.

Manage contracts with vendor-provided total quality services.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company
Diversity & Development
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|-----------------------------------|---|--|

MAJOR ACTIVITIES PERFORMED TO DELIVERY PRODUCTS AND SERVICES (continued)

Serve as member and complete actions identified of DOE-sponsored Training Resource And Data Exchange (TRADE) Special Interest Group.

Participate on RL directed task team for development of facilitator cadre' for Hanford.

Design and develop "training" resulting needs assessments, from external audit findings, other services.

Design and implement curriculums for targeted categories of employees.

Design and distribute material and information which replaces classroom training.

Implement actions resulting from participation on DOE directed Hanford task teams and committees.

Generate special surveys and reports as directed by WHC management, RL, and Westinghouse Electric.

Participate as a member of the Hanford Training Council.

EVALUATION OF MAJOR ACTIVITIES (COST, VALUE-ADDED, ETC.)

The rotation development concept allows the broadening of the employee's experience base to be accelerated. A targeted internal rotation development program will allow the company to assist in preparing current employees in meeting their career goals and meet business needs at the same time. Specifically, developing current employees will reduce the cost associated with recruitment in some cases.

The education reimbursement program allows the Company to develop the talent and knowledge required to complete our mission with existing or reduced workforce.

Organization development improves the productivity and effectiveness of organizations, teams and individuals. This is increasing in importance as we downsize and reorganize the site.

Professional development resources improve or develop knowledge, skills and abilities of employees so that they can perform quality work safely and as a valued member of the team.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company
Diversity & Development
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|-----------------------------------|---|--|

EVALUATION OF MAJOR ACTIVITIES (COST, VALUE-ADDED, ETC.) (continued)

Supporting Hanford-wide activities provides integration and consistency of thought, but removes significant resources from program-directed work.

Compliance activities - development of AAPs are mandated by law. Complaint resolution efforts help to avoid costs that would be incurred in defending discrimination charges against the Company.

Diversity strategy implementation - successful integration of the concept of diversity throughout the Company provides for improved recruitment and retention of a diverse workforce.

Employee assistance program - improves productivity of employees by assisting them to resolve personal issues that affect job performance.

FACTORS WHICH INFLUENCE RESOURCE CONSUMPTION (CHANGES TO COST AND VOLUME)

Alignment of staff with projects changes the nature of the work from focusing on Company-wide issues to project-wide issues.

Requests from RL are more Hanford-wide in nature and are continually evolving.

Significant reductions in external hiring will result in the need to provide new development opportunities in order to prepare current employees for future needs.

FACTORS THAT INFLUENCE CHANGES IN TYPES OR NATURE OF PRODUCTS and SERVICES

Staff downsizing sitewide will create a need to apply current program services beyond recent graduates into the existing professional employee population.

Specific program alignment of support services may influence program changes. As the program/project organizations push to align their support services, a decentralized program approach may occur.

Declining budgets accelerate the momentum to transition a significant pool of resources to the community.

1.B.2 External Assessment Summary	Westinghouse Hanford Company
Diversity & Development
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|-----------------------------------|---|--|

OTHER EXTERNAL CHALLENGES

Internal WHC and external RL organizational changes impact the effectiveness of maintaining clear lines of communication.

1.C Goals and Objectives	Westinghouse Hanford Company
Diversity & Development
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|--------------------------|---|--|

GOALS AND OBJECTIVES

Develop and administer Affirmative Action Plans.

Assist management and employees to identify and resolve personal issues that affect job performance.

Identify and implement initiatives that move the Company beyond compliance to a more inclusive concept of diversity.

Administer the registration of professional development activities, including seminar attendance and tuition reimbursement.

Prepare a Company-wide succession planning process.

Develop career management resources for WHC employees.

Provide management and professional development resources and services for each project/program area.

Coordinate the use of onsite and offsite professional development resources to meet the needs of WHC and RL.

Enable organizations to develop effective customer and team interface strategies.

Design and consult on organizational change projects to enhance the performance of the organization.

Provide direct support to managers and employees seeking to resolve discrimination issues.

Develop rotation development process for current employees.

1.E Assumptions	Westinghouse Hanford Company
Diversity & Development
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|-----------------|---|--|

ASSUMPTIONS

All members of management support EEO, AA and diversity plans and goals.

Displaced or excessed employees will satisfy some staffing needs and there will be no increase in regular staffing levels.

WHC total performance leadership will be congruent with The Secretary's Total Quality Plan.

1.F Issues and Constraints	Westinghouse Hanford Company
Diversity & Development
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|----------------------------|---|--|

ISSUES AND CONSTRAINTS

Impact of WHC/ICF KH integration is not yet known.

Impacts of BHI contract are not yet known.

Staff downsizing impacts are unknown.

Actions from Hanford Quality Integration Committee are not yet known.

Configuration of HR organization is still evolving.

1.G Performance Measures	Westinghouse Hanford Company
Diversity & Development
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared 8/12/94 |
|--------------------------|---|---|

PERFORMANCE MEASURES

Our performance can be measured in two ways:

1. As an integral part of the project plans that we support and,
2. by the completion of our milestones.

Activity Descriptions

| 2.A.2 Description of Activities | Westinghouse Hanford Company
Diversity & Development
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|---|---|--|
| ACTIVITY | DESCRIPTION | |
| Diversity Strategy Integration
See milestone .16
(1.0 M will be added
in FY 1995) | Develop interfaces with other company organizations involved in diversity activities. This includes Procurement, Education Outreach, Community Outreach, Employment, University/College Relations, etc. Ensure that all applicable segments of activities are contributing to the full implementation of this strategy. | |
| Support the coordination of in-house
and site-wide diversity celebrations
and outreach activities
Ex .1
Nx .1 | <ul style="list-style-type: none"> ·Seven site-wide observations each year. ·Take Our Daughters to Work Program. ·Minority Youth Symposium development. ·Other programs as determined during implementation of the Strategic Plan for Diversity. | |
| Hanford Family Care Services Contract
Ex .1 | Administer and coordinate efforts related to the Hanford Family Care Services contract with Working Solutions, Inc. Includes coordination of Hanford Family Care Consortium decisions relating to scheduling and logistics of onsite educational programs and other provided child, adult-dependent, and elder care services. | |

| 2.A.2 Description of Activities | Westinghouse Hanford Company
Diversity & Development
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|--|--|--|
| ACTIVITY | DESCRIPTION | |
| <p>Employee Assistance Program
M .2
Ex 1.8
Nx .1</p> <p>(This activity will be reduced
by 1.0 Ex in FY 1995)</p> | <ul style="list-style-type: none"> •Consult with managers regarding workplace problems with their employees. •In compliance with Section 710.11 Title 10, code of Federal Regulations Part 710 (10CFR 710), DOE N 3792.8, DOE Order 5480.8A, DOE Order 5631.6, and DOE Order 4220.5. •Provide information about services available to assist employees to resolve personal situations/issues/problems. •Provide short-term counseling in areas such as stress management, job-related conflicts, minor child management problems, decision making, bereavement, and finances. •Referral to community resources for problems such as alcoholism, marital therapy, and emotional disturbance. | |
| <p>EEO Complaint Resolution
M .3
Ex 2.0
Nx .5</p> <p>(This activity will be reduced
by .5 Ex in FY 1995 however,
this .5 is being retained for use as
a rotational slot)</p> | <p>Represent the interests of WHC/BCSR in working to resolve formal charges of discrimination filed with external agencies such as the Office of Federal Contract Compliance Programs, the Equal Employment Opportunity Commission, or the Washington State Human Rights Commission. Includes investigation into the merits of the charge, development of the position statement in response to the charge and facilitation of on-site fact-finding conferences if needed.</p> <p>Receive and resolve internal complaints of discrimination received from WHC/BCSR employees. These may include allegations of sexual harassment, sex, age, race, religion, national origin, pay equity, veteran and/or disability discrimination.</p> | |
| <p>EEO Training
Ex .2
Nx .1</p> | <p>Provide mandatory EEO 2000 training to management as well as other training to employees and managers on subjects related to Equal Employment Opportunity/Affirmative Action such as the Americans with Disabilities Act (sensitivity/etiquette, sexual harassment, and Managing Diversity.</p> | |

| 2.A.2 Description of Activities | Westinghouse Hanford Company
Diversity & Development
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|--|--|--|
| ACTIVITY | DESCRIPTION | |
| Affirmative Action Plans
M .1
Ex .4
Nx .2

See milestones .14 (BCSR)
and .15 (WHC) | Prepare, implement and monitor separate Affirmative Action Plans for Minorities and Females for Westinghouse Hanford Company and Boeing Computer Services Richland. Required by Executive Order 11246.
Prepare, implement and monitor separate Affirmative Action Plans Veterans and People with Disabilities for Westinghouse Hanford Company and Boeing Computer Services Richland. | |
| Disability Accommodations
Ex .5
Nx .2

(This activity will be reduced
by .5 Ex in FY 1995) | Review requests of employees, applicants, visitors and others as appropriate who have disabilities to determine reasonable accommodation. This includes conducting formal accommodation reviews for employees or applicants on an as - requested bases. The reviews consist of determining the essential functions of an employee's job via a documented Job Task Analysis, determining the job functions that cannot be performed, determining ways to overcome barriers, and implementing the actions. May also include development of direct threat analyses in certain situations.
Milestone FAH-94-005 | |
| Administer Total Quality
M .1
Ex .4
Nx .25

(This activity will be reduced
by .15 Nx in FY 1995) | This activity includes participation in regular meetings of the Hanford Quality Integration Team and special initiatives identified by DOE. While the scope is still evolving, the Hanford wide assessment is estimated by DOE to involve at least 600 staffhours.

This includes Total Quality Management work, which is additional scope to that performed by L&OD in FY 1994. | |
| Professional Development Courses
M .1
Ex .2 | Develop, design and deliver professional development courses to support the needs of the customers. | |

| 2.A.2 Description of Activities | Westinghouse Hanford Company
Diversity & Development
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|---|---|--|
| ACTIVITY | DESCRIPTION | |
| Coordinate the use of on and offsite resources for individual/team development and improvement
M .5
Ex .4
Nx .75

(This activity will be reduced by .35 Nx in FY 1995) | Compare the company resources against the service to be provided and determine the best use of taxpayer dollars. This includes total quality tools and processes as well as team and organizational development services.

This includes Total Quality Management work, which is additional scope to that performed by L&OD in FY 1994. | |
| Team and Organization Development
M .3
Ex 6.0
Nx .7

(This activity will be reduced by .5 Nx in FY 1995) | Determine and deliver services and resources that will enable an organization to improve productivity and team effectiveness and which will support our managers and employees to apply knowledge, skills and abilities to their jobs in a safe and quality manner and as an active member of the workteam.

This includes Total Quality Management work, which is additional scope to that performed by L&OD in FY 1994. | |
| Administer Training and Development Activities
M .25
Ex .4
Nx 1.0

See milestone .13 | This includes WSU short-courses, and internal courses. The work involves registering employees, distributing pre-work as appropriate, supporting preparation of course materials, verifying billing, and generating follow-on materials. | |
| Education Reimbursement Program
M .2
Nx .5
See milestone .13 | Administer and track activities associated with the education reimbursement program. This includes approving programs, verifying eligibility of employees to be reimbursed, calculating actual reimbursement, and tracking associated activities. | |
| Manage Resource Library
Nx .4 | Maintain the Human Resource library which contains self-directed learning materials available to all employees. | |

| 2.A.2 Description of Activities | Westinghouse Hanford Company
Diversity & Development
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|---|--|--|
| ACTIVITY | DESCRIPTION | |
| Special Project Support
M .2
Ex .2
Nx .4 | Prepare special reports for WHC, GESCO, DOE-RL and DOE-HQ customers. In addition, respond to and complete work involved with special projects for the department as assigned. | |
| High Potential Program
Ex .3 | Direct the administration of the high potential program. This includes gathering employee information from identified resources. | |
| Management Searches
Ex .2 | Provide search assistance for qualified management candidates using the Employee Profile System database. | |
| Employee Profile System Database
M .1
Ex .1
Nx .1 | Support maintenance and loading of employee information as required. | |
| Career Development
Ex .2

(.5 Ex will be added in FY 1995 for rotational slot) | Provide individual career development assistance and counseling. This will include developing career management resources for all WHC employees. | |
| Succession Planning
Ex .1
Nx .1 | Interface with internal and external organizations in matters related to promotability. | |
| Jadwin Building Coverage
Nx 1.0 | Provide full-time receptionist for 1135 Jadwin Building to provide badges for visitors. This includes maintaining the building log, assigning building badges to non-Hanford visitors on business with building occupants. | |

| 2.A.2 Description of Activities | Westinghouse Hanford Company
Diversity & Development
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|--|---|--|
| ACTIVITY | DESCRIPTION | |
| Candidate Recruitment Selection and Replacement
M .5
Ex .2
Nx .3 | This is the basic function of this organization. Candidate recruitment includes a regional search, supplemented by national recruiting, to address diversity issues and gain highly qualified candidates. Selection involves interview trips, site visits as well as the associated administrative support. Placement is an ongoing communication requirement to provide multiple candidates the maximum of opportunity for true developmental assignments. | |
| Design and implement a development strategy that is participant driven and program supported
Ex .2
Nx .2 | Each participant will have an initial development strategy that is developed with the assistance of the Graduate Rotation Program office. It will incorporate near-term, mid-term and long-term goals and objectives. | |
| Manage customer issues and requests to effect results oriented resolution and total quality service
M .3
Ex .1 | These items regularly require immediate response, creating an impact on daily operations. As a support function the program office must be staffed to address these items in a timely, quality, professional manner. Individual issues vary so greatly that a staff with multiple human resources related experience is required for superior performance of these duties. | |
| Develop job rotation process for current employees

See milestone .12 | Define purpose and scope, identify funding source, set staffing requirements and establish participation guidelines. Develop a marketing strategy and implementation plan, implement the marketing strategy and gain required approval at appropriate level(s). | |

Staff Forecast

1. The following table shows the forecast for the number of staff required for each of the four main areas of the organization for the next five years.

DIVERSITY & DEVELOPMENT LEADERSHIP

FORM 2.C.3 FTEs

WBS Number 6.10.2.4

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
MANAGERS	4.0	5.0	4.0	4.0	4.0	4.0	4.0	4.0
First line	2.0	3.0	3.0					
General/executive	1.0	1.0	1.0					
Project/Program	1.0	1.0						
Other								
ENGINEERS								
Chemical								
Civil								
Computer								
Electrical								
Environmental								
Industrial								
Mechanical								
Nuclear								
Petroleum/Mining								
Plant								
Quality Control								
Safety								
Other								
SCIENTISTS								

DIVERSITY & DEVL. PMENT LEADERSHIP

FORM 2.C.3 FTEs

WBS Number 6.10.2.4

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
Chemists								
Environmental								
Geologists								
Life								
Material								
Mathematicians								
Physicists								
Social								
Other								
ADMIN/OTHER PROFESSIONALS	16.0	15.0	15.0	15.0	10.0	10.0	10.0	10.0
Accountant/auditor								
Architect								
Buyers/procurement								
Communications								
Compliance inspectors								
Computer System Anal								
Cost Est/planner/sch								
Health Physics								
Industrial Hygiene								
Lawyers								

DIVERSITY & DEVELOPMENT LEADERSHIP

FORM 2.C.3 FTEs

WBS Number 6.10.2.4

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
Personnel/Labor Rela	16.0	15.0	13.0					
Physicians								
Physician Assis/Nurs								
Safeguard & Security								
Tech Writers & Edit								
Trainers								
Other								
JOB FAMILY								
Job category								
GEN ADM/SECRETARY/CLERK	7.5	7.1	7.1	7.1	7.1	7.1	7.1	7.1
Admin Assistants								
Office Clerks (Gen)								
Office Clerks (Special)	3.0	3.0	3.0					
Secretaries	3.0	2.0	2.0					
Typist/Word Process								
Other - Temporary	2.1	2.1	2.1					
TECHNICIANS								
Computer Oper/Coder								
Drafters								
Engrs/Tech								

DIVERSITY & DEVELOPMENT LEADERSHIP

FORM 2.C.3 FTEs

WBS Number 6.10.2.4

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
Envir. Sci Technicians								
Health Phys. Technic.								
Indus. Saf/Health Tech								
Instru/Control Tech								
Lab. Technicians								
Media Technicians								
Survey/Map Tech								
Other								
CRAFTS								
Carpenters								
Electricians								
HVAC								
Machinists								
Masons								
Millwrights								
Painters								
Plumbers/Pipefitters								
Struct/Metal Workers								
Vehic./Mob Equip Mech								
Welders								

DIVERSITY & DEVELOPMENT LEADERSHIP

FORM 2.C.3 FTEs

WBS Number 6.10.2.4

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
Other								
OPERATORS								
Chemical System								
Drillers								
Lt. Vehicle Drivers								
Material Moving Equip								
Nuclear Plant								
Utilities Waste Proces								
Other								
LABOR & GEN WORKERS								
Firefighters								
Food Service								
Hand/Help Lab Gen								
Hand/Help Lab Spec								
Janitors/Cleaners								
Laundry Workers								
Security Guards								
Other								
TOTAL	* 23.1	27.1	26.1	26.1	21.1	21.1	21.1	21.1

* Approved 1994 Fiscal Year Work Plan

Total Quality

1.A Vision/Mission	Westinghouse Hanford Company
L&OD
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/31/94 |
|---------------------------|--|--|

The mission of Leadership and Organization Development is to identify and provide the services and resources to projects which will improve productivity, quality; team effectiveness; and which will support the management and employees in applying the knowledge, skills and abilities to perform their jobs in a safe and quality manner.

1.B.1 Internal Assessment
Summary | Westinghouse Hanford Company
L& OD
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/31/94 |
|--|--|---|

PRIMARY CUSTOMERS

Westinghouse Hanford Company Programs
Westinghouse Hanford Company President, Vice Presidents and Directors
Department of Energy- Richland Operations Office
Westinghouse Electric Corporation - GESCO
Taxpayers

PRODUCTS/SERVICES PROVIDED

- Identify appropriate resources and services for employees, organizations and projects at all levels that are consistent with Company objectives
- Manage internal and external total quality resources and activities to meet the customers' needs.
- Address specific organizational needs which will lead to total performance leadership
- Provide organization and team development services
- Provide evaluation and follow up services
- Assess and design inter and intra organization development strategies, including goal setting and group/team development
- Integrate quality improvement processes and philosophy into services provided to the projects.
- Deliver quality tools and resources based on mutually identified customer needs.

MAJOR ACTIVITIES PERFORMED TO DELIVERY PRODUCTS AND SERVICES

- Prepare and implement plans for organizational needs assessments
- Interface regularly with DOE-RL Total Quality office
- Participating membership on the Hanford Quality Integration Team
- Manage contracts with vendor-provided total quality services
- Serve as member of DOE-sponsored Training Resource And Data Exchange (TRADE) Special Interest Group
- Complete action items which result from TRADE SIG membership

1.B.1 Internal Assessment
Summary | Westinghouse Hanford Company
Program Title
SMS/WBS No. | FY 1995
Site Support Program Plan
Date Prepared: |
|--|--|--|

- Design and development of "training" resulting from external audit findings
- Actively involve employees to resolve workplace issues and make workplace improvements
- Actively perform the Quality Coordinator roles and responsibilities
- Certify Leadership & Organization Development consultants in quality improvement and change management tools
- Provide oral quarterly reports on organization development projects, challenges, and successes
- Implementation of actions resulting from participation on DOE directed Hanford task teams and committees
- Generate special surveys and reports as directed by WHC management, DOE-RL, and Westinghouse Electric

EVALUATION OF MAJOR ACTIVITIES (COST, VALUE-ADDED, ETC.)

- Organization development improves the productivity and effectiveness of organizations, teams, and individuals. This is increasing in importance as we downsize and reorganize the site.
- Professional development resources improve or develop knowledge, skills, and abilities of employees so that they can perform quality work safely and as a valued member of the team.
- Supporting Hanford-wide activities provides integration and consistency of thought, but removes significant resources from program-directed work.

FACTORS WHICH INFLUENCE RESOURCE CONSUMPTION (CHANGES TO COST AND VOLUME

- Requests from RL are more Hanford-wide in nature and are continually evolving.

FACTORS THAT INFLUENCE CHANGES IN TYPES OR NATURE OF PRODUCTS and SERVICES

1.B.2 External Assessment
Summary | Westinghouse Hanford Company
L & OD
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/31/94 |
|--|--|--|

SUMMARY OF CUSTOMER REQUIREMENTS (NEEDS)

The customers needs are more Hanford-wide in nature and include the needs for alignment to strategic goals and plans which cascade through the organization.

OTHER EXTERNAL CHALLENGES

Our DOE customer needs are more Hanford-wide in nature and are continually evolving. They include, but are limited to, required adherence to DOE quality goals, workforce restructuring, and aligning to processes not yet established.

1.C Goals and Objectives	Westinghouse Hanford Company
L & OD
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/31/94 |
|---------------------------------|--|--|

1. Enable organization to develop effective customer and team interface strategies.
2. Design and consult on organizational change projects to enhance the performance of the organization.

1.D Strategies	Westinghouse Hanford Company
L & OD
SMS/WBS No.6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/31/94 |
|-----------------------|---|--|

CUSTOMER SUPPORT STRATEGIES

- Develop effective working relationship with DOE-RL Total Quality Department.
- Align and work with each project manager to develop strategies for achieving his mission and the Company's mission.

PRODUCTION STRATEGIES

- Match service to customer needs.

ORGANIZATION and MANAGEMENT STRATEGIES

1.E Assumptions	Westinghouse Hanford Company
L & OD
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/31/94 |
|-----------------|--|--|

- WHC total performance leadership will be congruent with The Secretary's Quality Initiative.

1.F Issues and Constraints	Westinghouse Hanford Company
L & OD
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/31/94 |
|-----------------------------------|--|--|

- Actions from Hanford Quality Integration Team are not yet known.

1.G Performance Measures	Westinghouse Hanford Company
L & OD
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/31/94 |
|---------------------------------|--|--|

Our performance will be measured by an assessment process, applied client-by-client, yet to be developed by L&OD.

| 2.A.2 Description of Activities | Westinghouse Hanford
Company
Diversity & Development
SMS/WBS No. 6.10.2.4 | FY 1995
Site Support Program Plan
Date Prepared: 8/12/94 |
|--|---|--|
| ACTIVITY | DESCRIPTION | |
| Administer Total Quality
M .1
Ex .4
Nx .25

(This activity will be reduced
by .15 Nx in FY 1995) | This activity includes participation in the regular meetings of the Hanford Quality Integration Team and special initiatives identified by DOE. While the scope is still evolving, the Hanford wide assessment is estimated by DOE to involve at least 600 staffhours.

This includes Total Quality Management work, which is additional scope to that performed by L&OD in FY 1994. | |
| Coordinate the use of on and offsite
resources for individual/team
development and improvement
M .5
Ex .4
Nx .75

(This activity will be reduced
by .35 Nx in FY 1995) | Compare the company resources against the service to be provided and determine the best use of taxpayer dollars. This includes total quality tools and processes as well as team and organizational development services.

This includes Total Quality Management work, which is additional scope to that performed by L&OD in FY 1994. | |
| Team and Organization Development
M .3
Ex 6.0
Nx .7

(This activity will be reduced
by .5 Nx in FY 1995) | Determine and deliver services and resources that will enable an organization to improve productivity and team effectiveness and which will support our managers and employees to apply knowledge, skills and abilities to their jobs in a safe and quality manner and as an active member of the workteam.

This includes Total Quality Management work, which is additional scope to that performed by L&OD in FY 1994. | |
| Professional Development Courses
M .1
Ex .2 | Develop, design and deliver professional development courses to support the needs of the customers. | |

Leadership & Organization Development

Quality Deliverables

Date prepared: 8/31/94

Deliverable

Date

- Lead the Agenda Planning committee for Quality Coordinator Meeting
Transmit a copy of the agenda to DOE-RL
- Partner with other Quality Coordinators to develop and present a
proposal to form a Quality Coordinator Executive Committee.
Transmit a copy to DOE-RL
- Develop an assessment process for evaluating L&OD's effectiveness, of quality
consulting services, by the customers.
Transmit hard copy of process to DOE-RL
- Report results of assessment process to DOE-RL on a quarterly basis
- Report total quality achievements/outcomes to DOE-RL Total Quality Office.

11/94

11/94

by 2/95

Quarterly

Quarterly

Milestone Descriptions

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET

Graduate Rotational Programs	Date:
08/11/94
Assigned To:
Greg Mitchell	CIN:
Program WBS Designator:
6.10.2.4.1	Due Date:
9/30/95
Control Number: FAH-95-012	Rev.:

MILESTONE TYPE:

☐ DOE-HQ
☒ DOE-RL
☐ CNTR | DIVISION:

☐ State
☐ Federal
☒ DOE
☐ RCRA
☐ TPA Number _____ | DELIVERABLE:

☐ Report
☒ Letter
☐ Drawings
☐ Other (specify) | ADDRESS TO:

☐ DOE-HQ
☒ DOE-RL
☐ Other (specify) |
|--|---|---|---|

Milestone description:
 Development and implementation of a rotation process for current employees to accelerate the broadening of skills for future Hanford Site activities.

M	.2
Ex	.5
Nx	.5

Description of what constitutes completion of this milestone:
 A written report describing the rotation process.

Cost Account Manager
J. A. Powers	Date	Program/Project Manager
L. L. Myers	Date
Program Element Manager	Date	DOE Monitor
S. A. Hostick	Date

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET

Development Prospectus - FY 1995	Date:
08/11/94
Assigned To:
Carrie A. Locke	CIN:
Program WBS Designator:
6.10.2.4.3	Due Date:
10/01/94
Control Number: FAH-95-013	Rev.:

MILESTONE TYPE:

☐ DOE-HQ
☒ DOE-RL
☐ CNTR | DIVISION:

☐ State
☐ Federal
☒ DOE
☐ RCRA
☐ TPA Number
_____ | DELIVERABLE:

☒ Report
☐ Letter
☐ Drawings
☐ Other (specify) | ADDRESS TO:

☐ DOE-HQ
☒ DOE-RL
☐ Other (specify) |
|--|--|---|---|

Milestone description:
 This prospectus describes the scope of professional development in Westinghouse Hanford Company, Boeing Computer Services, Richland and ICF Kaiser Hanford. The prospectus covers three broad areas: on-site management and employee development, off-site courses, and the educational assistance program.

M	.05
Ex	.1
Nx	.1

Description of what constitutes completion of this milestone:
 Delivery of the completed report to RL on or before October 1, 1994.

Asst Account Manager

J. A. Powers | Program/Project Manager

L. L. Myers |
| Program Element Manager | DOE Monitor |
| | S. A. Hostick |

Westinghouse Hanford Company

MILESTONE DESCRIPTION SHEET

BCSR Affirmative Action Plan for Minorities and Women	Date:
08/11/94
Assigned To:
F. A. Powers	CIN:
Program WBS Designator:
6.10.2.4	Due Date:
11/01/94
Control Number: FAH-95-014	Rev.:

MILESTONE TYPE:

☐ DOE-HQ
☒ DOE-RL
☐ CNTR | DIVISION:

☐ State
☐ Federal
☒ DOE
☐ RCRA
☐ TPA Number
_____ | DELIVERABLE:

☒ Report
☐ Letter
☐ Drawings
☐ Other (specify) | ADDRESS TO:

☐ DOE-HQ
☒ DOE-RL
☐ Other (specify) |
|--|--|---|---|

Milestone description:

Prepare the FY 1995 Boeing Computer Services, Richland Affirmative Action Plan for minorities and women based on the requirements as stated in 41 CFR 60-2. Purpose is to document good faith efforts of the Company relative to the placement of minorities and women in all job categories, and to establish FY 1995 goals.

Ex .1

Nx .1

Each federal contractor is required by Executive Order 11246 to have a written affirmative action plan in place.

Description of what constitutes completion of this milestone:

Delivery of the completed Affirmative Action Plan to RL on or before November 1, 1994.

st Account Manager	Date	Program/Project Manager	Date
F. A. Powers		L. L. Myers	
Program Element Manager	Date	DOE Monitor	Date
		S. A. Hostick	

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET

3:
wrC Affirmative Action Plan for Minorities and Women	Date:
08/11/94
Assigned To:
F. A. Powers	CIN:
Program WBS Designator:
6.10.2.4	Due Date:
11/01/94
Control Number: FAH-95-015	Rev.:

MILESTONE TYPE:

☐ DOE-HQ
☒ DOE-RL
☐ CNTR | DIVISION:

☐ State
☐ Federal
☒ DOE
☐ RCRA
☐ TPA Number
<div style="border-bottom: 1px solid black; width: 100px; margin-top: 5px;"></div> | DELIVERABLE:

☒ Report
☐ Letter
☐ Drawings
☐ Other (specify) | ADDRESS TO:

☐ DOE-HQ
☒ DOE-RL
☐ Other (specify) |
|--|---|---|---|

Milestone description:

Prepare the FY 1995 Westinghouse Hanford Company Affirmative Action Plan for minorities and women based on the requirements as stated in 41 CFR 60-2. Purpose is to document good faith efforts of the Company relative to the placement of minorities and women in all job categories, and to establish FY 1995 goals.

M	.1
Ex	.2
Nx	.2

Description of what constitutes completion of this milestone:

Delivery of the completed Affirmative Action Plan to DOE-RL on or before November 1, 1994.

Cost Account Manager

F. A. Powers | Date | Program/Project Manager

L. L. Myers | Date |
| Program Element Manager | Date | DOE Monitor

S. A. Hostick | Date |

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET

Develop An Integrated Strategic Plan For Diversity	Date:
08/11/94
Assigned To:
F. A. Powers	CIN:
Program WBS Designator:
6.10.2.4	Due Date:
9/30/95
Control Number: FAH-94-016	Rev.:

MILESTONE TYPE:

☐ DOE-HQ
☒ DOE-RL
☐ CNTR | DIVISION:

☐ State
☐ Federal
☒ DOE
☐ RCRA
☐ TPA Number
_____ | DELIVERABLE:

☒ Report
☐ Letter
☐ Drawings
☐ Other (specify) | ADDRESS TO:

☐ DOE-HQ
☒ DOE-RL
☐ Other (specify) |
|--|--|---|---|

Milestone description:
 Develop an implementation plan for the Integrated Diversity Strategy. The purpose of this is to provide a targeted implementation of the concept of diversity into all aspects of the company's business in order that WHC might capitalize on different perspectives in the pursuit of mission accomplishment. The areas of focus include Educational Outreach, Workforce Diversity, Community Outreach and Small and Disadvantaged Business involvement.

M	.3
Ex	.6
Nx	.2

Description of what constitutes completion of this milestone:
 Develop and deliver to RL the implementation plans for each of the four focus areas of the Diversity Stratigic Plan as follows:
 The following due dates are actually interim milestones for internal monitoring toward completion of the RL milestone.

1) Partnering with our workforce	December 31. 1994
2) Education Outreach	March 31, 1995
3) Community Outreach	June 30, 1995
4) Small and Disadvantaged Business Commitment	September 30, 1995

Cost Account Manager

Date | Program/Project Manager
L. L. Myers
Date |
| With A. Powers
Program Element Manager

Date | DOE Monitor
S. A. Hostick
Date |

STAFF RELATIONS

1.A Vision/Mission	Westinghouse Hanford Company
HR Staff Relations
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VISION/MISSION

Actively support the attainment of WHC business objectives by ensuring that the management of Human Resources (HR) Staff Relations is integrated into the strategic and operational aspects of WHC. More specifically, provide the lead role for Hanford Site contractors in strategic planning, coordinating and negotiating of the Collective Bargaining Agreements with the Hanford Atomic Metal Trades Council (HAMTC) and the Hanford Guards Union (HGU). Provide guidance in labor contract interpretation and review and grievance answers. Assist in resolving workplace conflicts and help develop performance improvement plans. Support all WHC organizations, providing a one-stop focus by interfacing with other HR functions. Provide guidance on salary continuation/absence pay decisions, and review all potential disciplinary actions with management.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company
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SITUATIONAL ANALYSIS

HR Staff Relations is organized to align resources to directly support the program/project teams. Through this process, the matrixed organization will provide a more focused delivery of employee and labor relations services to our customers. The aligned HR managers will coordinate and interface with HR Central Services and Diversity & Development Leadership representatives assigned to support programs/projects.

PRIMARY CUSTOMERS

The Department of Energy, Richland Operations Office (RL) HR Division

WHC/BCSR

Westinghouse Electric Corporation (WEC)

MAJOR ACTIVITIES PERFORMED TO DELIVER PRODUCTS AND SERVICES

- Resolve day-to-day union problems to avoid formal grievances and their associated costs.
- Provide guidance to line management in responding to first and second step grievance answers.
- Represent the Company's interest at Third Step Grievance meetings with HAMTC and HGU.
- Provide input and assist the labor counsel in the preparation of grievance arbitration hearings.
- Work in conjunction with the labor counsel providing support in preparation for responding to National Labor Relations Board charges and litigations.
- Provide oversight and guidance to management, ensuring maximum utilization of the Craft Alignment Program and Temporary Employee provisions of the Collective Bargaining Agreement.
- Provide the lead in strategic planning and negotiations for training and certification programs covering a broad range of activities with various union affiliates.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company
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MAJOR ACTIVITIES PERFORMED TO DELIVER PRODUCTS AND SERVICES (continued)

- Provide the lead role for Hanford site contractors in strategic planning, coordinating and negotiating Collective Bargaining Agreements with HAMTC and HGU.
- Provide substantial advice and counsel to ICF Kaiser (ICF-KH) and Bechtel Hanford, Inc. (BHI) regarding labor/employee relations issues.
- Provide proactive support, counsel and guidance to managers and non-bargaining employees to ensure maintenance of Westinghouse represented status.
- Initiate and monitor policies, procedures and management practices to ensure compliance with federal and state laws.
- Provide HR counsel in the management of highly visible issues that carry potential major cost impacts such as employee concerns, disciplinary actions, plant injuries, safety concerns, harassment and EEO.
- Proactively counsel and advise employees in a broad range of employee relations issues and information practices to ensure a positive and productive work environment.
- Advise management on day-to-day employee relations issues to prevent them from escalating to highly visible and costly employee concerns and litigations.
- Develop, implement and modify administrative processes and programs to assist in the effective management of personnel issues such as Overtime Justification, Return to Work and Salary Continuance During Absences.
- Provide guidance and support in the development of program staffing plans pursuant to programmatic requirements initiated by the Defense Nuclear Facilities Safety Board (DNFSB), the Tri-Party Agreement and other potential third-parties.
- Provide input to organizational structure. Assist in the preparation of job descriptions, resolution of compensation issues and appropriate placement of personnel. In addition, provide guidance to managers in meeting EEO special placement goals.
- Develop programs aimed at improving productivity and workforce efficiency.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company
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MAJOR ACTIVITIES PERFORMED TO DELIVER PRODUCTS AND SERVICES (continued)

- Develop and deliver targeted skill enhancement programs including, but not limited to, Standards of Conduct Administration, New Managers' Orientation, and Labor Agreement Administration.
- Assist management in succession planning and the implementation of appropriate development plans and specialized training requirements to ensure assignment readiness.

PRODUCTS/SERVICES PROVIDED

- Employee/Labor Relations Council
- Administer and interpret Collective Bargaining Agreements with HAMTC and HGU.
- Initiate and revise HR Management Requirements and Practices
- Develop strategic bargaining plans
- Site Management System (SMS) Reporting/Site Support Program Plan (SSPP)
- Develop and deliver Skill Enhancement Programs
- Special Requests
- Counsel and documentation for High Profile Case Management
- Benchmark HR best practices

EVALUATION OF MAJOR ACTIVITIES (COST, VALUE-ADDED, ETC.)

- Advising management on day-to-day employee relations issues to prevent them from escalating to highly visible and costly employee concerns and litigations. Avoids costly preparation and settlement of EEOC and Human Rights Commission charges and litigations.
- Providing input to organizational structure. Helps managers meet EEO requirements and special placement goals.
- Effectively administering the Salary Continuance Program to reduce absenteeism and significantly improve productivity.
- Resolving day-to-day union problems. Avoids the costs associated with formal grievances (\$5,000-\$10,000 in hearing costs with settlements having the potential for reaching \$250,000+).
- Utilization of the Craft Alignment Program and Temporary Employee Provisions of the Collective Bargaining Agreement. These programs increase the efficiency of our operations and have a direct impact in cost savings.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company
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EVALUATION OF MAJOR ACTIVITIES (COST, VALUE-ADDED, ETC.) (continued)

- Establishing certification programs with the unions--such as Nuclear Process Operator, Health Physics Technician and Power Operator programs which are essential to meet regulatory requirements such as the (DNFSB) and DOE Orders.
- Negotiating alcohol testing with the unions to meet CDL and PSAP requirements. These are mandated by federal regulations or agencies such as the DNFSB, Department of Transportation and RL.
- Providing the lead role for Hanford site contractors regarding the Collective Bargaining Agreements with HAMTC and HGU. These agreements are legally binding obligations and provide the sole basis for work practice modifications involving unionized employees.
- Working in conjunction with the labor counsel providing support in preparation for responding to NLRB charges and litigations. Provide expert witness testimony as to facts and circumstances. Inappropriate preparation may have a significant financial and/or operational impact on the Company.
- Providing advice and counsel to KEH and BHI regarding Labor/Employee Relations issues. Ensures site-wide consistency in interpretation and application of the Collective Bargaining Agreement and HR policies and practices as they relate to transitional issues. This consistency results in cost avoidance for KEH and BHI as well as internally for WHC.

FACTORS WHICH INFLUENCE RESOURCE CONSUMPTION (CHANGES TO COST AND VOLUME)

- Special requests from WHC management, RL HRD, HAMTC and HGU leadership produce an inability to plan resources for these requests versus routine work activities.
- Reduced budgets have resulted in reductions to staff.
- Reductions and realignment of staff with associated learning curves influence turnaround on requests.

1.B.1 Internal Assessment Summary	Westinghouse Hanford Company
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FACTORS THAT INFLUENCE CHANGES IN TYPES OR NATURE OF PRODUCTS and SERVICES

- Developing alternative processes for increased productivity and reduction of costs to be proposed in the Collective Bargaining Agreements.
- Federal or state legislation changes.
- Legal or regulatory rulings that significantly change prevailing business practices.
- Clarification/understanding of customers' needs (interrelationships, etc.)
- Meeting requirements and expectations of Contract Reform.

Summary of Customer Requirements (Needs)

- Compliance with all federal, state and DOE regulatory requirements
- Labor stability
- Timely and equitable resolution of employee concerns

OTHER EXTERNAL CHALLENGES

- Provide assistance to other contractors.
- Internal WHC and external RL organizational changes impact the effectiveness of maintaining clear lines of communication.
- Requirements of external stakeholders.

1.C Goals and Objectives	Westinghouse Hanford Company
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GOALS AND OBJECTIVES

General Priorities - Budget

1. Conduct Company business within the legally binding framework of collective bargaining agreements with our unions and adhere to federal and state laws impacting those relationships.
2. Direct the operations of the matrixed HR Staff Relations offices.
3. Serve as the focal point for management and employees in the administration of HR policies/procedures and the resolution of employee concerns and issues.
4. Provide advice and counsel to management in the interpretation/application of employee and labor relations policies, procedures and practices, including administration of the Standards of Conduct.
5. Provide information and interpretation for all employees regarding Company-wide HR policies.
6. Administer HR programs in a consistent and fair manner to achieve and maintain positive employee morale which motivates superior performance.
7. Administer union agreements and provide advice/counsel to management regarding all aspects of labor relations policies and issues.
8. Counsel with senior staff and other upper level management to ensure timely and informed response regarding a broad spectrum of sensitive HR issues.

1.C Goals and Objectives	Westinghouse Hanford Company
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General Priorities - General

1. Conduct all operations in a safe and cost-effective manner.
2. Meet RL HR Division requirements and commitments.
3. Manage all activities in a total quality manner.
4. Negotiate, interpret and administer collective bargaining agreements.
5. Implement compliance programs.
6. Coordinate employee resolution programs.
7. Ensure fair, consistent and equal treatment of employees.
8. Develop, communicate and implement HR policies and procedures.
9. Maintain labor stability.
10. Manage cultural and climate activities to develop and improve employee working relationships at all levels of the organization.

1.D Strategies	Westinghouse Hanford Company
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CUSTOMER SUPPORT STRATEGIES

Based upon reality of reduced staff levels, put emphasis on management development and leadership training. Review organizational staff mix to align skills/strengths with work.

ORGANIZATION and MANAGEMENT STRATEGIES

Determine staff levels based upon outcome of organizational changes resulting from contract reform, internal WHC restructuring, ICF KH/WHC integration, BHI transition, and the ability to provide alternative methods for performing work.

1.E Assumptions	Westinghouse Hanford Company
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ASSUMPTIONS

- All employee and labor relations activities must fall within parameters established by federal and state laws, labor agreements, and other legal and regulatory requirements.
- Interpretations and decisions must balance business needs with employee needs within the framework of identified policies, procedures and sound professional practices.

1.F Issues and Constraints	Westinghouse Hanford Company
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ISSUES AND CONSTRAINTS

- The Five-Year Plan and the Multi-Year Program Plan are excluded from the requirements set forth in the WBS unless otherwise noted.
- The specific regulations directing drug testing specify that there will be implementation of the rules no later than one year from commencement of impact bargaining.
- Activities must comply with current applicable regulations and guidance:
 - Federal/State/etc., Regulations
 - DOE Contract
 - DOE Orders and Directives
 - DOE/RL Guidance/Correspondence
 - Labor Contract
 - WHC Management Guidance
 - Management Requirements and Procedures (MRP), Company Policies, and Other Controlled Manuals
- The total impact of the Environmental Restoration Contractor is as yet unknown.

Activity Descriptions

| 2.A.2 Description of Activities | Westinghouse Hanford Company
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| ACTIVITY | DESCRIPTION | |
| <u>49000</u> - HR Staff
Relations Management

(1 Ex; 1 Nx) | <ul style="list-style-type: none"> - This activity includes providing support to WHC management in establishing and achieving Company HR goals, generally, and more specifically, as they apply to employee/labor relations. - Direct the operations of the matrixed HR Staff Relations offices and provide functional control/guidance to management with regard to the administration and application of HR policies, procedures, programs and practices. | |
| <u>49100</u> - Support Program/Project
Level Organizations

(1.1 Ex; .3 Nx) | <ul style="list-style-type: none"> - Ensure appropriate HR policies are current through developing new policies or making timely revisions in concert with cognizant HR functions. | |
| | <ul style="list-style-type: none"> - Work directly with WHC management and HR functions in support of achieving the company goal of improved employee relations with all employees and providing full-service HR support. | |
| | <ul style="list-style-type: none"> - Provide a centralized focus for efficient administrative support of the activities of the HR Staff Relations' matrixed organizations. | |
| <u>49100</u> - Labor Relations

(.8 Ex; 1 Nx; .8 Nx Temp Labor)

See milestone: 23 | <ul style="list-style-type: none"> - Day-to-day administration of the Collective Bargaining Agreement. - Negotiate collective bargaining agreements and other special agreements and understandings with HAMTC/HGU. - Communicate with RL on a broad range of labor relations issues. - Package and communicate management expectations regarding key business decisions including, but not limited to, changes in work scope, skills mix, and training requirements for bargaining unit employees. | |
| Contract Administration

(1 Ex; 1 Nx) | <ul style="list-style-type: none"> - Interface with union leadership, international union representatives, RL and other federal agencies such as DOL. - Provide counsel and advice to the matrixed HR Staff Relations offices and management at large. - Ensure contractual provisions are followed for all negotiated agreements reached with HAMTC/HGU. | |

| 2.A.2 Description of Activities | Westinghouse Hanford Company
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| ACTIVITY | DESCRIPTION | |
| Educational Programs
(.2 Ex; .1 Nx) | <ul style="list-style-type: none"> - Prepare and deliver skill enhancement programs for managers relative to rights and responsibilities of managing a represented workforce including labor agreement interpretation and administration. - Orient and counsel managers on provisions of the Collective Bargaining Agreement and significant changes in labor law impacting management of the represented workforce. | |
| Craft Alignment Program
(.2 Ex) | <ul style="list-style-type: none"> - Increase flexibility and optimize labor resources in a mutually beneficial manner to produce a working environment which is safer, more efficient and more economical. | |
| Joint Committee on Labor Management Affairs
(.3 Ex; .1 Nx) | <ul style="list-style-type: none"> - Twenty-two members of WHC management and twenty-two members of labor jointly endeavor to develop a collective working environment wherein efficiency and effectiveness are paramount. This working environment will have a positive impact on containing the cost of grievance/arbitration resolution and improve productivity. | |
| <u>49200</u> - Staff Relations/Transition Projects
(.4 Ex; .4 Nx)
See milestone: 20 | <ul style="list-style-type: none"> - Provide HR services to line management on a daily basis. Assist in problem resolution. Provide functional control/guidance to management with regard to the administration and application of HR policies, procedures, programs and practices. Maintain open communications with employees and management on all employee-related issues. | |
| Labor Relations
(.6 Ex; .2 Nx)
See milestones: 21 & 22 | <ul style="list-style-type: none"> - Provide administrative application of the Collective Bargaining Agreement and work toward minimization of grievances and third-party resolutions. - Provide guidance to line management in the preparation of Step I and II grievance answers. Actively participate in Step III grievance meetings and prepare draft answers for assigned cases. - Provide support to the Office of General Counsel in arbitration/litigation matters. | |

| 2.A.2 Description of Activities | Westinghouse Hanford Company
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| ACTIVITY | DESCRIPTION | |
| Wage and Salary Administration
(.2 Ex) | - Work with WHC Compensation Services to create innovative approaches to resolve pay issues, delivery and recognition programs. Provide line management support in the preparation and preliminary review of merit plans. | |
| Benefits
(.2 Ex) | - Work with Benefits Administration to provide information and/or assistance relative to employee benefit questions or concerns. Communicate with employees and management on emerging benefit issues. | |
| Equal Employment Opportunities/
Affirmative Action
(.2 Ex) | - Work proactively with line management to meet diversity goals. Provide direct intervention in discrimination/harassment claims to minimize formal complaints, concerns, or third-party resolutions. | |
| Organizational Development
(.2 Ex) | - Provide organizational effectiveness input to line management and skill enhancement training to optimize managerial efficiency and effectiveness in dealing with employee and labor relations issues. | |
| Employment
(.2 Ex) | - Assist in the recruiting and transferring of personnel in the exempt, non-exempt and represented classifications. Coordinate flow of paperwork within the program/project and the Central Employment Office. | |
| Maintain a Safe Work Environment
(.2 Ex) | - Directly contribute to the resolution of safety, health and environmental issues as appropriate. Refer unresolved issues to management. Rotate participation in the Safety Observer Program among staff members. | |
| Displaced Employees/Manpower
Adjustments
(.2 Ex) | - Directly assist with the identification and disposition of displaced workers. Provide guidance concerning union contract adherence, inter-HR coordination of job placement, career counseling, resume preparation and training as required. | |

| 2.A.2 Description of Activities | Westinghouse Hanford Company
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| ACTIVITY | DESCRIPTION | |
| <u>49300</u> - Staff Relations/Emergency,
Safety and Quality Services

(.6 Ex; .6 Nx) | - Provide HR services to line management on a daily basis. Assist in problem resolution. Provide functional control/guidance to management with regard to the administration and application of HR policies, procedures, programs and practices. Maintain open communications with employees and management on all employee-related issues. | |
| Labor Relations

(1.0 Ex; 2 Nx) | - Provide administrative application of the Collective Bargaining Agreement and work toward minimization of grievances and third-party resolutions.
- Provide guidance to line management in the preparation of Step I and II grievance answers. Actively participate in Step III grievance meetings and prepare draft answers for assigned cases.
- Provide support to the Office of General Counsel in arbitration/litigation matters. | |
| Wage and Salary Administration

(.2 Ex) | - Work with WHC Compensation Services to create innovative approaches to resolve pay issues, delivery and recognition programs. Provide line management support in the preparation and preliminary review of merit plans. | |
| Benefits

(.2 Ex) | - Work with Benefits Administration to provide information and/or assistance relative to employee benefit questions or concerns. Communicate with employees and management on emerging benefit issues. | |
| Equal Employment
Opportunities/Affirmative Action

(.2 Ex) | - Work proactively with line management to meet diversity goals. Provide direct intervention in discrimination/harassment claims to minimize formal complaints, concerns, or third-party resolutions. | |
| Organizational Development

(.2 Ex) | - Provide organizational effectiveness input to line management and skill-enhancement training to optimize managerial efficiency and effectiveness in dealing with employee and labor relations issues. | |

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| ACTIVITY | DESCRIPTION | |
| Employment
(.2 Ex) | - Assist in the recruiting and transferring of personnel in the exempt, non-exempt, and represented classifications. Coordinate flow of paperwork within the program/project and the Central Employment Office. | |
| Maintain a Safe Work Environment
(.2 Ex) | - Directly contribute to the resolution of safety, health and environmental issues as appropriate. Refer unresolved issues to management. Rotate participation in the Safety Observer Program among staff members. | |
| Displaced Employees/Manpower Adjustments
(.2 Ex) | - Directly assist with the identification and disposition of displaced workers. Provide guidance concerning union contract adherence, inter-HR coordination of job placement, career counseling, resume preparation and training as required. | |
| <u>49400</u> - Staff Relations/TWRS
(.6 Ex; .5 Nx) | - Provide HR services to line management on a daily basis. Assist in problem resolution. Provide functional control/guidance to management with regard to the administration and application of HR policies, procedures, programs and practices. Maintain open communications with employees and management on all employee-related issues. | |
| Labor Relations
(1.0 Ex; .2 Nx) | <ul style="list-style-type: none"> - Provide administrative application of the Collective Bargaining Agreement and work toward minimization of grievances and third-party resolutions. - Provide guidance to line management in the preparation of Step I and II grievance answers. Actively participate in Step III grievance meetings and prepare draft answers for assigned cases. - Provide support to the Office of General Counsel in arbitration/litigation matters. | |
| Wage and Salary Administration
(.2 Ex) | - Work with WHC Compensation Services to create innovative approaches to resolve pay issues, delivery and recognition programs. Provide line management support in the preparation and preliminary review of merit plans. | |

| 2.A.2 Description of Activities | Westinghouse Hanford Company
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| ACTIVITY | DESCRIPTION | |
| Benefits
(.2 Ex) | - Work with Benefits Administration to provide information and/or assistance relative to employee benefit questions or concerns. Communicate with employees and management on emerging benefit issues. | |
| Equal Employment Opportunities/Affirmative Action
(.2 Ex) | - Work proactively with line management to meet diversity goals. Provide direct intervention in discrimination/harassment claims to minimize formal complaints, concerns, or third-party resolutions. | |
| Organizational Development
(.2 Ex) | - Provide organizational effectiveness input to line management and skill-enhancement training to optimize managerial efficiency and effectiveness in dealing with employee and labor relations issues. | |
| Employment
(.2 Ex) | - Assist in the recruiting and transferring of personnel in the exempt, non-exempt, and represented classifications. Coordinate flow of paperwork within the program/project and the Central Employment Office. | |
| Maintain a Safe Work Environment
(.2 Ex) | - Directly contribute to the resolution of safety, health and environmental issues as appropriate. Refer unresolved issues to management. Rotate participation in the Safety Observer Program among staff members. | |
| Displaced Employees/Manpower Requirements
(.2 Ex) | - Directly assist with the identification and disposition of displaced workers. Provide guidance concerning union contract adherence, inter-HR coordination of job placement, career counseling, resume preparation and training as required. | |
| 49500 - Staff Relations/
Administration
(.3 Ex; .4 Nx)
See milestone: 25 | - Provide HR services to line management on a daily basis. Assist in problem resolution. Provide functional control/guidance to management with regard to the administration and application of HR policies, procedures, programs and practices. Maintain open communications with employees and management on all employee-related issues. | |

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| ACTIVITY | DESCRIPTION | |
| Labor Relations
(1.0 Ex; .2 Nx;
.1 Nx Temporary Labor) | <ul style="list-style-type: none"> - Provide administrative application of the Collective Bargaining Agreement and work toward minimization of grievances and third-party resolutions. - Provide guidance to line management in the preparation of Step I and II grievance answers. Actively participate in Step III grievance meetings and prepare draft answers for assigned cases. - Provide support to the Office of General Counsel in arbitration/litigation matters. | |
| Wage and Salary Administration
(.2 Ex) | <ul style="list-style-type: none"> - Work with WHC Compensation Services to create innovative approaches to resolve pay issues, delivery and recognition programs. Provide line management support in the preparation and preliminary review of merit plans. | |
| Benefits
(.2 Ex) | <ul style="list-style-type: none"> - Work with Benefits Administration to provide information and/or assistance relative to employee benefit questions or concerns. Communicate with employees and management on emerging benefit issues. | |
| Equal Employment Opportunities/
Affirmative Action
(.2 Ex) | <ul style="list-style-type: none"> - Work proactively with line management to meet diversity goals. Provide direct intervention in discrimination/harassment claims to minimize formal complaints, concerns, or third-party resolutions. | |
| Organizational Development
(.2 Ex) | <ul style="list-style-type: none"> - Provide organizational effectiveness input to line management and skill enhancement training to optimize managerial efficiency and effectiveness in dealing with employee and labor relations issues. | |
| Employment
(.2 Ex) | <ul style="list-style-type: none"> - Assist in the recruiting and transferring of personnel in the exempt, non-exempt and represented classifications. Coordinate flow of paperwork within the program/project and the Central Employment Office. | |
| Maintain a Safe Work Environment
(.2 Ex) | <ul style="list-style-type: none"> - Directly contribute to the resolution of safety, health and environmental issues as appropriate. Refer unresolved issues to management. Rotate participation in the Safety Observer Program among staff members. | |

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| ACTIVITY | DESCRIPTION | |
| Displaced Employees/Manpower
Adjustments

(.2 Ex) | - Directly assist with the identification and disposition of displaced workers. Provide guidance concerning union contract adherence, inter-HR coordination of job placement, career counseling, resume preparation and training as required. | |
| <u>49600</u> - Staff Relations/Spent
Nuclear Fuels

(.3 Ex; .4 Nx)

See milestone: 24 | - Provide HR services to line management on a daily basis. Assist in problem resolution. Provide functional control/guidance to management with regard to the administration and application of HR policies, procedures, programs and practices. Maintain open communications with employees and management on all employee-related issues. | |
| Labor Relations

(1.0 Ex; .2 Nx;
.1 Nx Temporary Labor) | - Provide administrative application of the Collective Bargaining Agreement and work toward minimization of grievances and third-party resolutions.
- Provide guidance to line management in the preparation of Step I and II grievance answers. Actively participate in Step III grievance meetings and prepare draft answers for assigned cases.
- Provide support to the Office of General Counsel in arbitration/litigation matters. | |
| Wage and Salary Administration

(.2 Ex) | - Work with WHC Compensation Services to create innovative approaches to resolve pay issues, delivery and recognition programs. Provide line management support in the preparation and preliminary review of merit plans. | |
| Benefits

(.2 Ex) | - Work with Benefits Administration to provide information and/or assistance relative to employee benefit questions or concerns. Communicate with employees and management on emerging benefit issues. | |
| Equal Employment Opportunities/
Affirmative Action

(.2 Ex) | - Work proactively with line management to meet diversity goals. Provide direct intervention in discrimination/harassment claims to minimize formal complaints, concerns, or third-party resolutions. | |

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| ACTIVITY | DESCRIPTION | |
| Organizational Development
(.2 Ex) | - Provide organizational effectiveness input to line management and skill enhancement training to optimize managerial efficiency and effectiveness in dealing with employee and labor relations issues. | |
| Employment
(.2 Ex) | - Assist in the recruiting and transferring of personnel in the exempt, non-exempt, and represented classifications. Coordinate flow of paperwork within the program/project and the Central Employment Office. | |
| Maintain a Safe Work Environment
(.2 Ex) | - Directly contribute to the resolution of safety, health and environmental issues as appropriate. Refer unresolved issues to management. Rotate participation in the Safety Observer Program among staff members. | |
| Displaced Employees/Manpower Adjustments
(.2 Ex) | - Directly assist with the identification and disposition of displaced workers. Provide guidance concerning union contract adherence, inter-HR coordination of job placement, career counseling, resume preparation and training as required. | |
| 49700 - Staff Relations/Waste, Analytical & Environmental Services
(.6 Ex; .5 Nx) | - Provide HR services to line management on a daily basis. Assist in problem resolution. Provide functional control/guidance to management with regard to the administration and application of HR policies, procedures, programs and practices. Maintain open communications with employees and management on all employee related issues. | |
| Labor Relations
(.6 Ex; .1 Nx)

See milestones: 26 & 27 | <ul style="list-style-type: none"> - Provide administrative application of the Collective Bargaining Agreement and work toward minimization of grievances and third-party resolutions. - Provide guidance to line management in the preparation of Step I and II grievance answers. Actively participate in Step III grievance meetings and prepare draft answers for assigned cases. - Provide support to the Office of General Counsel in arbitration/litigation matters. | |

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| ACTIVITY | DESCRIPTION | |
| Wage and Salary Administration
(.2 Ex) | - Work with WHC Compensation Services to create innovative approaches to resolve pay issues, delivery and recognition programs. Provide line management support in the preparation and preliminary review of merit plans. | |
| Benefits
(.2 Ex) | - Work with Benefits Administration to provide information and/or assistance relative to employee benefit questions or concerns. Communicate with employees and management on emerging benefit issues. | |
| Equal Employment
Opportunities/Affirmative Action
(.2 Ex) | - Work proactively with line management to meet diversity goals. Provide direct intervention in discrimination/harassment claims to minimize formal complaints, concerns, or third-party resolutions. | |
| Organizational Development
(.2 Ex) | - Provide organizational effectiveness input to line management and skill enhancement training to optimize managerial efficiency and effectiveness in dealing with employee and labor relations issues. | |
| Employment
(.2 Ex) | - Assist in the recruiting and transferring of personnel in the exempt, non-exempt and represented classifications. Coordinate flow of paperwork within the program/project and the Central Employment Office. | |
| Maintain a Safe Work Environment
(.2 Ex) | - Directly contribute to the resolution of safety, health and environmental issues as appropriate. Refer unresolved issues to management. Rotate participation in the Safety Observer Program among staff members. | |
| Displaced Employees/Manpower
Adjustments
(.2 Ex) | - Directly assist with the identification and disposition of displaced workers. Provide guidance concerning union contract adherence, inter-HR coordination of job placement, career counseling, resume preparation and training as required. | |

SUPPORT ORGANIZATION FILE: HR Staff Relations

FORM 2.C.3 FTEs

WBS Number 6.10.2.8

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
MANAGERS								
First line		6.0	6.0	8.0	8.0	8.0	8.0	8.0
General/executive		2.0	2.0					
Project/Program								
Other								
ENGINEERS								
Chemical								
Civil								
Computer								
Electrical								
Environmental								
Industrial								
Mechanical								
Nuclear								
Petroleum/Mining								
Plant								
Quality Control								
Safety								
Other								
SCIENTISTS								
Chemists								
Environmental								
Geologists								
Life								
Material								

SUPPORT ORGANIZATION TITLE: HR Staff Relations

FORM 2.C.3 FTEs

WBS Number 6.10.2.8

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
Mathematicians								
Physicists								
Social								
Other								
ADMIN/OTHER PROFESSIONALS				16.0	16.0	16.0	16.0	16.0
Accountant/auditor								
Architect								
Buyers/procurement								
Communications								
Compliance inspectors								
Computer System Anal								
Cost Est/planner/sch								
Health Physics								
Industrial Hygiene								
Lawyers								
Personnel/Labor Rela		15.0	15.0					
Physicians								
Physician Assis/Nurs								
Safeguard & Security								
Tech Writers & Edit								
Trainers								
Other Temporary		1.0	1.0					
JOB FAMILY								
Job category								
GEN ADM/SECRETARY/CLERK								

SUPPORT ORGANIZATION TITLE: HR Staff Relations

FORM 2.C.3 FTEs

WBS Number 6.10.2.8

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
Admin Assistants								
Office Clerks (Gen)		3.0	3.0	3.0	3.0	3.0	3.0	3.0
Office Clerks (Special)								
Secretaries		5.0	5.0	5.0	5.0	5.0	5.0	5.0
Typist/Word Process								
Other								
TECHNICIANS								
Computer Oper/Coder								
Drafters								
Engrs/Tech								
Envir. Sci Technicians								
Health Phys. Technic.								
Indus. Saf/Health Tech								
Instru/Control Tech								
Lab. Technicians								
Media Technicians								
Survey/Map Tech								
Other								
CRAFTS								
Carpenters								
Electricians								
HVAC								
Machinists								
Masons								
Millwrights								

SUPPORT ORGANIZATION TITLE: HR Staff Relations

FORM 2.C.3 FTEs

WBS Number 6.10.2.8

FY 1995 SSPP

Full-Time Equivalent Staff by Job Description				NOTE: Job Family Only After 1996				
JOB FAMILY								
Job category	1994	1995	1996	1997	1998	1999	2000	2001
Painters								
Plumbers/Pipefitters								
Struct/Metal Workers								
Vehic./Mob Equip Mech								
Welders								
Other								
OPERATORS								
Chemical System								
Drillers								
Lt. Vehicle Drivers								
Material Moving Equip								
Nuclear Plant								
Utilities Waste Proces								
Other								
LABOR & GEN WORKERS								
Firefighters								
Food Service								
Hand/Help Lab Gen								
Hand/Help Lab Spec								
Janitors/Cleaners								
Laundry Workers								
Security Guards								
Other								
TOTAL	* 33.4	32.0	32.0	32.0	32.0	32.0	32.0	32.0

* Approved 1994 Fiscal Year Work Plan

Milestone Descriptions

1. The first milestone is the completion of the project charter.

Westinghouse Hanford Company

MILESTONE DESCRIPTION SHEET

Title:
Personnel Disposition/Transition During UO-3 Closure	Date:
08/10/94
Assigned To:
Gerald F. Saskowsky	CIN:
Program WBS Designator:
6.10.2.8.4	Due Date:
02/01/95
Control Number: FAH-95-020	Rev.:

MILESTONE TYPE:

☐ DOE-HQ
☒ DOE-RL
☐ CNTR | DIVISION:

☐ State
☐ Federal
☐ DOE
☐ RCRA
☐ TPA Number
<hr style="width: 50%; margin-left: 0;"/> | DELIVERABLE:

☐ Report
☐ Letter
☐ Drawings
☒ Other (specify)

Disposition of employees due to UO-3 facility closure. | ADDRESS TO:

☐ DOE-HQ
☐ DOE-RL
☐ Other (specify) |
|--|---|---|--|

Milestone description:

Provide guidance and support to Purex/UO-3 management to ensure an orderly closure of the UO-3 facility with respect to the disposition/transition of facility personnel. This milestone will be completed by 2/01/95 with available personnel resources.

Ex .2
Nx .1

Description of what constitutes completion of this milestone:

Final closure of UO-3 facility and all affected personnel have been relocated to other positions/facilities.

Cost Account Manager
H. A. Sieber	Date	Program/Project Manager
L. L. Myers	Date
Program Element Manager	Date	DOE Monitor
S. A. Hostick	Date

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET

Title:
Power Operator Training and Qualification Program	Date:
08/10/94
Assigned To:
Gerald F. Saskowsky	CIN:
Program WBS Designator:
6.10.2.8.4	Due Date:
02/01/95
Control Number: FAH-95-021	Rev.:

MILESTONE TYPE:

☐ DOE-HQ
☒ DOE-RL
☐ CNTR | DIVISION:

☐ State
☐ Federal
☐ DOE
☒ RCRA
☐ TPA Number _____ | DELIVERABLE:

☐ Report
☐ Letter
☐ Drawings
☒ Other (specify)

Negotiations with Union. | ADDRESS TO:

☐ DOE-HQ
☐ DOE-RL
☐ Other (specify) |
|--|---|---|--|

Milestone description:
 Conclude the formal bargaining process for a Power Operator Training and Qualification Program with Operating Engineers Local 280 and HAMTC. This milestone will be completed by 02/01/95 using available personnel resources.

Ex .2

Description of what constitutes completion of this milestone:
 An agreement between the Company and the Union on the effects/impact of the program on the employees and a ratification of the training program by the members of Operating Engineers Local 280, Seniority Group 006.

Jst Account Manager	Date	Program/Project Manager	Date
H. A. Sieber		L. L. Myers	
Program Element Manager	Date	DOE Monitor	Date
		S. A. Hostick	

Westinghouse Hanford Company

MILESTONE DESCRIPTION SHEET

Title:
Transition Projects Training on Labor Agreement (HAMTC)	Date:
08/10/94
Assigned To:
Gerald F. Saskowsky	CIN:
Program WBS Designator:
6.10.2.8.4	Due Date:
06/01/95
Control Number: FAH-95-022	Rev.:

MILESTONE TYPE:

☐ DOE-HQ
☒ DOE-RL
☐ CNTR | DIVISION:

☐ State
☐ Federal
☐ DOE
☐ RCRA
☐ TPA Number
_____ | DELIVERABLE:

☐ Report
☐ Letter
☐ Drawings
☐ Other (specify) | ADDRESS TO:

☐ DOE-HQ
☐ DOE-RL
☐ Other (specify) |
|--|---|--|--|

Milestone description:
 A strategic initiative for Transition Projects is to ensure full utilization and implementation of key flexibility language in the HAMTC labor agreement that enhances the efficiencies of operations. Develop and deliver a training module on key elements, such as the Craft Alignment Program (CAP). This milestone will be completed by 6/01/95 with available personnel resources.

Ex .2

Description of what constitutes completion of this milestone:
 Completion of training for all appropriate personnel within Transition Projects.

Cost Account Manager
H. A. Sieber	Date	Program/Project Manager
L. L. Myers	Date
Program Element Manager	Date	DOE Monitor
S. A. Hostick	Date

Westinghouse Hanford Company

MILESTONE DESCRIPTION SHEET

Title:
Labor/Management Cooperation Program	Date:
08/10/94
Assigned To:
Ben D. Corder	CIN:
Program WBS Designator:
6.10.2.8.1	Due Date:
03/01/94
Control Number: FAH-95-023	Rev.:

MILESTONE TYPE:

☐ DOE-HQ
☒ DOE-RL
☐ CNTR | DIVISION:

☐ State
☐ Federal
☐ DOE
☐ RCRA
☐ TPA Number
_____ | DELIVERABLE:

☐ Report
☐ Letter
☐ Drawings
☐ Other (specify) | ADDRESS TO:

☐ DOE-HQ
☐ DOE-RL
☐ Other (specify) |
|--|---|--|--|

Milestone description:
 Restructure the Labor Management Cooperation Program. This milestone will be completed with available personnel.

Ex .4

Description of what constitutes completion of this milestone:
 Restructuring the membership and committee assignments by March 1, 1995.

Just Account Manager

H. A. Sieber | Date | Program/Project Manager

L. L. Myers | Date |
| Program Element Manager | Date | DOE Monitor

S. A. Hostick | Date |

Westinghouse Hanford Company

MILESTONE DESCRIPTION SHEET

Title:	Date:
Develop and Implement Human Resources Staff Relations Rotational Program	08/10/94
Assigned To:	CIN:
Joan T. Eckert	
Program WBS Designator:	Due Date:
6.10.2.8.5	09/30/94
Control Number: FAH-95-024	Rev.:

MILESTONE TYPE:

☐ DOE-HQ
☒ DOE-RL
☐ CNTR | DIVISION:

☐ State
☐ Federal
☐ DOE
☐ RCRA
☐ TPA Number
<hr style="width: 50%; margin-left: 0;"/> | DELIVERABLE:

☐ Report
☐ Letter
☒ Drawings
☐ Other (specify) | ADDRESS TO:

☐ DOE-HQ
☐ DOE-RL
☐ Other (specify) |
|--|---|---|--|

Milestone description:
 Develop and implement a rotational program within Human Resources Staff Relations to enhance the effectiveness of the organization. This milestone will be completed by 9/30/95 with available personnel resources.

Ex .3
 Nx .2

Description of what constitutes completion of this milestone:
 The implementation of a rotational program and the successful rotation of at least three staff members.

Host Account Manager	Date	Program/Project Manager	Date
H. A. Sieber		L. L. Myers	
Program Element Manager	Date	DOE Monitor	Date
		S. A. Hostick	

Westinghouse Hanford Company

MILESTONE DESCRIPTION SHEET

Title:	Date:
Targeted Skill Enhancement Programs	08/10/94
Assigned To:	CIN:
Karen A. Hill	
Program WBS Designator:	Due Date:
6.10.2.8.6	09/30/95
Control Number: FAH-95-025	Rev.:

MILESTONE TYPE:

☐ DOE-HQ
☒ DOE-RL
☐ CNTR | DIVISION:

☐ State
☐ Federal
☐ DOE
☐ RCRA
☐ TPA Number
_____ | DELIVERABLE:

☐ Report
☒ Letter
☐ Drawings
☐ Other (specify) | ADDRESS TO:

☐ DOE-HQ
☐ DOE-RL
☐ Other (specify) |
|--|---|---|--|

Milestone description:

Conduct six sessions each of Targeted Skill Enhancement Programs: New Managers' Orientation, Standards of Conduct Administration, Administrative Professional Company Orientation. Nine sessions will be completed by 3/30/95, and the remaining nine sessions by 9/30/95. This milestone will be completed using available personnel resources.

Ex .3
Nx .2

Description of what constitutes completion of this milestone:

A report will verify the existence of completed class rosters for each session conducted. This report will be made on 3/30/95 and 9/30/95.

Cost Account Manager	Date	Program/Project Manager	Date
H. A. Sieber		L. L. Myers	
Program Element Manager	Date	DOE Monitor	Date
		S. A. Hostick	

Westinghouse Hanford Company MILESTONE DESCRIPTION SHEET

Title:	Date:
HGU Strategic Bargaining Plan for Wage Reopener	08/10/94
Assigned To:	CIN:
Frank A. Blowe/Ben D. Corder	
Program WBS Designator:	Due Date:
6.10.2.8.1	09/30/95
Control Number: FAH-95-026	Rev.:

MILESTONE TYPE:

☐ DOE-HQ
☒ DOE-RL
☐ CNTR | DIVISION:

☐ State
☐ Federal
☐ DOE
☐ RCRA
☐ TPA Number
_____ | DELIVERABLE:

☐ Report
☐ Letter
☒ Drawings
☐ Other (specify) | ADDRESS TO:

☐ DOE-HQ
☐ DOE-RL
☐ Other (specify) |
|--|---|---|--|

Milestone description:

To develop the wage and benefit package for bargaining with the Hanford Guards Union for the 30-day wage reopener period commencing October 1, 1995. This milestone will be completed by 9/30/95 with available personnel resources.

Ex .2
 Nx .1

Description of what constitutes completion of this milestone:

A written plan/document delivered to RL Contractor Industrial Relations which contains the economic parameters that Westinghouse Hanford Company would use in negotiations with the Hanford Guards Union.

Cost Account Manager	Date	Program/Project Manager	Date
H. A. Sieber		L. L. Myers	
Program Element Manager	Date	DOE Monitor	Date
		S. A. Hostick	

Westinghouse Hanford Company

MILESTONE DESCRIPTION SHEET

Title:
Pre-Negotiations Planning for Alcohol Testing for Commercial Drivers License Compliance	Date:
08/10/94
Assigned To:
Frank A. Blowe/Ben D. Corder	CIN:
Program WBS Designator:
6.10.2.8.1	Due Date:
11/01/94
Control Number: FAH-95-027	Rev.:

MILESTONE TYPE:
☐ DOE-HQ
☒ DOE-RL
☐ CNTR | DIVISION:
☐ State
☐ Federal
☒ DOE
☐ RCRA
☐ TPA Number
_____ | DELIVERABLE:
☐ Report
☒ Letter
☐ Drawings
☐ Other (specify) | ADDRESS TO:
☐ DOE-HQ
☐ DOE-RL
☐ Other (specify) |
|--|--|---|--|

Milestone description:
 To develop a plan to bargain the alcohol testing requirements under the provisions of the Commercial Drivers License (CDL) regulations. This milestone will be completed by 11/01/94 with available personnel resources.

Ex .2

Description of what constitutes completion of this milestone:
 A written document reviewed with WHC Labor Relations and Human Resources management that outlines the WHC plan to comply with the CDL requirements.

Cost Account Manager
H. A. Sieber	Date	Program/Project Manager
L. L. Myers	Date
Program Element Manager	Date	DOE Monitor
S. A. Hostick	Date

EDUCATION PIPELINE

Site Support Program Plan Approval Sheet

6.10.2.2 Education Outreach
(Program WBS# Name)

Assistant Manager-Contracting Officer's Representative

J. E. Oller 9/19/94
(Signature) (Date)
JUNE OLLERD
(Printed Name)

Program Manager

R. M. Schwenk 9/20/94
(Signature) (Date)
R. M. Schwenk
(Printed Name)

Program Overview	Westinghouse Hanford Company
Education Pipeline
SMS/WBS No. 6.10.2.2 | FY 1995
Site Support Program Plan
Date Prepared: August 31, 1994 |
|------------------|--|--|

The Program Overview of the Education Pipeline Program is:

Economic Transition leads the Hanford team in partnering with regional communities to leverage Hanford's substantial assets with related private sector resources to simultaneously accomplish the Hanford cleanup mission and advance the economic diversification of the region. A strategic element of this Hanford community partnership is the shared understanding that a strong regional educational base is tantamount to preparing and maintaining a workforce capable of meeting the needs of today and the challenges of the future. For this reason, Economic Transition is committed to sustaining dynamic business-education-community partnerships that link regional educational resources with the professional preparation capabilities at Hanford to provide educationally and experiential enhanced workforce candidates for Hanford, regional communities, and the environmental sector at large.

Economic Transition's contribution to these workforce preparation partnerships comes in the form of a workforce delivery system known as the *Hanford Intern Pipeline*. Included in the pipeline strategy are a spectrum of on-site and off-site activities and experiences that stimulate and enhance participation in math, science, and engineering studies at all educational levels. The pipeline's ultimate goal is to supply an environmental workforce that is more diverse, better educated, and work-place ready. This will be accomplished through innovative involvement in early educational environments, providing degree-compatible internships mutually beneficial to intern and employer, and strategic partnering with key educational, community, multi-cultural, professional, and technical entities.

SSPP95E
Work Breakdown Structure Dictionary		Westinghouse Hanford Company
ECONOMIC TRANSITION
Part I – Summary
(Dollars in 000's)		FY 1995 SSPP
Rev. # 0		Funding
G&A
SWS
OST
DOH
MGT PRO
POOL
DIRECT
Cost Account
1MDDEE	Cost Account Title
EDUCATION/OUTREACH			15-Sep-94		
SMS WBS
6.10.2.2	SMS Title
EDUCATION/OUTREACH			Annualized Rate
(For Organizational Overhead and Rated Service Pool Use Only)		
CAM Review/Approval		RM SCHWENK	Date	FY 1994 Rate	FY 1995 Rate Request	
SMS Program Manager Review/Approval		RM SCHWENK	Date	30%	30%	
Financial Manager Review/Approval		LC BRANDT	Date	FY 1995 Target Rate	FY 1995 Approved Rate	
Responsible Analyst		KB TOBLER	Date	30%		
OSBRB Review/Approval		BR THOMAS	Date			
	FY 1994		FY 1995			
	Budget	Fiscal Year Spending Forecast (FYSF)	1,988
Target	2,096
Request	Approved Baseline	
FULL-TIME EQUIVALENTS (FTEs)						
. Organizational – Exempt	12.7	12.3		11.7		
. Organizational – Nonexempt	5.6	5.6		7.0		
. Organizational – Bargaining		0.3				
Total Organizational FTEs	18.3	18.2		18.7		
Support FTEs						
TOTAL FTEs	18.3	18.2		18.7		
COST ELEMENTS						
. Labor – Regular	1,069	1,068		1,073		
. Labor – Overtime	20	18				
0 Total Labor	1,089	1,086		1,073		
1 Materials	133	190		110		
2 Purchased Services	368	306		784		
3 Other Hanford		1				
4 Site Services	56	35		68		
5 Internal Charges	76	160				
6 IRM Support	164	140		168		
7 Overheads	265	260		323		
8 Revenue (BILLBACK)				(430)		
TOTAL DOLLARS	2,151	2,178	1,988	2,096		

COST ACCOUNT		
Work Breakdown
Structure
Dictionary | Westinghouse Hanford Company

Part II – Element Definition | FY 1995 SSPP

Revision # 0. |

WBS ELEMENT CODE:	6.10.2.2	TITLE:	EDUCATION/OUTREACH
ELEMENT TASK DESCRIPTION <u>COST CONTENT –</u> Labor, P.O. Contracts and other operating costs in support of Education and Outreach. <u>TECHNICAL CONTENT –</u> Support the Hanford–community partnership by assisting in a strong regional educational base by preparing and maintaining a work force capable of meeting the needs of today and the challenges of the future. These goals will be accomplished through innovative involvement in early educational environments, providing degree–compatible internships mutually beneficial to intern and employer, and strategic partnering with key educational, community, multi–cultural, professional, and technical entities. <u>OBJECTIVES –</u> Sustain dynamic business–education–community partnerships that link regional educational resources with the professional preparation capabilities at Hanford to provide educationally and experiential enhanced work force candidates for Hanford, regional communities, and the environmental sector at large. Continue the Hanford Intern Pipeline whose ultimate goal is to supply an environmental work force that is more diverse, better educated, and work–place ready. New scope includes Foreign Visitor and Assignment Program which includes the foreign national processing services. <u>ASSUMPTIONS/CONSTRAINTS –</u> Education/Outreach programs are constrained by lack of Company support resources and understanding in the vital role in educating and enhancing the skills of the future work force. Mandated headcount constraints and limited funding sources have a direct bearing on the success of the educational programs. It assumed the proposed billback for student interns will be approved and will be used to offset the total requested funding. <u>MILESTONES –</u> Included under sections 5.0 and 6.0, "Milestone Log Sheet" and "Milestone Description Sheets," respectively. <u>DELIVERABLES –</u> Included under sections 5.0 and 6.0, "Milestone Log Sheet" and "Milestone Description Sheets," respectively.			

Cost

Amount

Paid

- Element Definition (continued)

ELEMENT TASK DESCRIPTION

WORK STATEMENT -

REQUESTS WITHIN TARGET:

Activity Detailed Description

Management and administration includes primarily IRM assessments and general supplies.

Labor Cost

Non-Labor Cost

Activity Detailed Description

Pre-college outreach development of students in science, technical, and math through a systematic approach toward the enhancement of interpersonal, mathematic and scientific skills.

Labor Cost

Non-Labor Cost

Activity Detailed Description

Manage the Hanford student intern pipeline program at Hanford; Coordinate the PETE-Northwest partnership; and solidify other support partnerships in educational and community organizations.

Labor Cost

Non-Labor Cost

Activity Detailed Description

Develop innovative environmental education concepts locally, nationally, and internationally; serve as DOE's education consortia for Historically Black Colleges and Universities/Minority Education Institutes.

Labor Cost

Non-Labor Cost

Activity Detailed Description

Labor Cost

Non-Labor Cost

Subtotal

FY 1994 FYSF		Delta		FY 1995		Delta		FY 1996	
FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
2.2	132	(2.2)	(132)	0.0	0	0.0	0	0.0	0
	234		(146)		88		3		91
1.6	155	0.9	23	2.5	178	0.5	8	3.0	186
	140		194		334		(12)		322
12.2	655	(1.7)	(95)	10.5	560	0.5	24	11.0	584
	535		175		710		31		741
3.7	122	(0.2)	93	3.5	215	0.5	10	4.0	225
	185		81		266		11		277
19.7	2,158	(3.2)	193	16.5	2,351	1.5	75	18	2,426

Cost Account

Part II – Element Definition (continued)

ELEMENT TASK DESCRIPTION

WORK STATEMENT –

REQUESTS ABOVE TARGET:

Activity Detailed Description

NEW SCOPE:

Administer the foreign visitor and assignment program with the aim of continuous improvement and customer satisfaction.

Activity Detailed Description

Due to funding constraints, it is planned to recapture costs associated with recruiting, placing and mentoring student Interns through a billback system to those organizations requesting students. Preliminary surveys indicate that supply and demand would support a billback system for student interns.

Activity Detailed Description

Subtotal	0.2	20	5	(275)	5.2	(255)	0.8	(12)	6	(267)
Total Cost Account	19.9	2,178	1.8	(82)	21.7	2,096	2.3	63	24	2,159

UNIVERSITY/COLLEGE AFFAIRS

<p>Mission/Vision
University/College Affairs</p> | <p>Westinghouse Hanford Company
EDUCATION PIPELINE
SMS/WBS No. 6.10.2.2</p> | <p>FY 1995
Site Support Program Plan
Date Prepared: August 31, 1994</p> |
|--|---|---|

The Mission for the University/College Affairs Program is:

Partnering academia, business, and communities through career-related internship activities to supply an environmental workforce capable of doing the job now and solving tomorrow's environmental challenges.

The Mission for the University/College Affairs Program is:

We will be an international leader in preparing tomorrow's environmental workforce through strategic academic-industry internships.

Program's Tie-In to RL's Program

University and College Affairs business strategy closely parallels the strategy in the RL Educational Workforce Pipeline Strategic Plan dated XX/XX/XX. UCA's Environmental Intern Center manages Hanford's Student Intern Pipeline and is considered the model for pipeline processes and services throughout the DOE complex. UCA's Partnership Development activities clearly support RL's mission focusing on partnering with educational and community entities and leveraging those resources to increase support for and multi-cultural participation in Hanford's Student Intern Pipeline efforts. UCA's newest addition, the Foreign Visitor and Assignment Program, truly adds "international" capability and to the UCA team with their foreign national processing services.

Program Objectives
University/College Affairs | Westinghouse Hanford Company
EDUCATION PIPELINE
SMS/WBS No. 6.10.2.2 | FY 1995
Site Support Program Plan
Date Prepared: August 31, 1994 |
|--|---|---|

The Program Objectives for the University/College Affairs Program are:

- 1) To be a leading innovator, improvement catalyst, and the supplier of choice for Student Intern Pipeline processes and services and environmental workforce professionals.
- 2) To be the benchmark for education-industry-community partnering and multi-cultural student participation strategies.
- 3) To be the change agents responsible for significant process and customer satisfaction improvements to the DOE complex-wide Foreign Visitor and Assignment Program.
- 4) To be an early prime candidate for business "spin-off" to the private sector.

Program Strategies
University/College Affairs | Westinghouse Hanford Company
EDUCATION PIPELINE
SMS/WBS No. 6.10.2.2 | FY 1995
Site Support Program Plan
Date Prepared: August 31, 1994 |
|--|--|--|

The Program Mission Strategy for the University/College Affairs Program is to continue to:

- 1) Manage the Environmental Intern Center (EIC), expanding its scope to include a variety of services to all Hanford contractors and RL as well as piloting the supply of internship services to other DOE site contractors and local community (private sector) customers.
- 2) Coordinate the establishment of PETE-Northwest and solidify a variety of support partnerships with strategic multi-cultural, professional, technical, educational, and community organizations.
- 3) Administer the Foreign Visitor and Assignment Program with the aim of continuous process improvement and customer satisfaction.

Assumptions and Constraints
University/College Affairs | Westinghouse Hanford Company
EDUCATION PIPELINE
SMS/WBS No. 6.10.2.2 | FY 1995
Site Support Program Plan
Date Prepared: August 31, 1994 |
|---|--|--|

The Assumptions and Constraints for the University/College Affairs Program are:

- 1) All plans, funding (G&A and other sources), and head count are approved, delivered, and liquid.
- 2) Work scope does not exceed that identified in the University and College Affairs Strategic Plan to be issued by 11/30/94.

SPECIAL PROGRAMS

<p>Mission/Vision
Special Programs</p> | <p>Westinghouse Hanford Company
EDUCATION PIPELINE
SMS/WBS No. 6.10.2.2</p> | <p>FY 1995
Site Support Program Plan
Date Prepared: August 31, 1994</p> |
|--|---|---|

The Mission of Special Programs is to:

Develop and implement innovative environmental education concepts locally, nationally, and internationally. Serve as Westinghouse Hanford Company's point-of-contact and coordinator of Department of Energy's education consortia and Historically Black Colleges and Universities/Minority Education Institutes.

The Vision of Special Programs is to:

Administer Westinghouse Hanford Company's and Economic Transition's participation in developing environmental education programs and projects with the expectation of significantly improving science literacy in the United States by year 2000.

Program Objectives
Special Programs | Westinghouse Hanford Company
EDUCATION PIPELINE
SMS/WBS No. 6.10.2.2 | FY 1995
Site Support Program Plan
Date Prepared: August 31, 1994 |
|--|--|--|

The Program Objectives of Special Programs:

- 1) To acquire through grants and funding applications, resources to support environmental education programs and projects of the Office of Special Programs.
- 2) Manage such funds to significantly improve science literacy in the United States and offer environmental science education opportunities internationally.

Program Strategy
Special Programs | Westinghouse Hanford Company
EDUCATION PIPELINE
SMS/WBS No. 6.10.2.2 | FY 1995
Site Support Program Plan
Date Prepared: August 31, 1994 |
|--------------------------------------|--|--|

The Program Mission Strategy of Special Programs:

- 1) Acquire baseline funding from the Department of Energy.
- 2) Leverage baseline funds with funds from other federal agencies.
- 3) Acquire funds from foundations and other sources for program sustainability.

Assumptions and Constraints
Special Programs | Westinghouse Hanford Company
EDUCATION PIPELINE
SMS/WBS No. 6.10.2.2 | FY 1995
Site Support Program Plan
Date Prepared: 31, 1994 |
|---|--|---|

The Assumptions and Constraints of Special Programs:

- 1) It is assumed that environmental education and support of Historically Black Colleges and Universities/Minority Education Institutions will remain a priority of the current United States Government's Administration.
- 2) A major constraint to achieving mission and vision is the lack of human resources that is resulting from current "head count" mandate.

<p>Vision/Mission
Pre-College Outreach Career
Development</p> | <p>Westinghouse Hanford Company
Education Pipeline
SMS/WBS No. 6.10.2.2</p> | <p>FY 1995
Site Support Program Plan
Date Prepared: August 31, 1994</p> |
|---|---|---|

VISION: Pre-college Outreach Development's Science, Technical, Enrichment Programs (STEP) will guide students through a systematic approach toward the enhancement of their interpersonal, mathematic, and scientific skills. STEP has its foundation grounded in the vision that the enriched development of interpersonal, mathematic, and scientific skills will pave the way for Pre-College Outreach Development to engage every mind . . . harness every volt of passionate energy . . . bring excitement to the lives of students . . . and break every artificial barrier between them. The intended result: A potential source of diverse, highly efficient employees to support our Environmental Management Mission.

MISSION: Pre-College Outreach Development serves as the catalyst in coordinating, developing, and implementing partnerships and programs with all segments of the educational community and stakeholders to successfully complete WHC and Richland Operations Environmental Management (EM) mission.

The partnerships and programs will provide encouragement, work experience opportunities, and informational access designed to enhance the abilities of students interested in entering career paths related to the EM mission.

Program Objectives
Pre-College Outreach Career
Development | Westinghouse Hanford Company
Education Pipeline
SMS/WBS No.6.10.2.2 | FY 1995
Site Support Program Plan
Date Prepared: August 31, 1994 |
|---|--|---|

PROGRAM OBJECTIVES:

- 1.) Prepare K-12 students for tomorrow's workforce. Eventually the students will enter the Hanford Pipeline or assist the community's economic transition as productive citizens.
- 2.) Provide educators with a clear understanding of skills required in the work environment from a business standpoint.
- 3.) Provide inspiration and opportunity for the under-privileged and under-utilized segments of the population.
- 4.) Establish partnerships with schools, educational organizations, and community based businesses.
- 5.) Involve parents in the educational process of students.
- 6.) Establish trust between community and Hanford.
- 7.) Improve the quality and value of students' educational experience.

Program Strategies
Pre-College Outreach Career
Development | Westinghouse Hanford Company
Education Pipeline
SMS/WBS No. 6.10.2.2 | FY 1995
Site Support Program Plan
Date Prepared: August 31,1994 |
|---|---|--|

The goals and objectives are accomplished by the implementation of the following programs.

COMMUNITY AMBASSADOR PROGRAM

Volunteer Ambassadors are dedicated to encouraging, providing support, and acting as role models to students.

SHADOW EXCHANGE PROGRAM

Educators and industrial professionals exchanging and experiencing each others challenges.

MATHBUILDERS

Mathbuilders is a problem solving based two-week summer program designed to prepare students for high school algebra.

BIOBUILDERS

Biobuilders is an environmentally based two-week summer program designed to prepare students for their first high school course in Biology.

CHEMBUILDERS

Chembuilders is a lab based two-week summer program designed to prepare students for their first high school course in Chemistry.

ACT-SO

Afro-Academic, Cultural, Technological and Scientific Olympics (ACT-SO) inspires black youth to excel in academic and cultural pursuits.

Program Strategies
Pre-College Outreach Career
Development | Westinghouse Hanford Company
Education Pipeline
SMS/WBS No. 6.10.2.2 | FY 1995
Site Support Program Plan
Date Prepared: August 31,1994 |
|--|--|---|

DISCOVER "E" PROGRAM

Assists teachers in better understanding and explaining the world of engineering to their students.

TEACHER ENRICHMENT

Bridges the gap between the workforce and classroom by helping teachers develop curriculum relevant to the actual work place.

HANFORD EDUCATION CONSORTIUM

Hanford contractors and the Mid-Columbia regional education community sharing information and resources to improve the efficiency and effectiveness of education outreach programs.

The goals and objectives are accomplished by the implementation of the following programs.

Assumptions
Pre-College Outreach Career
Development | Westinghouse Hanford Company
Education Pipeline
SMS/WBS No. 6.10.2.2 | FY 1995
Site Support Program Plan
Date Prepared: August 31, 1994 |
|---|--|--|

- 1.) RL will retain an interest in influencing education policy and responsibility for providing funding and resources.
- 2.) RL, Hanford contractors, and the Environmental Restoration Contractor (ERMC) will retain an active interest in education programs.
- 3.) The current education system and human resources organizations will not provide the demographically and culturally diverse qualified workers to meet the future needs of the Hanford Site.
- 4.) Students who are exposed to the Pipeline, but who choose not to pursue technical careers, will be encouraged to acquire the science and math skills literacy required for administrative and support roles within the EM workforce.

Issues and Constraints
Pre-College Outreach Career
Development | Westinghouse Hanford Company
Education Pipeline
SMS/WBS No. 6.10.2.2 | FY 1995
Site Support Program Plan
Date Prepared: August 31, 1994 |
|--|--|--|

- 1.) There is a lack of Company support, resources, and understanding of PCOD's vital role in educating and enhancing the skills of the future workforce.
- 2.) There is an inadequate number of diverse students entering the workforce with the proper skills needed for us to accomplish our EM mission.
- 3.) PCOD lacks the power and influence to coordinate the efficient use of internal and external stakeholders' resources to accomplish the common goal of a diverse EM workforce.
- 4.) Current WHC practices do not create an atmosphere conducive to attract and retain a demographically and culturally diverse student for a career within the EM workforce.
- 5.) The lack of understanding and utilization of cultural differences within WHC's workforce contributes to the problem of productivity.
- 6.) Public distrust and resistance in helping WHC accomplish its EM mission.

Milestone Descriptions

**ECONOMIC TRANSITION PROGRAM
1995 SITE SUPPORT PROGRAM PLAN
EDUCATION PIPELINE
MILESTONE CONTROL LOG**

| Milestone | | WBS/
ADS | Milestone Description | Original
Baseline
Completion
Date | Revision
Number
Date | CIN
Change
Authority | Actual
Completion
Date |
|-----------|---------|-------------|---|--|----------------------------|----------------------------|------------------------------|
| Number | Type | | | | | | |
| ET-95-501 | WHC-Key | | Community Informational Meeting | 11/04/95 | | | |
| ET-95-502 | WHC-Key | | ACT-SO Kickoff Meeting | 12/5/95 | | | |
| ET-95-503 | WHC-Key | | Orientation of Judges and Students | 12/12/95 | | | |
| ET-95-504 | WHC-Key | | Local ACT-SO Competition | 5/4/95 | | | |
| ET-95-505 | WHC-Key | | Local ACT-SO Banquet | 5/13/95 | | | |
| ET-95-506 | WHC-Key | | National ACT-SO Competition | 7/7/95 | | | |
| ET-95-601 | WHC-Key | | Pilot International Co-op Student Exchange Program | 7/30/95 | | | |
| ET-95-602 | WHC-Key | | Establish MOUs with Multi-Cultural Technical and Educational Entities | 9/30/95 | | | |
| ET-95-603 | WHC-Key | | Issue University and College Affairs Strategic Plan | 11/30/95 | | | |
| ET-95-604 | WHC-Key | | Pilot Establishing Non-WHC/BCSR/ICF KH Customers for Environmental Intern Center Processes and Services | 9/30/95 | | | |
| ET-95-605 | WHC-Key | | Streamline Processes Associated with the Foreign Visitor and Assignment Program | 9/30/95 | | | |
| ET-95-701 | WHC-Key | | Grant and Funding Research, and Application Submittal for projects of the Office of Special Programs | 9/30/95 | | | |

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Pilot International CO-OP Student Exchange Program			Date: 8/31/94
Assigned To: University and College Affairs			CIN:
Program WBS Designator:			Due Date:
7/30/95
Control Number: ET-95-601			Revision:
Original
MILESTONE TYPE:
☐ DOE-HQ
☐ DOE-RL
☐ CNTR
☒ WHC Key | DIVISION:
☐ State
☐ Federal
☐ DOE
☐ RCRA
☐ TPA# _____ | DELIVERABLE:
☒ Report
☐ Letter
☐ Drawings
☐ Other
(specify) | ADDRESS TO:
☐ DOE-HQ
☐ DOE-RL
☒ Other
(specify)

WHC Economic
Transition
Center |

Milestone Description

pilot International CO-OP Student Exchange Program will be conducted in partnership with British Nuclear Fuels (BNFL). Preliminary discussions call for 2 students and 1 teacher from the Tri-Cities to travel to a BNFL site in Great Britain in July '95 for a CO-OP work experience, while 2 students and one teacher from Great Britain will travel to Hanford for a CO-OP work experience. UCA's Environmental Intern Center (EIC) will act as liaison with BNFL in formalizing the CO-OP student exchange process, provide routine CO-OP student support services at the Hanford end, will identify Tri-City students and teacher for exchange with BNFL.

Description of what constitutes completion of this milestone:

Successful completion will be measured through: 1) Student/Teacher and Manager/Mentor Satisfaction Surveys; 2) Acceptable Student/Teacher Performance Evaluations; and 3) Successful completion of all learning objectives specified on pre-exchange Learning Contracts.

Cost Account Manager
R. M. Schwenk	Date	Program/Project Manager
Date
R. M. Schwenk	
Program Element Manager
C. A. Marrero	Date	DOE Monitor
Date
J. E. Ollero	

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Establish MOUs With Multi-Cultural Technical
and Educational Entities		Date: 8/31/94	
Assigned To: University and College Affairs		CIN:	
Program WBS Designator:		Due Date:
9/30/95	
Control Number: ET-95-602		Revision:
Original	
MILESTONE TYPE:
☐ DOE-HQ
☐ DOE-RL
☐ CNTR
☒ WHC Key | DIVISION:
☐ State
☐ Federal
☐ DOE
☐ RCRA
☐ TPA# _____ | DELIVERABLE:
☐ Report
☐ Letter
☐ Drawings
☒ Other
(specify)

Signed
Memorandum of
Understanding | ADDRESS TO:
☐ DOE-HQ
☐ DOE-RL
☒ Other
(specify)

WHC Economic
Transition
Center |
Milestone Description			
o further enhance external support for multi-cultural participation in Hanford's Student Intern Pipeline, UCA's Environmental Intern Center will initiate, negotiate, and implement a new Memorandum of Understanding between WHC and three technical or educational entities representing groups typically under-represented in science or engineering. The purpose of these memoranda will be to leverage resources and support from these organizations to augment motivation, recruitment, socialization, and placement strategies for multi-cultural pipeline participants.			
Description of what constitutes completion of this milestone:			
Having signed Memoranda of Understanding establishing active partnerships between WHC and three new multi-cultural technical or educational entities that increase external (non-DOE) resources and support for and multi-cultural participation in Hanford's Student Intern Pipeline.			
Cost Account Manager
R. M. Schwenk	Date	Program/Project Manager
Date
R. M. Schwenk	
Program Element Manager
C. A. Marrero	Date	DOE Monitor
Date
J. E. Ollero	

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Issue University and College Affairs
Strategic Plan		Date: 8/31/94	
Assigned To: University and College Affairs		CIN:	
Program WBS Designator:		Due Date:
11/30/95	
Control Number: ET-95-603		Revision:
Original	
MILESTONE TYPE:
☐ DOE-HQ
☒ DOE-RL
☐ CNTR
☒ WHC Key | DIVISION:
☐ State
☐ Federal
☐ DOE
☐ RCRA
☐ TPA# _____ | DELIVERABLE:
☐ Report
☐ Letter
☐ Drawings
☒ Other
(specify)

Approved
Strategic Plan
Document | ADDRESS TO:
☐ DOE-HQ
☐ DOE-RL
☒ Other
(specify)

WHC Economic
Transition
Center |
| Milestone Description

A recent reorganization has combined three previous organizations' resources and scope into a new organization known as University and College Affairs. As a result, a new Strategic Plan needs to be issued combining the missions of the former Environmental Intern Center, University and College Curriculum Programs, and Foreign Visitor and Assignment Programs organizations to establish a consolidated mission, key business areas, and future initiatives. | | | |
| Description of what constitutes completion of this milestone:

Issuance of an approved Strategic Plan for University and College Affairs will complete this milestone. | | | |
| Cost Account Manager
R. M. Schwenk | | Program/Project Manager
Date
R. M. Schwenk | |
| Program Element Manager
C. A. Marrero | | DOE Monitor
Date
J. E. Ollero | |

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Pilot Establishing Non-WHC/BCSR/ICF KH Customers for Environmental Intern Center Processes and Services			Date: 8/31/94
Assigned To: University and College Affairs			CIN:
Program WBS Designator:			Due Date:
9/30/95
Control Number: ET-95-604			Revision:
MILESTONE TYPE:
☐ DOE-HQ
☐ DOE-RL
☐ CNTR
☒ WHC Key | DIVISION:
☐ State
☐ Federal
☐ DOE
☐ RCRA
☐ TPA# _____ | DELIVERABLE:
☒ Report
☐ Letter
☐ Drawings
☐ Other
(specify) | ADDRESS TO:
☐ DOE-HQ
☐ DOE-RL
☒ Other
(specify)

WHC Economic
Transition
Center |

Milestone Description

As a model for Student Intern Pipeline processes and services, the Environmental Intern Center has been strategically positioned to offer currently developed processes and services to not only WHC, BCSR, and ICF KH, but to other DOE and environmental sector customers as well. EIC will pilot partnerships with a minimum of two non-WHC/BCSR/ICF KH customers to supply one or more existing EIC processes or services to meet the new customer's student internship needs. A report will be issued detailing the processes/services provided to each new customer and an analysis of the feasibility of future new-customer development.

Description of what constitutes completion of this milestone:

Providing one or more existing EIC student intern processes or services to two non-WHC/BCSR/ICF KH customers.

Cost Account Manager
R. M. Schwenk	Date	Program/Project Manager
Date
R. M. Schwenk
Program Element Manager
C. A. Marrero	Date	DOE Monitor
Date
J. E. Ollero

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Streamline Processes Associated with the Foreign Visitor and Assignment Program			Date: 8/31/94
Assigned To: University and College Affairs			CIN:
Program WBS Designator:			Due Date:
9/30/95
Control Number: ET-95-605			Revision:
Original
MILESTONE TYPE:
☐ DOE-HQ
☐ DOE-RL
☐ CNTR
☒ WHC Key | DIVISION:
☐ State
☐ Federal
☐ DOE
☐ RCRA
☐ TPA# _____ | DELIVERABLE:
☒ Report
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☐ Drawings
☐ Other
(specify) | ADDRESS TO:
☐ DOE-HQ
☐ DOE-RL
☒ Other
(specify)

WHC Economic
Transition
Center |

Milestone Description

Perform a process improvement analysis and implement effective process changes that will reduce existing process cycle times, maintain excellent customer service ratings, and allow for an expanded customer base using existing human resources. A post-analysis and change implementation report will be issued detailing pre-analysis process conditions, changes implemented, post-implementation process performance, and customer satisfaction data.

Description of what constitutes completion of this milestone:

Performance of a process improvement analysis, implementation of process improvements, post-improvement analysis and report for the Foreign Visitor and Assignment Program.

Cost Account Manager
R. M. Schwenk	Date	Program/Project Manager
Date
R. M. Schwenk
Program Element Manager
J. A. Marrero	Date	DOE Monitor
Date
J. E. Ollero

Westinghouse Hanford Company
MILESTONE DESCRIPTION SHEET

Title: Grant and Funding Research, and Application Submittal for projects of the Office of Special Programs.		Date: 08/31/94		
Assigned To: D. G. Carter		CIN:		
Program WBS Designator:		Due Date:
09/30/95		
Control Number: ET-95-701		Revision:		
MILESTONE TYPE:
☐ DOE-HQ
☒ DOE-RL
☐ CNTR
☒ WHC Key | DIVISION:
☐ State
☐ Federal
☐ DOE
☒ RCRA
☐ TPA# _____ | <table style="width: 100%;"> <tr> <td style="width: 50%; padding: 5px; vertical-align: top;"> DELIVERABLE:
 ☐ Report
 ☐ Letter
 ☐ Drawings
 ☒ Other (specify)

 Deliverable will depend upon each funding source's requirements for application. This may or may not include such items as a proposal, a letter of intent, and in some cases a presentation to the granting board. Once a grant is received, the granter may or may not require some sort of feedback on progress; and in which form this may be required is unknown at this time, but will be provided if needed. </td> <td style="width: 50%; padding: 5px; vertical-align: top;"> ADDRESS TO:
 ☐ DOE-HQ
 ☐ DOE-RL
 ☒ Other (specify)

 R. M. Schwenk </td> </tr> </table> | DELIVERABLE:
☐ Report
☐ Letter
☐ Drawings
☒ Other (specify)

Deliverable will depend upon each funding source's requirements for application. This may or may not include such items as a proposal, a letter of intent, and in some cases a presentation to the granting board. Once a grant is received, the granter may or may not require some sort of feedback on progress; and in which form this may be required is unknown at this time, but will be provided if needed. | ADDRESS TO:
☐ DOE-HQ
☐ DOE-RL
☒ Other (specify)

R. M. Schwenk |
| DELIVERABLE:
☐ Report
☐ Letter
☐ Drawings
☒ Other (specify)

Deliverable will depend upon each funding source's requirements for application. This may or may not include such items as a proposal, a letter of intent, and in some cases a presentation to the granting board. Once a grant is received, the granter may or may not require some sort of feedback on progress; and in which form this may be required is unknown at this time, but will be provided if needed. | ADDRESS TO:
☐ DOE-HQ
☐ DOE-RL
☒ Other (specify)

R. M. Schwenk | | | |

Milestone Description

Research, write, and submit 40 applications for grants and funding, to support the projects of the Office of Special Programs, from private, corporate, and governmental sources.

Description of what constitutes completion of this milestone:

1. Completion of this Milestone will be evident when 40 applications have been submitted for grants and/or funding to the granting organization.
2. Completion of this milestone is contingent upon available applicant status as it relates to application restrictions.
3. Completion of this Milestone is not contingent upon receiving grants and funding, because that step in the process is not controlled by the Office of Special Programs.

Cost Account Manager
D. G. Carter	Date	Program/Project Manager
Date
R. M. Schwenk
Program Element Manager
R. M. Schwenk	Date	DOE Monitor
Date
J. E. Ollero