

Those listed

Jim M. Raines, Manager, Employment Services, ET 5C 50P-K

January 4, 1990

PERSONNEL MICRORECORDS PROPOSAL

Historically, Personnel Microrecords Unit (PMU) has had a six- to eight-week backlog of work. We have recently received approval to adopt some changes in the way PMU does business. All of the changes that are to be adopted will eventually decrease PMU's backlog of work. These changes are outlined as follows:

(1) Attached is a list of documents that PMU will include and exclude from processing into the personal history record (PHR). (See attachment A.) We have checked with several organizations concerning whether their documents should be included in the PHR, especially if the documents are filed elsewhere. For example, we contacted the TVA Retirement System (TVARS) about their documents. TVARS notified us that they keep a copy of retirement documents in each member's file; therefore, they did not see a need to include retirement documents in each employee's PHR. Eliminating duplicate records is of utmost importance to us.

(2) We are asking Human Resource Officers and Human Resource Managers to retain documents to be filmed on individuals if they think there will be other documents on the same individuals in two or three weeks to be filmed also. In other words, instead of sending in piecemeal documents on the same individual, retain them until such time they can be sent together. This will increase productivity by at least 20 percent by not pulling an original PHR, filming and loading documents to go into the PHR possibly 10 to 20 times during the two- or three-week period. If sent altogether, PMU would be pulling the original, filming, and loading documents only once during that period. This means less time spent on each step of the updating process.

(3) As you know, we canvassed HRO's and HRM's to determine if and how often they needed to receive updated PHR's. The response varied from no interest to monthly. Therefore, we will be sending updates out only quarterly. Updates are very non-productive for PMU. This mail-out process puts PMU weeks behind in their normal production. Sending updates out quarterly, should contribute to a more efficient PMU operation. However, we will still honor daily requests or emergency requests.

(4) We plan in the near future to contract with an outside company some of our backlog, thus decreasing our six-week backlog to only two or three weeks.

TVA Exh. 107

NUCLEAR REGULATORY COMMISSION

Docket No. 50-390 CIVP Official Ex. No. TVA-187  
In the matter of TVA

Staff \_\_\_\_\_ IDENTIFIED ✓  
Applicant \_\_\_\_\_ RECEIVED ✓  
Intervenor \_\_\_\_\_ REJECTED \_\_\_\_\_  
Cont'g Off'r \_\_\_\_\_  
Contractor \_\_\_\_\_ DATE 6/24/82  
Other \_\_\_\_\_ Witness \_\_\_\_\_  
Reporter BHM

DOCKETED  
USNRC



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OFFICE OF THE SECRETARY  
RULEMAKINGS AND  
ADJUDICATIONS STAFF

Those listed  
January 4, 1990

PERSONNEL MICRORECORDS PROPOSAL

When I started managing PMU I reviewed the microfilming process and personally performed every task in the unit in order to get a feel for the work. The nature of the work industrywide is one of a document backlog. My goal is to decrease our backlog by implementing these changes. We have reviewed other utilities' recordkeeping processes, traveled to the University of Alabama to review their process which is similar to ours; reviewed our equipment and are ordering some new equipment; and looked at our allotted resources available. Consequently, we concluded that these changes will enable PMU to provide a more efficient service to each organization we serve in TVA. It should also decrease the cost of overtime in half and eliminate the need for additional resources. Should you have questions, please contact me for discussion.

Thanks.

Mary H. Bach, HB 2S 292F-C  
E. R. Brabham, WT 12A 18B-K  
William R. Brown, Jr., ET 6A 2A-K  
Carolyn S. Burkhart, SPT 5N 520B-K  
Richard E. Colquitt, LP 1N 36A-C  
Maureen H. Dunn, ET 11C 49H-K  
Vickie L. Ellis, SPT 2N 220C-K  
Alice Greene, ET 6C 7P-K  
Alan R. Griswold, OCH 1F 80E-K  
M. Catherine Hammon, LP 3N 38A-C  
Jenny M. Headrick, ET 4A 8H-K  
C. D. Heidel, Jr., MR 6N 34A-C  
Kathy W. Isom, CEB 5E 517C-M  
Keith Leamon, LP 3S 102J-C

Tommye Manning, SP 6N 47A-C  
Robert Marks, Sr., MR 6N 46B-C  
Robert M. McLeroy, Sr., LP 3N 75A-C  
Craig Phillips, PSB-A Browns Ferry  
Michael D. Pope, LP 3N 75A-C  
Yvonne A. Prichett, LP 3N 75A-C  
Frank Robinson, ET 5B 30H-K  
Scott Shaffer, FFB-444, Watts Bar Nuc Plant  
C. Edward Smith, ET 5D 93U-K  
James W. Walker, ET 5D 93U-K  
Jill Wallace, DSC-P, Sequoyah  
Sue E. Wallace, LP 3N 75A-C  
Terri Woods, EB 6W 11A-C  
Esther B. Wright, SPB 2N 251B-K

JMR:VB  
Attachment  
cc: Ronald E. Brock, LP 3N 81A-C

2340S

## DOCUMENTS INCLUDED

TVA 9880, Employee Status and Information Record  
TVA 9880A, Appointment Affidavit and Conditions  
Form 1, TVA Application for Employment  
All job descriptions  
I-9, Employment Eligibility Verification  
Service reviews (management and scheduled employees) Form 77, 3031, 3029, etc.  
Medical records if critical  
Form 95 and 1444 when combined  
College transcripts  
Veteran Status Information - 3595  
SF 75, Request for Preliminary Employment Data  
TVA 1935 - Computation of Leave  
Standard Form 1150 - Record of Leave Data  
DD214, if turned in by employee  
Form TVA 9871, Data on Convictions  
Form TVA 9855, Retirement from Uniformed Services  
All FEGLI Life Insurance Forms  
Form TVA 13023, Authorization, Waiver, and Agreement to Indemnify  
Form TVA 13037, Acceptance of Indemnification Coverage and Waiver of Claims  
Preemployment Certification Statement for Selective Service Registration (for males born on or after December 31, 1959)  
Form TVA 3593, Eligibility for Restoration Rights after Military Duty  
TVA 5315 - Report of Test Results  
TVA 10527 - Welding Performance Qualification Record  
Letters of reprimand, caution, or warning  
Notices of proposed adverse actions  
Notices of decisions on adverse actions  
TVA 3824D - RIF notice to nontemporary employee  
TVA 3824S - RIF notice to temporary construction employee employed more than one year, in nonpay status due to service connected injury  
TVA 3824T - RIF notice to temporary construction employee employed more than one year  
Memorandum notices of reduction in force  
TVA 8195 - Authorization of severance pay for salary policy annual employee  
TVA 3841 Referral for restoration of employee under Part I or Part II of III Restoration, military duty  
TVA 8163 - Salary Policy Hourly Creditable Service  
Employees authorization for release of information  
Approval of disability retirement.

## DOCUMENTS EXCLUDED

Employment Verification  
Commendation Letters  
TVA 45's  
Drug and Alcohol Analysis Information  
Project Open House notices  
Selection Memos  
Thank You Notes  
NMA Information  
Certificate of Achievement  
Temporary Promotion (Memos)  
Cancellation of Union Dues (Memo)  
Authorization to pay employee at higher rate for substitute relief or extra work  
Memos or forms to request training approval  
Payment receipts and grade reports for tuition reimbursement  
Forms or memos requesting advance payment of tuition or fees for training  
Copies of certificates for attending orientation courses  
Copies of diplomas (9880 contains space for degrees)  
C sheet  
Course completion report (computer printed) for Human Resource Development Department Training Program.  
Any forms or documentation pertaining to retirement with the exception of disability retirement.

Generally, the forms listed above are a sample of forms received by PMU. However, I am sure there may be others.