



BATTELLE Project Management Division

Engineering
Functional Area Procedure

Title

Manpower Commitments

Procedure Number

ENG-16

Page 1 of 4

Revision Number

0

Date Issued

11/83

Approval

Prepared by

JA Carr

Date

11-2-83

1.0 Purpose

The purpose of this procedure is to identify the methods whereby commitments of the Engineering staff, particularly with regard to travel and meetings, are tracked and controlled.

2.0 Scope

This procedure applies to all Engineering staff time.

3.0 References and Definitions

3.1 References

3.1.1 BPMD Operating Guide - Travel Procedure

3.1.2 ENG-15 Meetings with DOE and its contractors (To be issued at later date)

3.2 Definitions

3.2.1 Department - Means any department or project office within Engineering.

3.2.2 Shall - Denotes a mandatory action.

3.2.3 Should - Denotes a desired, expected, but permissible or optional requirement or action.

3.2.4 Travel Status - Means travel status as defined in BPMD and BCD Operating Guide Procedures.

4.0 Responsibilities

4.1 It is the responsibility of Department Managers within Engineering to control, to monitor, and to report on commitments of Engineering manpower associated with travel and meetings.

4.2 It is the responsibility of the Functional Manager to approve all such commitments.

B404100131 B40314
PDR WASTE PDR
WM-16

5.0 Procedure

- 5.1 Department Managers shall prepare monthly projections of staff time commitments associated with travel, vacations, and meeting commitments for which advance notice is available. A sample of such a projection is shown as Exhibit 1.
- 5.2 Projections shall be due in the Functional Manager's office on the 25th day of the month prior to the month for which the projection is made.
- 5.2.1 Supplemental written justifications should be provided for situations where:
- (a) Any individual staff member is projected to be on travel status for more than six (6) working days.
 - (b) The department total for staff-on-travel status exceeds twenty-five (25) technical man-days.
- 5.2.2 Vacations should be shown on the projection but are not included in the tallies under Section 5.2.1.
- 5.3 The Functional Manager shall approve the departmental projections - making modifications, if necessary - and return them to the Department Manager within three (3) working days.
- 5.4 Meetings in Columbus of a standing nature or known of in advance should appear in the projection, along with required staff attendance.

6.0 Exhibits

- 6.1 Exhibit 1 Sample Monthly Projection

Exhibit 1

Sample Monthly Projection, page 1



BATTELLE Project Management Division

Date **October 24, 1983**
 To **S. C. Matthews**
 From **S. J. Basham** *[Signature]*
 Subject **ETD Travel/Meetings for November**

Project Number _____

Internal Distribution

SJ Basham/LB

<u>Name</u>	<u>Dates</u>	<u>Workdays</u>	<u>Place</u>	<u>Purpose</u>
Balon	Nov 2-4	3	Oak Ridge, TN	Attend ORNL Meeting
Basham	Oct 31- Nov 4	5	San Francisco, CA	Invited speaker - ANS
	Nov 13-18	5	Boston, Mass	Attend MRS meeting and co-chair session
Clark	Nov 4	1-1/2	Minneapolis, MN	Consultative visit with Univ of Minnesota
	Nov 14-17	4	Boston, Mass	Attend Annual MRS Meeting
Cote	Nov 10-12	2	Annapolis, MD	ISSUE Governing Council Mtg
	Nov 13-17	4	Boston, Mass	MRS 1983 Annual Meeting
	Nov 21-22	2	Ottawa, Can	Workshop on Corrosion Perfor.
Moody	Nov 15-17	3-1/2	Hattiesburg, Vicksburg, MISS	Visit Univ Southern Mississip and WES/Vicksburg
November Total		<u>30</u>		

Vacation

Basham 3 days (November 21-23; tentative)
 Karakouzian 3 days (November 21-23)
 Shankle 3 days (November 21-23)

Travel consists of three major activities:

1. Technical society meetings - 23 working days
2. Workshops - 2 working days
3. Subcontractor visits - 5 working days

SJB:bjs

Exhibit 1 continued
Sample Monthly Projection, page 2

ENGINEERING TECHNOLOGY DEPARTMENT -- STAFF TIME COMMITMENTS

STAFF NAME	DATES OF COMMITMENT	LOCATION	ONE-LINE STATEMENT OF PURPOSE
BALOH	Nov 2-4	Oak Ridge, TN	Attend ORNL Chemical Technology Division Annual Information Meeting and discuss TRU waste with ORNL personnel.
BASIMM	Oct 31- Nov 4	San Francisco California	Invited speaker ANS Meeting
	Nov 13-18	Boston, MASS	Attend MRS meeting and co-chair session
	Nov 21-23		Vacation
CLARK	Nov 4	Minneapolis, MN	Consultative visit, review radiation-assisted corrosion work at Univ. Minnesota (tentative; rescheduled from Oct. 28)
	Nov 14-17	Boston, MASS	Attend Annual Meeting of Materials Research Society
COTE	Nov 10-12	Annapolis, MD	ISSUE Governing Council Meeting
	Nov 13-17	Boston, MASS	MRS 1983 Annual Meeting
	Nov 21-22	Ottawa, Canada	Workshop on Corrosion Performance of Nuclear Fuel Waste Containers-- Sponsored by AECL/Nuclear Fuel Waste Management Program
KARAKOUZIAN	Nov 21-23		Vacation
LINDER			None
MOAK			None
MOODY	Nov 15-17	Hattiesburg, Vicksburg, MI	Visit Univ Southern Mississippi and NES/Vicksburg
SHANKLE	Nov 21-23		Vacation
VERSLUIS			None