NMC Committed to Nuclear Excellence	JOB PERFORMANCE MEASURE (JPM)

SITE: MONTICELLO NUCLEAR GENERATING PLANT

JPM TITLE: CREW STAFFING DETERMINATION

JPM NUMBER: JPM-OWI-01.06-002 **REV.** 1

RELATED PRA INFORMATION: None

TASK NUMBERS / TASK TITLE(S): SS299.294
Implement the requirements associated with Control Room staffing and licensed and non-licensed Operator administrative requirements and responsibilities.

K/A NUMBERS: 2.1.5 Ability to use procedures related to shift staffing, such as minimum crew complement, overtime limitations, etc. **Rating: SRO** 3.9

APPLICABLE METHOD OF TESTING:

Discussion: [ ] Simulate/walkthrough: [ ] Perform: [X]

EVALUATION LOCATION:

In-Plant: [ ] Control Room: [ ]
Simulator: [ ] Other: [X]
Lab: [ ]

Time for Completion: 10 Minutes Time Critical: No

Alternate Path: No

TASK APPLICABILITY: SRO: [X] RO: [ ] NLO [ ]

Additional site-specific signatures may be added as desired.

Developed by:		
	Developer	Date
Validated by:		
	Validator (See JPM Validation Checklist, Attachment 1)	Date
Approved by:		
	Training Supervisor	Date

JPM Number: JPM-OWI-01.06-002

JPM Title: Crew Staffing Determination

Examinee: _____ **Evaluator:** _____

Job Title: _____ **Date:** _____

Start Time _____ **Finish Time** _____

PERFORMANCE RESULTS: **SAT:** ☐ **UNSAT:** ☐

COMMENTS/FEEDBACK: (Make written comments for any steps graded unsatisfactory).

EVALUATOR'S SIGNATURE:

NOTE: Only this page needs to be retained in examinee's record if completed satisfactorily. If unsatisfactory performance is demonstrated, the entire JPM should be retained.

(Modify text in Briefing/Turnover Box as necessary)

JPM BRIEFING/TURNOVER
Add required site specific JPM briefing material here: for example: *This section is read once for the entire package of JPMs. It is not required to review this section for every JPM being performed in the package. The initial conditions and initiating cue(s)/tasks to be performed should be read and then provided to the examinee.* *You may use any approved reference materials normally available including logs. Make all written reports, oral reports, and log entries as if the evolution is actually being performed.* *EOP Immediate Actions are required to be performed from memory. After completing immediate action steps without using the procedure, you may then use any approved reference materials.* *If this JPM is performed on the simulator, the JPM administrator should only give cues that are NOT indicated on the simulator. If simulator indication is sufficient to indicate the completion of a step, the JPM administrator should NOT have to give a cue to the trainee to continue the evolution.*

I will explain the initial conditions, which step(s) to simulate or discuss, and provide initiating cues. When you complete the task successfully, the objective for this job performance measure will be satisfied.

DURING THE JPM, ENSURE PROPER SAFETY PRECAUTIONS, FME, AND/OR RADIOLOGICAL CONCERNS AS APPLICABLE ARE FOLLOWED.

INITIAL CONDITIONS:

- The time is 0930 Sunday morning with the plant operating at 100% power.
- Johnny Craig has just informed you that he is leaving immediately due to a personal emergency. He has given a turnover to Norm Barfknecht, who has just recently completed his proficiency watches as Reactor Operator.

INITIATING CUES (IF APPLICABLE):

- Using the Operations Department Organization/Qualification chart and the crew member positions below; you are to identify the staffing adjustments that need to be made, recommendations for call-outs, and time constraints. (Assume the RP Specialist and Chemistry Technician are fully qualified).
- Vocalize your thought process and report when you have completed the task.

MNGP Shift Roster

	POSITION	**CREW MEMBERCREW MEMBER**
1	Shift Manager	Ron Uglow
2	Control Room Supervisor	Tom Hartman
3	Work Control Supervisor	N/A
4	NLPE&RO	Jerry Simpson
5	NPE&RO	Troy Teige
6	NPE&RO	Johnny Craig
7	NAPEO	Pat Thielen
8	NAPEO	Drew Watson
9	RP Specialist	Howard Johnson
10	Chemistry Technician	Donald Trump
11	Fire Brigade Leader	Johnny Craig

12	Fire Brigade Member #1	Pat Thielen
13	Fire Brigade Member #2	Drew Watson
14	Fire Brigade Member #3	Howard Johnson
15	Fire Brigade Member #4	Donald Trump
16	Safe Shutdown Member #1	Ron Uglow
17	Safe Shutdown Member #2	Tom Hartman
18	Safe Shutdown Member #3	Jerry Simpson
19	Safe Shutdown Member #4	Troy Teige

JPM PERFORMANCE INFORMATION

DURING THE JPM, ENSURE PROPER SAFETY PRECAUTIONS, FME, AND/OR RADIOLOGICAL CONCERNS AS APPLICABLE ARE FOLLOWED.

Required Materials: MNGP Operations Department Organization/Qualification Chart Effective 9/8/08

General References: OWI-01.06; 4 AWI-08.01.01, B.08.05-05, TRM 5.2.1, TS 5.2.1

Task Standards: Shift staffing adjusted and actions taken to meet minimum shift staffing within the time constraints

Start Time: _____

NOTE: When providing "Evaluator Cues" to the examinee, care must be exercised to avoid prompting the examinee. Typically cues are only provided when the examinee's actions warrant receiving the information (i.e., the examinee looks or asks for the indication).

IMPORTANT: Critical steps are marked with a "Y" below the performance step number. Failure to meet the standard for any critical step SHALL result in failure of this JPM, per FP-T-SAT-73, Licensed Operator Requalification Program Examinations.

Performance Step: 1 **Critical: N**	Obtains a current copy of the Operations Department Organization/Qualification Chart to determine status of shift staffing.
Standard:	This chart can be obtained from the MNGP Operations Home Page.
Evaluator Cue:	Provide the candidate with the JPM copy of the chart found on page 7 of this JPM.
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: 2 **Critical: Y**	Reviews the MNGP Operations Department Organization/Qualification.
Standard:	Identifies that Johnny was filling the position of Fire Brigade Leader in addition to NPE&RO. Additionally the current crew compliment is short one required fire brigade member because Norm Barfknecht is NOT qualified.
Evaluator Note:	If an operator is NOT qualified fire brigade a superscript 3 will be next to their name or annotated in the left hand column.
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: **Critical: Y**	Identify the time requirements to have minimum staffing positions filled.
Standard:	Determines that minimum staffing must be filled within 2 hours per 4 AWI-08.01.01 (Fire Prevention Practices) or B.08.05-05, Table A.2-4.
Evaluator Note:	This AWI is Reference Use only. If the candidate doesn't state the 2 hour requirement, ask them what the time requirement is.
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: 3 **Critical: Y**	Initiates the process for call-out to fill the Fire Brigade Member position.
Standard:	Directs the NLPE&RO to initiate a call-out for the needed individual.
Evaluator Cue:	Report as the NLPE&RO that another operator has been called in to replace Norm Barfknecht as the NPE&RO and as Fire Brigade Leader and will be here in 45 minutes.
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Terminating Cues: **Operator informs the evaluator that the task is complete.**

Stop Time: _____

Historical Record: MNGP JPM Bank
Qualification Matrix update for 2009 NRC Exam

TURNOVER SHEET

INITIAL CONDITIONS:

- The time is 0930 Sunday morning with the plant operating at 100% power.
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INITIATING CUES (IF APPLICABLE):

- Using the Operations Department Organization/Qualification chart and the crew member positions below; you are to identify the staffing adjustments that need to be made, recommendations for call-outs, and time constraints. (Assume the RP Specialist and Chemistry Technician are fully qualified).
- Vocalize your thought process and report when you have completed the task.

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Monticello Nuclear Generating Plant
Operations Department Organization/Qualification

Operations Manager **Effective 9/8/08**
S Sharp

Assistant Operations Manager
Kissinger

Operations Shift Group

	SHIFT 1	SHIFT 2	SHIFT 3	SHIFT 4	SHIFT 5	SHIFT 6
Shift Manager[3]	Limbeck	Albares	Haugen	Uglow	Kindred	Mitchell
Ctrl Room Supv[3]	*Vacant*	Krull	Olson	Hartman	Van Culin[6]	Lashinski
STA[3]	*Vacant*	*Vacant*	*Vacant*	*Vacant*	*Vacant*	*Vacant*
NLPE&RO[3]	*Vacant*	Nygaard	Robeck	Simpson	Ergen	Schwarzkopf
NPE&RO	Swedberg Anderson	Johnson *Vacant*	Komarek Bernier	Teige[3] Craig	Pfaff Barfknecht[3]	Casperson[1] Voisin
NAPEO (RB&TB qualified)	Lange Kreidler *Vacant*	Kranz Smeby Holmstadt	Rose, H. Randall Dean	Thielen Watson Regnier[3]	Richter Leyk Jendro	Kothenbeutel Yunger *Vacant*

Training OSA Contacts

OSA (Primary)	Thomas	Thomas	Adelizzi	Adelizzi	Newberry	Newberry
(Secondary)	Newberry	Adelizzi	Thomas	Newberry	Thomas	Adelizzi

ILT/NLO Trng Supv
Koenig

ILT Class (2007-2009)[3]

SROs	ROs
Antony	Dowd
Eagle[4]	Heino
Hayward	Jundt
Hurrle	Kruschke
Stadtlander	Marstein
Stalpes	Pagel
Strabley	

2008 NLO Class[3]
Bisila
Behler
Heinks
Noble
Olson
Ostby
Rosnow
Weber
Winkelman

Support Manager
French

Support Group
Alfano[1] – NLPE&RO
Allen – EOP Engr
Harlander -
Markling - CRS
Wilkerson - SOMS Engr
Johnson – Fire Marshall

Work Control Manager
Rask

Work Control Group
Conway – (WEC)
Fousek – SM (WEC)
Hitter - Isolations
Kosey – (WEC)
Kruckenberg – (WEC)
Pearce – (WEC)
Scott - Isolations
Theisen – CRS (Outage)

Crew Notes:
1. No Solo Operation
2. Duty Restriction
3. Not Fire Brigade Qualified
4. Training Development
5. Not Qualified
6. Not STA Qualified

Department Staffing
Exempt = 33
Bargaining = 49
Total = 82

* OJT/TPE Qualifications are tracked separately on the Operations OJT/TPE Qualification Matrix.

** Refueling tasks are tracked separately in LMS. MT-OPS-CR-REFUEL tracks licensed operator tasks. MT-OPS-NL-REFUEL tracks non licensed operator tasks. Use LMS report LM-0311 in the qualification section of LMS reports.

Retention: Life of Plant
Retain in: Training Record
Form retained in accordance with record retention schedule identified in FP-G-RM-01.

ATTACHMENT 1

JOB PERFORMANCE MEASURE VALIDATION CHECKLIST

ALL STEPS IN THIS CHECKLIST ARE TO BE PERFORMED UPON INITIAL VALIDATION AND PRIOR TO USE.

REVIEW STATEMENTS	YES	NO	N/A
1. Are all items on the cover page filled in correctly?	☐	☐	
2. Has the JPM been reviewed and validated by SMEs?	☐	☐	☐
3. Can the required conditions for the JPM be appropriately established in the simulator if required?	☐	☐	☐
4. Do the performance steps accurately reflect trainee's actions in accordance with plant procedures?	☐	☐	
5. Is the standard for each performance item specific as to what controls, indications and ranges are required to evaluate if the trainee properly performed the step?	☐	☐	
6. If the task is NOT time critical, has the completion time been established based on validation data or incumbent experience?	☐	☐	☐
7. If the task is time critical, is the time critical portion based upon actual task performance requirements?	☐	☐	☐
8. Is the Licensee level appropriate for the task being evaluated if required? NOT applicable to Non-Licensed Operators	☐	☐	☐
9. Is the K/A appropriate to the task and to the licensee level if required? NOT applicable to Non-Licensed Operators	☐	☐	☐
10. Have the performance steps been identified and typed (Critical / Sequence / Time Critical) appropriately?	☐	☐	
11. Have all special tools and equipment needed to perform the task been identified?	☐	☐	
12. Are all references identified, current, and accurate?	☐	☐	
13. Have all required cues (as anticipated) been identified for the evaluator to assist task completion?	☐	☐	

All applicable questions must be answered "YES" or the JPM is NOT valid for use. If all applicable questions are answered "YES" then the JPM is considered valid and can be performed as written. The individual(s) performing the validation sign and date this form.

Validation Personnel /Date	Validation Personnel/Date
Validation Personnel /Date	Validation Personnel/Date
Validation Personnel /Date	Validation Personnel/Date
Validation Personnel /Date	Validation Personnel/Date

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To be able to use the macros, after opening Word go to: Tools/Macro/Security and set the security level at either Low or Medium, close completely out of Word and reopen Word to activate Macros. If you are concerned with macro viruses, check with your site to be assured of active virus scanning.

Buttons	Results from pressing toolbar buttons
	Update JPM Information - Runs the macro for inputting information into the cover sheet. [Note: - The JPM Title and Number is automatically added to the top of the second page by the use of Cross Reference fields.]
	Add JPM Step - Adds a Performance Step table at the end of that section, prior to the 'Terminating Cues:'.
	Insert JPM Step - Inserts a Performance Step table in front of an existing Performance Step table. [NOTE: - You must have your cursor inside a Performance Step table, otherwise; you will get an error message if your cursor is anywhere else.]
	Critical Step - Toggles the Performance Step to 'Critical'. Removes **all** of the text to the right of the words '**Critical**' and replaces them with the text string ' **Y (SEQ-)**'. The cursor is placed between the '**-**' and the '**)**', to allow you to insert the sequence number for the performance step. [NOTE - You must have your cursor inside the Performance Step table you want to make into a critical step otherwise you get an error message.]
	Non-Critical Step - Toggles the Performance Step to 'Non-Critical'. Removes **all** of the text to the right of the words '**Critical**' and replaces them with the text string ' **N (SEQ-)**'. The cursor is placed between the '**-**' and the '**)**', to allow you to insert the sequence number for the performance step. [NOTE - You must have your cursor inside the Performance Step table you want to make into a non-critical step otherwise you get an error message.]
	Evaluator Note - Adds a row to the Performance Step table under the '**Standard:**' line, to allow you to enter any notes for the Evaluator.
	Remove Evaluator Note - Removes the '**Evaluator Note:**' line if it was added to the Performance Step table. [NOTE - You must have your cursor inside the Performance Step you want to remove the Evaluator Note from otherwise it removes two lines from the table above the cursor.]
	Evaluator Cue - Adds a row to the Performance Step table above the '**Performance:**' line, to allow you to enter any cues for the Evaluator.
	Remove Evaluator Cue - Removes the '**Evaluator Cue:**' line if it was added to the Performance Step table. [NOTE - You must have your cursor inside the Performance Step you want to remove the Evaluator Cue from otherwise it removes two lines from the table above the cursor.]
	Simulator Setup Page - Adds a Simulator Setup page near the end.
	Remove Simulator Setup Page - Removes the inserted Simulator Setup page.
	Update Turnover Sheet - Takes the turnover information from page 3 (JPM Briefing / Turnover page) and updates the Trainee's version of the turnover page, located prior to Attachment 1 (the last page of the JPM).
	Not For Exam Use - Places a shaded Word Art text box diagonally across the first page. To remove the text, place your cursor near the top right side of the coversheet and select the Word Art text and delete.

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