

January 20, 2016

MEMORANDUM TO: Those on the Attached List

FROM: Miriam L. Cohen **/RA by Jody Hudson for/**
Chief Human Capital Officer

SUBJECT: REVISED HIRING GUIDANCE AND REQUEST FOR
PRIORITIZED STAFFING NEEDS

The purpose of this memorandum is to provide updated guidance on hiring in order to effectively manage positions, control salaries & benefits, and ensure the U.S. Nuclear Regulatory Commission (NRC) is well positioned to meet fiscal year (FY) 2016 and beyond targets while still allowing for recruitment of critical positions.

This revision is necessitated by the mixture of external factors as well as internal drivers, such as the outcome of Project AIM initiatives that will have a significant impact on the current and future staffing environment. NRC will continue to decline in full-time equivalent (FTE) utilization and is implementing strategies now to reduce overages and minimize adverse impacts on employees while continuing to accomplish the agency's mission.

Key components of this revised hiring guidance are:

- Offices and regions are asked to submit a prioritized list of staffing needs to the Office of the Chief Human Capital Officer (OCHCO) that outlines hires requested for the remainder of FY 2016: this includes Nuclear Safety Professional Development Program, Co-Ops (conversions and new), and summer hires. (See enclosure 2 for additional guidance.) OCHCO will confer with the Strategic Workforce Oversight and Utilization Panel (SWOUP) to prioritize vacancies at the agency level and to ensure adherence to hiring guidance.
- OCHCO will work with offices and regions to ensure that all possibilities for internally filling positions are exhausted. In those instances where there are no suitable internal candidates, requests for external vacancy postings will be reviewed by the SWOUP which will provide a recommendation to OCHCO.
- Senior/Resident Inspectors, Regional Inspectors and Headquarters Operations Officers/Emergency Resource Operators are no longer exempt from the hiring guidance as there may be internal staff qualified for these positions.
- All positions posted as external vacancies will require a corresponding job analysis. (See enclosure 3 for additional guidance).

I would like to thank members of the SWOUP who reviewed this guidance. The continuing collaboration regarding our path forward is key to accomplishing our human capital goals and ensuring that we continue practicing the "One NRC" mindset.

CONTACT: Dafna Silberfeld, HROP/OCHCO
(301) 287-0737

Those on the Attached List

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The goal is to have a consolidated list of staffing needs ready for SWOUP review by the week of February 8, 2016. Therefore please forward your office list to Dafna Silberfeld via email no later than **Friday, January 29, 2016**.

If you have any questions, please contact either Dafna Silberfeld at (301) 287-0737 or dafna.silberfeld@nrc.gov or Michael Gartman at (301) 287-0716 or michael.gartman@nrc.gov.

Enclosures:
As stated

MEMORANDUM TO THOSE ON THE ATTACHED LIST DATED: January 20, 2016

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Len D. Wert, Acting Regional Administrator Region II	RidsRgn2MailCenter Resource
Cynthia D. Pederson, Regional Administrator, Region III	RidsRgn3MailCenter Resource
Marc L. Dapas, Regional Administrator, Region IV	RidsRgn4MailCenter Resource

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Enclosures:

As stated

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DATE	1/ 20/16	1/ 20 /16	1/ 20 /16	1/ 20 /16

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