

NRC INSPECTION MANUAL

IRIB

INSPECTION MANUAL CHAPTER 0307 APPENDIX D

POWER REACTOR RESIDENT INSPECTOR RETENTION AND RECRUITMENT PROGRAM
MONITORING AND ASSESSMENT

PILOT

Effective Date: 05/21/2019

0307D-01 PURPOSE

The purpose of this appendix is to provide a necessary and sufficient set of actionable and objective indicators reflecting the health of our ability to recruit and retain the senior resident inspectors (SRIs) and resident inspectors (RI) in support of effective and efficient site oversight.

0307D -02 OBJECTIVE

The objective is to ensure that highly qualified SRIs and RIs are stationed at sites to provide stable, effective, and efficient oversight.

0307D -03 DEFINITIONS

None

0307D-04 RESPONSIBILITIES AND AUTHORITIES

Regions, Technical Support Branches, are responsible for gathering the information described in the Inspection Manual Chapter Appendix and reporting it to the Reactor Inspection Branch.

Chief, Reactor Inspection Branch, NRR/DIRS/IRIB is responsible tabulating, performing analysis, summarizing, and reporting out on the health of the Resident Inspector Retention and Recruitment Program. Typically, this will be communicated with the annual self-assessment SECY.

0307D-05 REQUIREMENTS

Data collections will be, in part, supported by [IMC 0307 Appendix D Demographics Data and Plots Spreadsheet \(ML18351A359\)](#). (non-public)

5.01 Senior Resident Inspector and Resident Inspector Vacancies.

The regions will populate the bolded information under the Year Data (e.g., 2018 Data). Leave fields blank which do not apply.

Tables 1a and 1b: Senior Resident Inspector and Resident Inspector Vacancies

	REGION	POSITION	NAME (SRI/RI on 1/1/18)	DATE LEFT	REASON FOR LEAVING	COMMENTS	HOW FILLED
<u>Site</u>	<u>#</u>	<u>SRI/RI</u>	<u>Staff</u>	<u>Date</u>	<u>Drop down</u>		<u>Drop down</u>

NAME OF PERMANENT RELIEF	START DATE (Reported to Site)	LAST DUTY STATION	PERMANENT GAP
<u>Staff 2</u>	<u>Date</u>	<u>Free text</u>	Calculated

Where:

- Date Left: The date the permanent SRI or RI left the current site (may be prior to the calendar year being examined). The Date Left is considered the date of turnover used in the analysis and should be the date found on Standard Form (SF) 52.
- Start Date: The date the permanent SRI or RI reported to the site and should be the date found on Standard Form (SF) 52.
- Permanent Gap: The time when there is no permanently stationed SRI/RI assigned to the site. Includes all time when SRI/RI backfilling occurs using temporary assignments or when position gapping occurs. Staff temporarily assigned to the site to provide site coverage using SF-52 are not considered permanent stationed.

The program office will summarize data collections and trends as follows:

- For RIs, turnovers graph by year the number of Lateral Site Transfers, RIs Promoted to SRI, Promotions to non-resident, Retirements, and Resignations
- For SRIs, turnovers graph by year the number of Lateral Site Transfers, Promotions to non-resident, Retirements, and Resignations
- Graph by year the total gap days divided by the fully staffed days (after pilot).

The program office will summarize data collections and trends in the analysis report.

5.02 Senior Resident Inspector and Resident Inspector Position Filling

The regions will enter the information below under the Year Data (e.g., 2018 Data) as appropriate. Leave fields blank when not applicable.

Table 2: Senior Resident Inspector and Resident Inspector Position Filling

NUMBER OF STAFF USED TO COVER PERMANENT GAP	COMMENTS ON FILLINGS (Describe Challenges)	IF APPLICABLE NUMBER OF QUALIFIED APPLICANTS (1st agency-wide posting, if applicable)

Where:

- Number of Staff used to Cover Permanent Gap: The number of temporary staff required to fill gapped SRI/RI positions
- Number of Qualified Applicants: The number of applicants identified during the first agency-wide posting for the permanent position.

Summarize data collections and trends in the analysis report.

5.03 Senior Resident Inspector and Resident Inspector Experience

SRI/RI positions filled by temporary staff (non-permanently assigned staff typically on per-diem) or unfilled SRI/RI positions on December 31 will be reported as null and noted in reported data. NRC Hire Date, Resident Basis Date, and Current Site Date can typically be used to calculate NRC Time, Current Site Time, and Total Resident Time respectively when service is continuous. Relevant Non-NRC Experience and the calculated NRC Time is used to calculate Total Experience.

Report a snapshot of experience on December 31 of the calendar year. Enter the bolded data shown in the table below. The spreadsheet will calculate the experience totals for continuous service cases.

Table 3: Senior Resident Inspector and Resident Inspector Experience

NAME (SRI/RI on 12/31/18)	NRC HIRE DATE	RESIDENT BASIS DATE	CURRENT SITE DATE	RELEVANT NON-NRC EXPERIENCE	NRC TIME	TOTAL EXPERIENCE	CURRENT SITE TIME	TOTAL RESIDENT TIME
Staff 1	05/26/04	03/02/08	06/01/14	15.0 Yr	14.6 Yr	29.6 Yr	4.6 Yr	10.8 Yr

Where:

- NRC Hire Date: The date the SRI or RI was hired by the NRC
 - NRC Time: The total number of years spent at Nuclear Regulatory Commission (NRC) (calculated in spreadsheet)
- Resident Basis Date: The date the SRI or RI first was permanently assigned to any site as a SRI or RI. Include resident inspector construction experience.
 - Total Resident Time: The total number of years spent as an SRI or RI (calculated in spreadsheet)
- Current Site Date: The date the SRI or RI reported to the current site
 - Current Site Time: The total number of years spent as an SRI or RI at the current site (calculated in spreadsheet)

- Relevant Non-NRC Experience: The relevant nuclear power experience acquired outside of the NRC. Examples include operation, engineering, maintenance, or construction experience with commercial nuclear power plants, naval shipyards, U.S. Department of Energy facilities, or the U.S. Navy's nuclear power program.

The program office will summarize data collections and trends in the analysis report.

Graph:

- Average Current Site Time, Average Resident Time, Average NRC Time, and Average Relevant Non-NRC Experience by year for SRIs
- Average Current Site Time, Average Resident Time, Average NRC Time, and Average Relevant Non-NRC Experience by year for RIs
- Average Current Site Time, Average Resident Time, Average NRC Time, and Average Relevant Non-NRC Experience by region for SRIs
- Average Current Site Time, Average Resident Time, Average NRC Time, and Average Relevant Non-NRC Experience by region for RIs

5.04 Senior Resident Inspector and Resident Inspector Departure Survey

When an SRI or RI leaves the agency, Office of the Chief Human Capital Officer will offer the departing staff an opportunity to anonymously complete NRC Form 730, "Exit Interview Survey" to determine the factors which influenced the inspector's decision to leave the agency.

Similarly, when an SRI or RI leaves the RI program but remains employed at the NRC, the region will offer the departing SRI or RI an opportunity to anonymously complete Form 1, "Departure Survey." Mail for anonymity or e-mail to the completed Form 1 to the NRR/DIRS/IRIB Branch Chief.

5.05 Regional Report Out on the Health of RI Recruitment and Retention

At the end of the year each region will report out on the health of regional resident recruitment and retention program. Fill out Form 2, "Health of Regional Resident Recruitment and Retention Program" and e-mail it to the NRR/DIRS/IRIB Branch Chief.

0307D-06 GUIDANCE

06.01 through 06.05 No guidance

0307D-07 REFERENCES

SRM-COMGJD-98-001/COMEXM-98-002, "Discussion of Resident Inspector Demographics and the Balance between Expertise and Objectivity," dated April 8, 1998 (ADAMS Accession No. [ML003753515](#)) (non-public)

COMSECY-14-0030, "Proposed Suspension of the Reactor Oversight Process Self-Assessment for Calendar Year 2014," dated August 5, 2014 (ADAMS Accession No. [ML14168A532](#))

SRM-COMSECY-14-0030, dated September 19, 2014 (ADAMS Accession No. [ML14262A078](#))

COMSECY-15-0014, "Proposed Elimination of Annual Reporting Requirements for Specific Evaluations within the Reactor Oversight Process Self-Assessment Process," dated May 7, 2015 (ADAMS Accession No. [ML15072A202](#))

SRM-COMSECY-15-0014, dated June 18, 2015 (ADAMS Accession No. [ML15169B131](#))

SECY-19-0002, "Implementation of Changes to the Resident Inspector Program." (ADAMS Accession No. [ML18213A373](#)) (non-public)

Attachment 1 - Form 1: Departure Survey

<u>Reasons for Leaving the Resident Inspector Program</u>		
<u>Circumstances</u>		
<input type="radio"/>	Promotion	<input type="radio"/>
<input type="radio"/>	Lateral	<input type="radio"/>
<input type="radio"/>	Other	
<u>Factors Influencing Your Decision to Leave The RI Program</u>		
<u>A. Compensation</u>		
Check All Compensation Factors That Influenced Your Decision.		
<input type="checkbox"/> A0. None of the following factors influenced my decision to leave.		
<input type="checkbox"/>	A1. Pay / Cost of Living	<input type="checkbox"/>
		A2. Dissatisfaction with Incentives (Retention, Relocation, Awards)
Comments about compensation:		
<u>Factors Influencing Your Decision to Leave The RI Program</u>		
<u>B. Quality Of Work Life</u>		
Check All Quality Of Work Life Factors That Influenced Your Decision.		
<input type="checkbox"/> B0. None of the following factors influenced my decision to leave.		
<input type="checkbox"/>	B1. Dissatisfaction with Work Schedule Flexibilities	<input type="checkbox"/>
		B4. Dissatisfaction with Telework Opportunities
<input type="checkbox"/>	B2. Commute Too Long	<input type="checkbox"/>
		B5. Dissatisfaction with Office Environment (Office Space, Safety, Etc.)
<input type="checkbox"/>	B3. Stressful Work Environment	<input type="checkbox"/>
		B6. Dissatisfaction with General Location (State, City, Town)
Comments about quality of work life:		

Factors Influencing Your Decision to Leave the RI Program
C. Management and Organization

Check All Management And Organization Factors That Influenced Your Decision.

<input type="checkbox"/>	C0. None of the following factors influenced my decision to leave.	
<input type="checkbox"/>	C1. Lack of Opportunity for Career Advancement	<input type="checkbox"/> C9. Favoritism
<input type="checkbox"/>	C2. Lack of Opportunity for Training and Development	<input type="checkbox"/> C9. Inability to Influence Organizational Decisions
<input type="checkbox"/>	C3. Lack of Opportunity for Continuing Education	<input type="checkbox"/> C10. Dissatisfaction with Organizational Culture
<input type="checkbox"/>	C4. Poor Communication	<input type="checkbox"/> C11. Dissatisfaction with Employee Accountability (Deliberate misconduct is tolerated)
<input type="checkbox"/>	C5. Work Not Valued / Appreciated	<input type="checkbox"/> C12. Management Promotes Industry Over Adequate Safety
<input type="checkbox"/>	C6. Skills Not Utilized	<input type="checkbox"/> C13. Dissatisfaction with my Immediate Supervisors
<input type="checkbox"/>	C7. Poor Morale	<input type="checkbox"/> C14. Dissatisfaction with Senior Leadership in my Region
<input type="checkbox"/>	C8. Work Load Too Heavy	

Comments about management and organization:

Factors Influencing Your Decision to Leave the RI Program
D. Personal / Family

Check All Personal / Family Factors That Influenced Your Decision.

D0. None of the following factors influenced my decision to leave.

D1. No Desire to Relocate out of the Area

D4. Elder Care

D2. Health

D5. Pursue Education

D3. Child Care

D6. Start Business

Comments about personal and family:

Of all the factors influencing your decision to leave the RI Program, indicate the One Most Important Factor that resulted in you leaving (indicate the alpha/numeric code).

What was the Second Most Important Factor that resulted in your leaving the RI Program (indicate the alpha/numeric code).

Is there anything that would have changed your decision to leave the RI Program?

Attachment 2 - Form 2: Health of Regional Resident Recruitment and Retention Program

Date: Region:	Number
1. Indicate the approximate number of staff in your region who are working on RI qualifications and who are pursuing a permanent RI position.	
2. Indicate the approximate number of staff in your region who are qualified RI and who are pursuing a permanent SRI/RI position. Do not include inspectors who are currently filling SRI/RI position or staff that are only interested in backfilling.	
3. Indicate the number of staff indicated in 1 and 2 above who have signed a mobility agreement.	
4. Indicate the approximate number of staff in your region who are qualified and who only support SRI/RI backfill during times when the permanent SRI/RI position holder is unavailable to provide site support.	
5. Considering anticipated staffing needs in your region, indicate whether additional SRI/RI recruitment efforts are warranted and if so describe those efforts being undertaken or planned in general terms (e.g., external hiring, additional relocation incentives).	
6. During the last calendar year, describe any noteworthy challenges (e.g., staff departures, hard to fill positions, dwindling RI pool resources, lack of resources to support RI qualifications), improvement ideas, and general observations and insights related to resident retention and recruitment.	

Attachment 3 - Revision History for IMC 0307 Appendix D

Commitment Tracking Number	Accession Number Issue Date Change Notice	Description of Change	Description of Training Required and Completion Date	Comment Resolution and Closed Feedback Form Accession Number (Pre-Decisional, Non-Public Information)
	ML19045A287 05/21/19 CN 19-016	Initial Issue. Conducted 4-year search and found no commitments. Created to provide a necessary and sufficient set of actionable and objective indicators reflecting the health of our ability to recruit and retain the senior resident inspectors (SRIs) and resident inspectors (RI) in support of effective and efficient site oversight.		ML19042A051