

The Light company

Houston Lighting & Power

South Texas Project Electric Generating Station P. O. Box 289 Wadsworth, Texas 77483

Via Messenger

June 18, 1992

File No. G03.13
D.43

Leo J. Norton
Assistant Inspector General
for Investigations
Nuclear Regulatory Commission
Washington, D.C. 20655

RE: Letter dated June 1, 1992 from Leo J. Norton, Assistant
Inspector General, U.S. Nuclear Regulatory Commission (NRC),
to Houston Lighting & Power Company (HL&P).

Dear Mr. Norton:

This letter transmits the documents requested by your letter
of June 1, 1992 (reference), and the Subpoena Duces Tecum issued
to HL&P by the NRC Inspector General, Mr. David C. Williams, on
June 10, 1992. Those requests for documents were further refined
in a meeting on June 9, 1992, between representatives of the Office
of Inspector General [redacted] and attorneys for HL&P
[redacted] and [redacted]. In accordance with
these requests, the following documents are attached:

Request 1: "Personnel records of [redacted] and [redacted] Records
provided should include Performance Appraisals for the years 1987-
1992, comments of supervisors regarding performance and
notes/documentation relating to exit conferences held with these
individuals subsequent to [redacted]"

The Subpoena Duces Tecum also seeks these records. In response,
Attachment 1 contains copies of the personnel records for the named
individuals, and notes of the exit interviews of [redacted].
There are no notes for an exit interview of [redacted]. These
personnel files include Performance Appraisals for the years 1987-
1991. Performance Appraisals for these individuals were scheduled
for later in 1992 and were not completed. The documents provided
in Attachment 1 include the formal personnel files and other
documents of the type requested by Request 1 that could be readily
identified by HL&P.

Personnel records are normally held in confidence by HL&P, and
their disclosure would constitute an unwarranted invasion of the
privacy of these individuals. Therefore, HL&P requests that these
records be maintained in confidence by the NRC and withheld from
public disclosure pursuant to 10 CFR §§ 9.17(a)(6), 9.17(a)(7),
2.790(a)(6) and 2.790(a)(7).

Information in this record was deleted
in accordance with the Freedom of Information
Act, exemptions 6
FOIA. 93-642 950

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Request 2: "Speakout/Safeteam files relating to safety/security related concerns brought to the attention of HL&P/STP by any of the individuals named in item 1 above."

The Subpoena Duces Tecum also requests these documents. In response to these requests, Attachment 2 consists of reports of investigations of concerns that were brought to the attention of Speakout or SAFETEAM by one or more of the individuals named in Request 1 above.

In the course of investigating these concerns, Speakout/SAFETEAM accumulated extensive files, including notes of interviews, copies of HL&P records, copies of HL&P procedures, and other materials. Based on the discussion at the meeting on June 9, Attachment 2 consists of copies of the investigation reports, and does not include any of the other materials in the Speakout/SAFETEAM files. The complete files of these investigations will remain available for NRC review at the South Texas Project.

Speakout/SAFETEAM reports are normally kept in confidence by HL&P, and made available for HL&P management review only on a "need to know" basis. The reports included in Attachment 2 have been held in confidence by HL&P. Disclosure of these reports could reveal statements made in confidence to Speakout/SAFETEAM under circumstances that indicated that the statements would be confidential and "private" and not disclosed to the public. Therefore, disclosure of these reports would constitute an unwarranted invasion of the privacy of the individuals who were interviewed by Speakout. In addition, the investigation reports included in Attachment 2 address questions of the performance of certain HL&P personnel, and the disclosure of these reports would constitute an unwarranted invasion of the privacy of these personnel. Therefore, HL&P requests that the reports included in Attachment 2 be withheld from public disclosure pursuant to 10 CFR §§ 9.17(a)(6), 9.17(a)(7), 2.790(a)(6) and 2.790(a)(7).

Public disclosure of this information could cause harm to HL&P and the public. In order to operate the South Texas Project Electric Generating Station (STPEGS) safely, HL&P relies upon employees to come forward with safety concerns. These concerns cannot be addressed unless they are made known, and in many cases employees are more comfortable bringing forward concerns on a confidential basis so that their identities are protected. Without such protection, concerns might go unreported. This could adversely affect safety and HL&P's commercial position. Therefore, these records should be withheld from public disclosure pursuant to 10 CFR 9.17(a)(4) and 2.790(a)(4).

Request 3: "Notes/documentation relating to the exit conference with [REDACTED] of the Nuclear Security Department at STP."

HL&P has not identified any notes or documentation relating to an exit conference with [REDACTED]

Request 4: "All records relating to the recent (April-May 1992) reorganization of the Nuclear Security Department at STP. Records provided should include all correspondence between STP/HL&P employees/management/executives regarding the reorganization, draft and final reorganization plans to include the names of individuals responsible for authorization/approval of the reorganization, list of individuals [REDACTED] as a result of the reorganization."

In response to this request, Attachment 3 consists of the records HL&P has identified that are associated with the recent reorganization of the Nuclear Security Department that are not included in Attachment 1. Your letter asked that HL&P include the names of individuals responsible for authorization/approval of the reorganization and a list of individuals [REDACTED] as a result of the reorganization. The revisions to the functions and organization of the Nuclear Security Department were approved by [REDACTED] Nuclear Security; [REDACTED]

[REDACTED] Nuclear Generation and me; however, [REDACTED] and [REDACTED] did not participate in determining the specific individuals to be assigned to each position. [REDACTED] determined which individuals would be retained and their respective positions. The changes resulted in the [REDACTED]

[REDACTED] and the [REDACTED] A list of the principal changes is provided as Attachment 4.

Request 5: "All records (as listed in item 4 above) relating to prior reorganizations of the Nuclear Security Department from 1986-April/May 1992."

In response to this request, Attachment 5 includes the documents HL&P has identified that are associated with prior reorganizations of the Nuclear Security Department.

Request 6: "A list of names of [REDACTED] at STP from 1986 as a result of reorganization within any departments."

In response to this request, Attachment 6 is a list of individuals whose employment at the South Texas Project was [REDACTED] as a result of reorganization. HL&P does not maintain a file that could directly provide the information covered by Request 6.

Attachment 6 was developed based on the recollections of the Human Resources Manager. You may recall that in 1986 the South Texas Project was under construction. There have been extensive reductions in force as the construction work force completed its assignment. HL&P has not attempted to identify all of the personnel whose employment was [redacted] as a result of the transition from plant construction to operation of the two units.

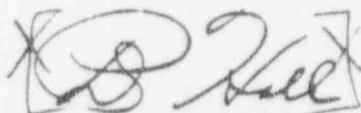
At the June 9, 1992 meeting referenced above, the NRC representatives agreed that a partial list of terminated employees would be acceptable, and requested that HL&P provide the last known address of the identified individuals. Attachment 6 includes the forwarding addresses identified in HL&P personnel files for these individuals.

Request 7: "The latest employee directories for HL&P and STP."

In response to this request, Attachment 7 consists of copies of the latest HL&P and South Texas Project employee telephone directories.

If you desire additional information regarding the attachments to this letter, or require further assistance from HL&P to complete your investigation, please contact [redacted]

Sincerely,



D.P. Hall
Group, Vice President
Nuclear

TERMINATION NOTICE

Date Issued: 5/4/92

NAME - LAST FIRST MIDDLE: [REDACTED] Date Employed: 6/30/86

DEPARTMENT: Nuclear Security OCCUPATION: [REDACTED]

IF FINAL CHECK IS TO BE MAILED - LIST MAILING ADDRESS BELOW: [REDACTED]

Emp No: [REDACTED]

OP Co: 3 X

FINAL (310)

LAST DAY ACTIVELY AT WORK OR OBSERVING VACATION OR HOLIDAY ----- 1

LAST DAY OF PAID ABSENCE FOLLOWING LAST DAY ACTIVELY AT WORK ----- 2
If applicable, enter date and submit Absence Report for period of absence.

LAST DAY OF UNPAID ABSENCE FOLLOWING LAST DAY PAID THROUGH ----- 3
If applicable, enter date and submit Time Off Without Pay form for period of absence. The date entered should be the date the supervisor was notified that the employee did not intend to return to work or the date the decision was made to release the employee.

TERMINATION DATE - Same as latest date entered in boxes 1, 2, and 3 ----- 4

EARNED VACATION NOT OBSERVED. Enter number of work days to be paid for ----- 5
NOTE: These days are not to be included in the dates entered in boxes 1, 2, 3, 4

FLOATING HOLIDAY(S) NOT OBSERVED. Enter number of holidays to be paid ----- 6
for. List Holiday(s) to be paid for _____
NOTE: These days are not to be included in the dates entered in boxes 1, 2, 3, 4

FLOATING HOLIDAY(S) OBSERVED IN ADVANCE OF THE CALENDAR HOLIDAY, ----- 7
Enter number of days to be docked for and list _____

REASON FOR TERMINATION. Enter an "X" in the appropriate box.

- () RESIGNED. State reason for resignation in COMMENTS area.
- (X) RELEASED. State detailed explanation for release in COMMENTS area.
- () RETIRED.
- () DECEASED
- () LONG TERM DISABILITY

PERSONNEL USE ONLY

TERM CD: 636

HR INFORMATION CENTER

COMMENTS: Reduction in force.

MAY 10 1992

WOULD YOU REHIRE? Yes If NO, state reason.

DEPARTMENT HEAD APPROVAL: [REDACTED] SUPERVISOR APPROVAL: [REDACTED]

44/41

INSTRUCTIONS: When an employee resigns or is released, this form will be prepared by the Supervisor. All copies will be approved by the Department Head. After approval, forward to the appropriate Department as indicated on each copy. The Payroll Accounting Department will not recognize this form unless it has been signed by the Supervisor and approved by the Department Head.

in accordance with the Freedom of Information Act, exemptions 6

PERSONNEL RELATIONS

The Light company

Houston Lighting & Power South Texas Project Electric Generating Station P. O. Box 289 Wadsworth, Texas 77483

May 4, 1992

Dear 

Consistent with our discussion concerning the terms of your involuntary separation, this will constitute a letter of understanding between you and Houston Lighting & Power (HL&P) setting forth all terms of our separation agreement. Both you and HL&P agree that your last day of employment with HL&P shall be May 4, 1992.

As an employee of HL&P, you have been a participant in the retirement, savings, incentive, health and other employee benefit plans. In recognition of your service, HL&P will make the following arrangements for your benefits.

(1) HL&P agrees to pay you 3 weeks of salary per year of service for a lump-sum severance of \$17,336.42.

(2) You will be eligible for continuation of Medical and Dental Benefits for 18 months as required by federal law. The rates for 12 months after separation will be at employee rates. The rate for the last 6 months will be at 102% of the full contribution rate.

(3) Your benefits under the Savings Plan and Retirement Plan will be governed by the applicable provisions of each Plan.

(4) HL&P will withhold any taxes so required by federal or state government from the payments described above. Your participation in all other benefits will end effective May 4, 1992.

(5) Both you and HL&P agree that the terms of this agreement are confidential and will not be disclosed to any non-parties. You agree that you have returned or will return immediately, and maintain in strictest confidence and to not use in any way, any proprietary, confidential, or other nonpublic information or documents relating to the business and affairs of HL&P, its parent and affiliates.

Information in this record was deleted
in accordance with the Freedom of Information
Act, exemptions 6
FOIA- 93-642

The Light company

Houston Lighting & Power South Texas Project Electric Generating Station P. O. Box 289 Wadsworth, Texas 77489

May 4, 1992
Page 2

(6) In return for HL&P's agreement to provide the payment and other items described in this letter, you agree to release and forever discharge HL&P, its parent and affiliates, successors, assigns and insurers, and any and all organizations, and corporations from any and all damages, losses, causes of action, expenses, demands, liabilities, and claims on behalf of yourself, your heirs, executors, administrators, and assigns with respect to all matters relating to or arising out of your employment with HL&P, including any existing claims or rights you may have under any federal, state or local laws dealing with discrimination in employment on the basis of sex, race, national origin, religion, age, handicap or veteran status, and you hereby accept the cash payments described herein in full settlement of all such damages, losses, causes of action, expenses, demand liabilities, and claims.

This release includes, but is not limited to, claims arising under the Age Discrimination in Employment Act, 29 U. S. C. § 621, Title VII of the Civil Rights Act of 1964, 42 U. S. C. § 2000e, the Texas Commission on Human Rights Act, Tex. Rev. Civ. Stat. art/ 5221k, any claims for breach of contract, tort or personal injury of any sort, and any claim under any other state or federal statute or regulation. Further, by accepting the payments described herein, you agree not to sue HL&P or the related persons and entities described above. You affirm and agree that your employment relationship has ended and waive all rights in connection with such relationship except to vested benefits and the payments described herein.



(7) You acknowledge that you have been given an opportunity and encouraged by HL&P to have whomever you see fit, including an attorney, review this agreement, that you have read and understand this agreement, and that you have signed this agreement freely and voluntarily. You have twenty-one days to decide whether to sign this agreement and be bound by its terms. You may revoke this agreement at any time within seven days following your written acceptance of it below by delivery of a written notification to the undersigned. This agreement will not be effective or enforceable until this seven-day revocation period has expired. In the event that this agreement is cancelled or revoked, HL&P shall have no obligation to make the payments described herein.

The purpose of the arrangements described in this letter is to arrive at a mutually agreeable and amicable basis with respect to your separation from HL&P. If you agree with the foregoing, please indicate so by signing in the space designated below by May 25, 1992.

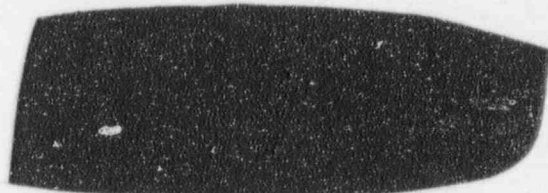
The Light company

Houston Lighting & Power South Texas Project Electric Generating Station P. O. Box 289 Wadsworth, Texas 77483

May 4, 1992
Page 3

 and the Company further agree that nothing contained herein is in any way intended to restrict  from presenting information or concerns regarding nuclear quality or safety to any regulatory authority or any other person.

Sincerely,



PJ/bt

Agreed To and Accepted

this _____ day of _____, 1992

The Light company

Houston Lighting & Power South Texas Project Electric Generating Station P. O. Box 289 Wadsworth, Texas 77483


May 5, 1992

RECEIVED BY

MAY 2/2 1992

PER. SERV. HR NUCLEAR

Dear 


Consistent with our discussion concerning the terms of your involuntary separation, this will constitute a letter of understanding between you and Houston Lighting & Power (HL&P) setting forth all terms of our separation agreement. Both you and HL&P agree that your last day of employment with HL&P shall be 

As an employee of HL&P, you have been a participant in the retirement, savings, incentive, health and other employee benefit plans. In recognition of your service, HL&P will make the following arrangements for your benefits.

(1) HL&P agrees to pay you 3 weeks of salary per year of service for a lump-sum severance of \$16,003.38.

(2) You will be eligible for continuation of Medical and Dental Benefits for 18 months as required by federal law. The rates for 12 months after separation will be at employee rates. The rate for the last 6 months will be at 102% of the full contribution rate.

(3) Your benefits under the Savings Plan and Retirement Plan will be governed by the applicable provisions of each Plan.

(4) HL&P will withhold any taxes so required by federal or state government from the payments described above. Your participation in all other benefits will end effective 

(5) Both you and HL&P agree that the terms of this agreement are confidential and will not be disclosed to any non-parties. You agree that you have returned or will return immediately, and maintain in strictest confidence and to not use in any way, any proprietary, confidential, or other nonpublic information or documents relating to the business and affairs of HL&P, its parent and affiliates.

Information in this record was deleted
in accordance with the Freedom of Information
Act, exemptions 6

FOIA- 93-642

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44/43

The Light company

Houston Lighting & Power: South Texas Project Electric Generating Station P. O. Box 289 Wadsworth, Texas 77483

May 5, 1992
Page 2

(6) In return for HL&P's agreement to provide the payment and other items described in this letter, you agree to release and forever discharge HL&P, its parent and affiliates, successors, assigns and insurers, and any and all organizations, and corporations from any and all damages, losses, causes of action, expenses, demands, liabilities, and claims on behalf of yourself, your heirs, executors, administrators, and assigns with respect to all matters relating to or arising out of your employment with HL&P, including any existing claims or rights you may have under any federal, state or local laws dealing with discrimination in employment on the basis of sex, race, national origin, religion, age, handicap or veteran status, and you hereby accept the cash payments described herein in full settlement of all such damages, losses, causes of action, expenses, demand liabilities, and claims.

This release includes, but is not limited to, claims arising under the Age Discrimination in Employment Act, 29 U. S. C. § 621, Title VII of the Civil Rights Act of 1964, 42 U. S. C. § 2000e, the Texas Commission on Human Rights Act, Tex. Rev. Civ. Stat. art/ 5221k, any claims for breach of contract, tort or personal injury of any sort, and any claim under any other state or federal statute or regulation. Further, by accepting the payments described herein, you agree not to sue HL&P or the related persons and entities described above. You affirm and agree that your employment relationship has ended and waive all rights in connection with such relationship except to vested benefits and the payments described herein.


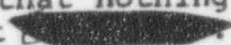
(7) You acknowledge that you have been given an opportunity and encouraged by HL&P to have whomever you see fit, including an attorney, review this agreement, that you have read and understand this agreement, and that you have signed this agreement freely and voluntarily. You have twenty-one days to decide whether to sign this agreement and be bound by its terms. You may revoke this agreement at any time within seven days following your written acceptance of it below by delivery of a written notification to the undersigned. This agreement will not be effective or enforceable until this seven-day revocation period has expired. In the event that this agreement is cancelled or revoked, HL&P shall have no obligation to make the payments described herein.

The purpose of the arrangements described in this letter is to arrive at a mutually agreeable and amicable basis with respect to your separation from HL&P. If you agree with the foregoing, please indicate so by signing in the space designated below by May 26, 1992.

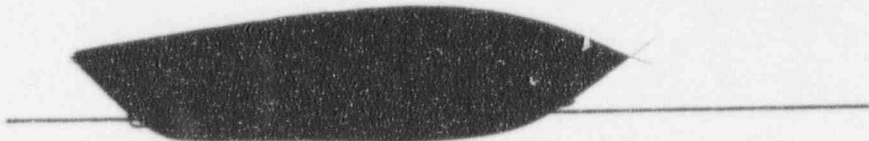
The Light company

Houston Lighting & Power South Texas Project Electric Generating Station P. O. Box 289 Wadsworth, Texas 77483

May 5, 1992
Page 3

 and the Company further agree that nothing contained herein is in any way intended to restrict  from presenting information or concerns regarding nuclear quality or safety to any regulatory authority or any other person.

Sincerely,



Certified Protection Professional

A program for the advancement of professional protection practice
sponsored by The American Society for Industrial Security

1655 North Fort Myer Drive, Suite 1200 Arlington, VA 22209-3106
Tel 703/262-5800 Fax 703/243-4952

5 June 1992

E.J. Criscuolo, Jr., CPP
Executive Vice President

[REDACTED]
Nuclear Security Department
Houston Lighting/Power Co
P O BOX 289
Wadsworth, TX 77483

Dear [REDACTED]

Professional
Certification
Board

President:

William F. Steinkamp, CPP
Omaha Airport Authority
Omaha, Nebraska

Joseph A. Barry, III, CPP
Barry Consultant Associates, Inc.
Framingham, Massachusetts

Vincent F. Conklingham, CPP
Big V Shop Rite, Inc.
Florida, New York

Forrest F. Franklin, CPP
Enquiries
Alameda, California

Charles D. Herrera, CPP
Lumised Distribution Services
Columbus, Ohio

Emil Monda, CPP
Taco Bell Corp.
Irvine, California

Raymond T. O'Hara, CPP
Weyerhaeuser Co.
Thousand Oaks, California

Denis A. O'Sullivan, CPP
PPM 2000 Inc.
Edmonton, Alberta, Canada

Shirley A. Pierini, CPP
Sparks Police Department
Sparks, Nevada

John T. Smith, CPP
Assessments & Control Systems
Omaha, Nebraska

Scott T. St. Clair, CPP
Bosch Corporation
Charleston, South Carolina

James E. Wheeler, CPP
GE Government Services
Hanover, Maryland

I am writing to extend my congratulations to Houston Lighting/Power Co for the recent achievement of [REDACTED] Earning recognition as a Certified Protection Professional (CPP) is no small accomplishment; it puts [REDACTED] among the cream of the security profession and Houston Lighting/Power Co among those organizations fortunate enough to have a CPP helping with their protection responsibilities.

Perhaps you are familiar with the Certified Protection Professional Program; but if you are not, may I briefly tell you about it? It was established in 1977 by the American Society for Industrial Security, which is the leading organization of security professionals in the world with over 24,000 members. The certification program sought to formalize the body of knowledge necessary to professional security practice, to establish standards for the knowledge and experience that should characterize professional practitioners, and to certify individuals who met these standards and demonstrated mastery of the profession's fundamentals. A difficult battery of mandatory and specialty exams was developed to test this mastery. And [REDACTED] had to meet strict experience and/or education requirements which are necessary to take the examination.

This, of course, will not be the end of [REDACTED] pursuit of professional growth in security. Every three years, proof of continuing education and active participation in professional organizations will be required for recertification credits. Without staying current, no security practitioner can bring true professionalism to the job. I sincerely hope you will support your CPP's efforts in this area; and that Houston Lighting/Power Co will take full advantage of the valuable resource it has in [REDACTED]

Once again, congratulations!

Sincerely,

[REDACTED]

Information in this record was deleted
in accordance with the Freedom of Information Act, exemptions 6
FOIA 93-642

44/44

A-82

Handwritten: 6/22/85

HOUSTON LIGHTING & POWER COMPANY PERSONNEL REQUISITION

Handwritten: A-69

PERSONNEL RELATIONS USE ONLY	
P.R. NO. 35-PP-A	ASSIGNED STPO
TO BE POSTED 7/15 -7/19	
DATE RECEIVED 7-10-85	

**SEND ALL COPIES TO
PERSONNEL RELATIONS
EMPLOYMENT DIVISION
ELECTRIC TOWER**

June 21, 1985
DATE PREPARED

JOB TITLE X Security Coordinator		MIDAS/MGT LEVEL	DATE REQUIRED ASAP	COST CENTER 092	SALARY APPROVED Commensurate with Experience
DEPARTMENT Security		DIVISION Nuclear		TO BE INTERVIEWED BY: (PLEASE LIST ALTERNATES)	
SECTION	<input checked="" type="checkbox"/> FULL TIME REGULAR <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> SUMMER	IMMEDIATE SUPERVISOR		PHONE	
REPLACING: <input type="checkbox"/> TERMINATED <input type="checkbox"/> TRANSFERRED <input type="checkbox"/> OTHER (SPECIFY) <input checked="" type="checkbox"/> ADDITION TO FORCE		PROVIDE EMPLOYEE NAME, NUMBER, EFFECTIVE DATE Approved in 1985 budget		(1)	LOCATION STP
				(2)	LOCATION STP
				(3)	LOCATION STP

*Tie-line

WORKING HOURS 7:30 a.m. - 4:00 p.m. WORK LOCATION South Texas Project

JOB DUTIES Develop, implement and maintain operational security procedures, security personnel training and qualification program, and other operational security plans and monitor the installation and startup of the security system/program.

LIST EDUCATION LEVEL, SPECIAL TRAINING, OR EXPERIENCE REQUIRED TO PERFORM JOB: Above average ability to communicate in written and verbal methods, ability to develop procedures and classroom training material, ability to interpret Federal rules and regulations, and ability to interface with plant management. Bachelor's Degree in Law Enforcement or related discipline or equivalent experience plus three (3) years nuclear related experience. (Education and experience combined should equal 7 years minimum)

COMMENTS Experience should include working knowledge of 1) the operation of a nuclear security organization, 2) Federal rules and regulations pertaining to nuclear security.

REQUIRED TO DRIVE COMPANY VEHICLE? YES NO

CANCELS OR REPLACES EXISTING P.R.? YES NO P.R. REPLACING _____

Information in this record was reviewed in accordance with the Freedom of Information Act, exemptions 6

FOIA 93-642

REPLACEMENT PERSONNEL - DIVISION MANAGER	APPROVAL SIGNATURE	ADDITIONAL PERSONNEL NOT BUDGETED - PRESIDENT
FOR PERSONNEL USE ONLY		

SOURCE OF APPLICANT 1011 APPLICANT'S NAME [REDACTED] DATE FILLED 1-1-91 JS

Houston Lighting & Power Company

OFFICE MEMORANDUM

November 8, 1985 03413037

To [Redacted]
From [Redacted]

Subject Critical Relocation - [Redacted] Corporate Security Department
SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

Approval is requested for critical relocation of [Redacted], who has been offered a position as a [Redacted] in the Nuclear Security Division (South Texas Project) of the Corporate Security Department.

[Redacted] has four and one-half (4½) years security experience at an operating nuclear power plant as well as four (4) years of military intelligence experience for a total of eight and one-half (8½) years of security related experience. An exception for the five year nuclear experience criteria is therefore requested in order to provide [Redacted] with the full relocation package. Recruiting efforts did not reveal qualified candidates in the Houston/Gulf Coast area for this critical nuclear security position.

Approved [Redacted Signature]

[Redacted]

Information in this record was deleted in accordance with the Freedom of Information Act, exemptions 6
FOIA- 73-642

A-68

7/1/2

PERSONNEL REQUISITION

PERSONNEL RELATIONS USE ONLY	
P.R. NO.	ASSIGNED:
TO BE POSTED:	
DATE RECEIVED	

**SEND ALL COPIES TO
PERSONNEL RELATIONS
EMPLOYMENT DIVISION
ELECTRIC TOWER**



12/5/85

A-77

DATE PREPARED

JOB TITLE 	MIDAS/MGT LEVEL 6	DATE REQUIRED 6/1/86	COST CENTER 092	SALARY APPROVED commensurate with experience
DEPARTMENT Security	DIVISION Nuclear	TO BE INTERVIEWED BY: (PLEASE LIST ALTERNATES)		
SECTION	<input checked="" type="checkbox"/> FULL TIME REGULAR <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> SUMMER	IMMEDIATE SUPERVISOR 		
REPLACING:	PROVIDE EMPLOYEE NAME, NUMBER, EFFECTIVE DATE	(1)	PHONE	LOCATION STP
<input type="checkbox"/> TERMINATED	_____	(2)	PHONE	LOCATION STP
<input type="checkbox"/> TRANSFERRED	_____	(3)	PHONE	LOCATION STP
<input type="checkbox"/> OTHER (SPECIFY)	_____			
<input checked="" type="checkbox"/> ADDITION TO FORCE	_____			

WORKING HOURS Shift Work WORK LOCATION South Texas Project

JOB DUTIES Direct supervision of the operational contract guard force (approximately 50 armed and unarmed personnel), implement nuclear plant security procedures and post orders, and coordinate nuclear security matters between plant operations and the contract guard force.

LIST EDUCATION LEVEL, SPECIAL TRAINING, OR EXPERIENCE REQUIRED TO PERFORM JOB: 1) BA/BS degree in Law Enforcement or related discipline + 3 years nuclear security or related experience, or any combination of education and experience totaling at least 7 years. 2) above average ability to communicate (verbal and written). 3) ability to interface with both station security and operations management.

COMMENTS Experience should include working knowledge of 1) the operation of a nuclear security organization, 2) Federal rules and regulations pertaining to nuclear security. Shall be qualified for duty as an armed responder and shall participate in security responses. The incumbent shall report to and take direction from the senior security coordinator, site security.

REQUIRED TO DRIVE COMPANY VEHICLE? YES NO CANCELS OR REPLACES EXISTING P.R.? YES NO P.R. REPLACING _____

Information in this record was deleted in accordance with the Freedom of Information Act, exemptions 6 and 7C.

APPROVAL SIGNATURE 	ADDITIONAL PERSONNEL NOT BUDGETED - PRESIDENT
FOR PERSONNEL USE ONLY	
APPROVED	DATE FILLED
SOURCE OF APPLICANT	APPLICANT'S NAME

4413

A-76

Houston Lighting & Power Company

OFFICE MEMORANDUM

January 28, 1986

To [redacted]

From [redacted]

Subject Findings of Background Investigation on [redacted]

The Equifax report has been received on the above individual. [redacted] meets the requirements of a [redacted] as stated on the Personnel Requisition. [redacted] has 4½ years of nuclear security experience from [redacted] and four years of military intelligence experience from the United States Air Force.

[redacted] stated on [redacted] application that [redacted] had 74 semester hours. However, when Equifax checked the colleges [redacted] attended, it was discovered that [redacted] only had 36 semester hours. [redacted] though, had included [redacted] military training courses in the 74 hours [redacted] listed. The hiring decision was not based on this education level, so [redacted] personnel file was corrected to show 36 semester hours only and no further action will be taken.

When personal references and criminal/court records were checked, nothing derogatory was found on [redacted]

No further action is necessary on this file.



[redacted] [redacted] [redacted]

Information in this record was deleted in accordance with the Freedom of Information Act, exemptions 6

FOIA- 93-642

HH/4

A-67

APPLICANT APPRAISAL

3/5/86

NAME [REDACTED]
JOB APPLIED FOR [REDACTED]
SOURCE Emp Referral EDUCATION PC

Information in this record was deleted in accordance with the Freedom of Information Act, exemptions 6
FOIA 93-642

FOR PERSONNEL USE ONLY

Below Minimum Job Requirements _____

Lacks Personal Characteristics _____

Skills Below Job Requirements _____

Unstable Work Record _____

Salary Expectations _____

No Interest By Applicant _____

No Appropriate Opening _____

Pending - Reoccurring Openings _____

Work Location/Hours _____

Lacks Transportation _____

Other _____

ITEMS TO BE DISCUSSED IN DEPARTMENTAL INTERVIEWS

Salary

Salary Review & Increase

Pay Periods

Vacation & Holidays

Complete Description of Job Duties

Work Location

Work Hours

Transportation

Benefits

Absenteeism

SUMMARY EVALUATION & RECOMMENDATION

[REDACTED] has been employed by [REDACTED] at Plant St. Lucie for the past 4 1/2 years. [REDACTED] started as an armed guard, was promoted to Shift Supervisor after 2 years. He is experienced in all aspects of nuclear security administration, including procedures and conformance with security plans.

[REDACTED] military experience includes 24 years total Army enlistment, part of which involved weapons experience.

[REDACTED] also has approximately 30 hrs from Indian River Community College with a concentration in criminal justice.

[Mr. Neal] has excellent recommendations from one of our employees who worked with [REDACTED]. Recommend for [REDACTED]

COUNSELOR [REDACTED] EXT [REDACTED] DATE 3-5-86

7/15






PERSONNEL REQUISITION

P.R. NO.	ASSIGNED:
TO BE POSTED:	
DATE RECEIVED	

**SEND ALL COPIES TO
PERSONNEL RELATIONS
EMPLOYMENT DIVISION
ELECTRIC TOWER**

12/5/85

DATE PREPARED

JOB TITLE 	MIDAS/MGT LEVEL 6	DATE REQUIRED 6/1/86	COST CENTER 092	SALARY APPROVED Commensurate with experience
DEPARTMENT Security	DIVISION Nuclear	TO BE INTERVIEWED BY: (PLEASE LIST ALTERNATES)		
SECTION	<input checked="" type="checkbox"/> FULL TIME REGULAR <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> SUMMER	IMMEDIATE SUPERVISOR:  (1)		
REPLACING:	PROVIDE EMPLOYEE NAME, NUMBER, EFFECTIVE DATE	(1) 	PHONE	LOCATION STP
<input type="checkbox"/> TERMINATED <input type="checkbox"/> TRANSFERRED <input type="checkbox"/> OTHER (SPECIFY) <input checked="" type="checkbox"/> ADDITION TO FORCE	_____	(2) 	PHONE	LOCATION STP
	_____	(3) 	PHONE	LOCATION STP

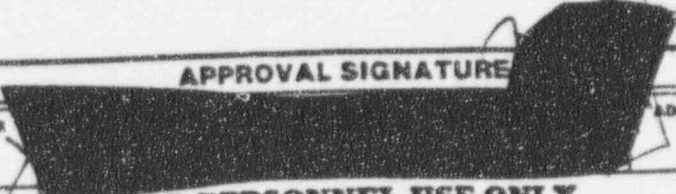
WORKING HOURS Shift Work WORK LOCATION South Texas Project

JOB DUTIES Direct supervision of the operational contract guard force (approximately 50 armed and unarmed personnel), implement nuclear plant security procedures and post orders, and coordinate nuclear security matters between plant operations and the contract guard force.

LIST EDUCATION LEVEL, SPECIAL TRAINING, OR EXPERIENCE REQUIRED TO PERFORM JOB: 1) BA/BS degree in Law Enforcement or related discipline + 3 years nuclear security or related experience, or any combination of education and experience totaling at least 7 years. 2) above average ability to communicate (verbal and written). 3) ability to interface with both station security and operations management.

COMMENTS Experience should include working knowledge of 1) the operation of a nuclear security organization, 2) Federal rules and regulations pertaining to nuclear security. Shall be qualified for duty as an armed responder and shall participate in security responses. The incumbent shall report to and take direction from the senior security coordinator, site security.

REQUIRED TO DRIVE COMPANY VEHICLE? YES NO
 CANCELS OR REPLACES EXISTING P.R.? YES NO P.R. REPLACING _____

REPLACEMENT PERSONNEL - DIVISION MANAGER	APPROVAL SIGNATURE
	
FOR PERSONNEL USE ONLY	
APPROVED	ADDITIONAL PERSONNEL NOT BUDGETED - PRESIDENT
SOURCE OF APPLICANT	APPLICANT'S NAME
	DATE FILLED

- 1. Not at all met standard
- 2. Needs Improvement

- 3 - Meet - Maintain
 - 4 - Highly competent perf.
 - 5 - Outstandingly perf.
- E.D.

Review Ratings

92	91	90
-	3	3
	4	4
	4	4
	4 ✓	3
	5	5
	4 ✓	4
	3	4
	5	4
5	4	4
	4	4
	5	5
	4	4
	4 ✓	4
	4	3
	4	4
	4	4
	4	4
	4	4

Security - 4/10/92


Outplacement - ???

3 wks severance for every year

No 60 day notice

Notes - Lenny has.


(In the past, no severance - 30 days)


 - eff date.
4/31 - 7/7

Outplacement - typically - mgmt.

Age - over 40.

limits on days

	Age
 - 8/29/35 - 56	56
5/14/57 - 34	34
2/23/47 - 45	45
8/6/54 - 37	37

4/22 - no outstanding loans as per
 does - have a loan

RIF - Security

4/10/92 - Meeting

3 position

4th semester

Loss 2 Prof. and 1 Mg.

Do we pay them for 60 days?

Are they AVB? Are they impacted

50 employees or 33%

WBPA.

Can separate -

Should do something different.

[redacted] - No degree - Worked
12 yrs - 4 1/2 yrs security. Basic "MM"
employees [redacted] background

[redacted] - Supervisor
Special Skills: Speaks Spanish fluently
Security: D.S. Prod. courses
Also worked in emergency response

[redacted] - Non-Secret - same
in college. Houston - mostly
security background, no comments

[redacted] - Non-Secret - extensive
military. Top Secret clearance.
* There is nothing to support the
profile statement #4. Reviews do
not indicate a negative relationship
with supervisor.

Too many contacts

Changed review date:

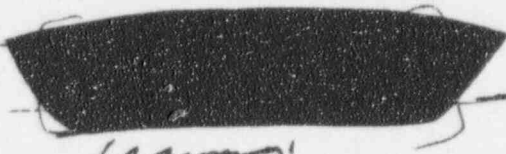


Adman CLK (CLK)



No Degree

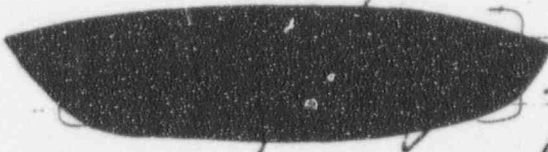
Only one comment



No Degree - Security

Training

Ex plow # 1 Profile - # 4 "Good potential to work in other areas, but has nothing but Security Training."



Senior Secretary

Assoc Degree

Has good computer skills -
Should have a higher rating on # 4 profile
Few comments



O.S. Degree -

Law Enforcement Training - add comments to support rating

[REDACTED] - No Degree
Law Enforcement Training
#2 job related characteristics. inconsistent
with rest review.

[REDACTED]
Law Enforcement Training. It is
a certified welder - other Nuclear
Plant exp.

[REDACTED] - Law Enforcement.
Air Force Background.
Assoc. Degree?

* [REDACTED] - B.S. in Criminology
Prob Reminder - 12/91
Degree with #2 salary. should be
50k or 3 - Communication & interviewing
are over. Poor communication caused oral
reminder.



Assoc

Degree Security Training - was
a 1st request - Degree of Officer Ed
lets us sleep when super is absent

~~Good Andrew~~ No Degree
Security Training

TEC

Experience, Education.

Key in the job through-out state

located Worker Program - [REDACTED]

Telephone

Business Writing / Letter Writing

[REDACTED]

Late Jackson. 1991

(409) 247-6450.

Credit Counseling.

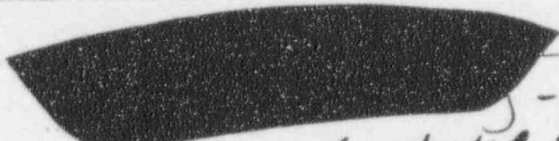
Secretary



No degree - 5-10 yrs - Nuclear
4 yrs college

Security exp
"3" last P.A.

S.M.L. 11/11/91 - outbreak with Sup.



+

- No degree - 6 yrs prev

Nuclear - 6 at H&L 2 P

Rated "4" last 3 P.A.

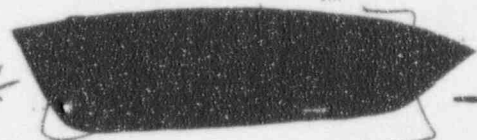
Was a supervisor - in Security

It was promoted as supervisor.

Reviews have been above average.

Rated 4 should be 6 or 7.

Done 1 in School Training



*

- Security Agent exp - Supv.

No degree - Nuclear security

exp. Rated "4" last 2 reviews

Rated very high in decision making, commitment
on review. Low on perf. profile. Not

consistent with review

IMPORTANT MESSAGE

FOR _____

DATE 5-1 TIME 11:20 ^{AM}/_{P.M.}

M. _____

OF _____

PHONE _____ 7084

FAX

MOBILE _____

TELEPHONED	<input checked="" type="checkbox"/>	PLEASE CALL	<input checked="" type="checkbox"/>
CAME TO SEE YOU	<input type="checkbox"/>	WILL CALL AGAIN	<input type="checkbox"/>
WANTS TO SEE YOU	<input type="checkbox"/>	RUSH	<input type="checkbox"/>
RETURNED YOUR CALL	<input type="checkbox"/>	WILL FAX TO YOU	<input type="checkbox"/>

MESSAGE 3:00 pm.

Scheduled mtg. with

_____ in your

office

SIGNED _____

4/20/92

[redacted] and I met with [redacted]
[redacted] I had no problem with
The rest of the evaluations except
[redacted]

I reassessed the groups based on
the performance objectives, and the
individuals would be [redacted]
[redacted] and [redacted] supervisor.

[redacted] took the evaluation and
got back with [redacted] and
[redacted] to redo

4/23

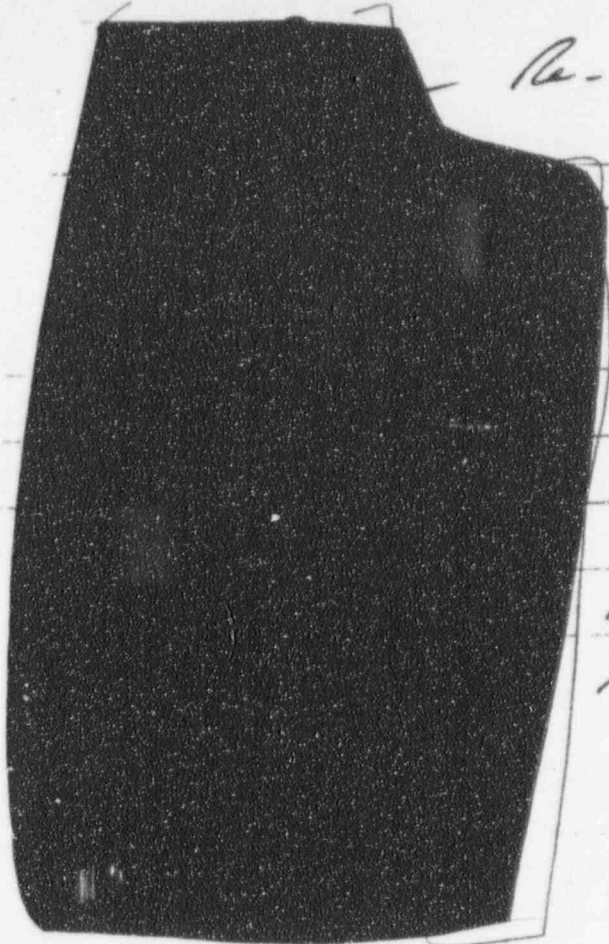
I met again with [redacted]
on April 23 and [redacted] presented
revised evaluations on [redacted]
and [redacted] Based on the reasoning
for rating [redacted] over [redacted] I could
not argue with [redacted]

[redacted]

Note: The revised evaluations produced
were with [redacted] and [redacted] Supervisor

[redacted] was the one selected based on [redacted]
performance

Re-evaluation - Ranking



- 14

- 14

13

13

11

10

10

10

9

8

7

Overall Problem

Too few comments to support ratings

Too many courses

TERMINATION NOTICE

Date Issued: 5/4/92

NAME - LAST FIRST MIDDLE		Date Employed	Emp No	DO NOT USE Effective Date
[REDACTED]		[REDACTED]	[REDACTED]	

DEPARTMENT	OCCUPATION	OP Cd	X	FINAL (310)
Nuclear Security	[REDACTED]	3		

IF FINAL CHECK IS TO BE MAILED, LIST MAILING ADDRESS BELOW
[REDACTED]

LAST DAY ACTIVELY AT WORK OR OBSERVING VACATION OR HOLIDAY ----- 1 [REDACTED]

LAST DAY OF PAID ABSENCE FOLLOWING LAST DAY ACTIVELY AT WORK ----- 2
If applicable, enter date and submit Absence Report for period of absence.

LAST DAY OF UNPAID ABSENCE FOLLOWING LAST DAY PAID THROUGH ----- 3
If applicable, enter date and submit Time Off Without Pay form for period of absence. The date entered should be the date the supervisor was notified that the employee did not intend to return to work or the date the decision was made to release the employee.

TERMINATION DATE - Same as latest date entered in boxes 1, 2, and 3 ----- 4 [REDACTED]

EARNED VACATION NOT OBSERVED. Enter number of work days to be paid for ----- 5
NOTE: These days are not to be included in the dates entered in boxes 1, 2, 3, 4

FLOATING HOLIDAY(S) NOT OBSERVED. Enter number of holidays to be paid for. List Holiday(s) to be paid for ----- 6
NOTE: These days are not to be included in the dates entered in boxes 1, 2, 3, 4

FLOATING HOLIDAY(S) OBSERVED IN ADVANCE OF THE CALENDAR HOLIDAY, ----- 7
Enter number of days to be docked for and list

REASON FOR TERMINATION. Enter an "X" in the appropriate box.

- () RESIGNED. State reason for resignation in COMMENTS area.
- (X) RELEASED. State detailed explanation for release in COMMENTS area.
- () RETIRED.
- () DECEASED
- () LONG TERM DISABILITY

HR INFORMATION CENTER
MAY 10 1992

PERSONNEL USE ONLY

TERM CD	636
---------	-----

COMMENTS: Reduction in force.

WOULD YOU REHIRE? Yes ✓ If NO, state reason. _____

DEPARTMENT HEAD APPROVAL	SUPERVISOR APPROVAL
[REDACTED]	[REDACTED]

INSTRUCTIONS: When an employee resigns or is released, this form will be prepared by the Supervisor. All copies will be approved by the Department Head. After approval, forward to the appropriate Department as indicated on each copy. The Payroll Accounting Department will not recognize this form unless it has been signed by the Supervisor and approved by the Department Head.


The Light company

Houston Lighting & Power P.O. Box 1700 Houston, Texas 77001 (713) 228-9211

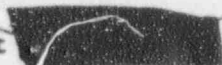
[LG²]

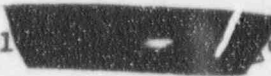
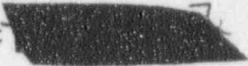
March 11, 1986

Dear 

We are pleased to offer you a position in the Nuclear Security Department at a starting salary of \$32,000.00 per year. If you accept this offer, you will be in the position of  at the South Texas Project in Bay City, Texas.

This offer of employment will be contingent on your successful completion of a physical, including a drug screening and psychological evaluation. This battery of tests should be taken at least ten days prior to your starting date.

If you accept this offer, please call me collect at  to coordinate the details of your employment.

If you have any questions, please call  collect at 

Sincerely,

cc: 

4/1/6

A-89

Houston Lighting & Power Company

OFFICE MEMORANDUM

March 12, 1986

To [REDACTED]

From [REDACTED]

Subject Critical Relocation [REDACTED] Nuclear Security Division
South Texas Project Electric Generating Station

Approval is requested for critical relocation of [REDACTED], who has been offered a position as a [REDACTED] in the Nuclear Security Division at the South Texas Project.

[REDACTED] meets the five year nuclear experience criteria and recruiting efforts did not reveal qualified candidates in the Houston/Gulf Coast area for this critical Nuclear Security position.

Approved: [REDACTED]

cc: [REDACTED]

4/1/7

A-89

Houston Lighting & Power Company

OFFICE MEMORANDUM

April 25, 1986

To

From

Subject

Letter of Commendation
South Texas Project Electric Generating Station

During the last several weeks, both [redacted] and [redacted] have been involved in a detailed review of the STPEGS training and Qualification Plan (T & Q Plan) per the continuing negotiation between HL&P and the US-NRC. I would like to take this opportunity to commend both [redacted] and [redacted] for their enthusiastic support in helping us acquire an approved and workable T & Q Plan. I appreciate both the thoroughness of their technical review and their willingness to "get the job done".

I request that this letter be made part of both [redacted] and [redacted] personnel file in recognition of their outstanding support.

cc: [redacted]

RECEIVED
APR 25 1986
RECEIVE

Information in this record was deleted
in accordance with the Freedom of Information
Act, exemptions 6
FOIA- 93-642

YY/8

A-90 72

Houston Lighting & Power Company

OFFICE MEMORANDUM

To

May 28, 1986

From

Subject

Critical Relocation - [redacted] - Nuclear Security Division
South Texas Project Electric Generating Station

Approval is requested for critical relocation of [redacted] who has been offered a position as a [redacted] in the Nuclear Security Division at the South Texas Project.

[redacted] meets the five year nuclear experience criteria and recruiting efforts did not reveal qualified candidates in the Houston/Gulf Coast area for this critical Nuclear Security position.

Approved:

[redacted]

[redacted]

A-77 44/9
31

Houston Lighting & Power Company

OFFICE MEMORANDUM

To

May 28, 1986

From

Subject

Employment of [redacted]
South Texas Project Electric Generating Station

We wish to employ [redacted] in the position of [redacted] at the South Texas Project. We understand that [redacted] Houston Lighting and Power Company standards, but we wish to waive these standards due to the critical position [redacted] is filling and [redacted] five years of Nuclear Security experience.

[redacted]

[redacted]

Houston Lighting & Power Company

OFFICE MEMORANDUM

June 16, 1986

To

From

Subject

Critical Relocation -
Nuclear Security Division
SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

Approval is requested for critical relocation of [redacted] who has been offered a position as a [redacted] in the Nuclear Security Department at the South Texas Project.

[redacted] meets the five year nuclear experience criteria, and recruiting efforts did not reveal qualified candidates in the Houston/Gulf Coast area for this critical Nuclear Security position.

Approved

J. G. Dewease
J. G. Dewease



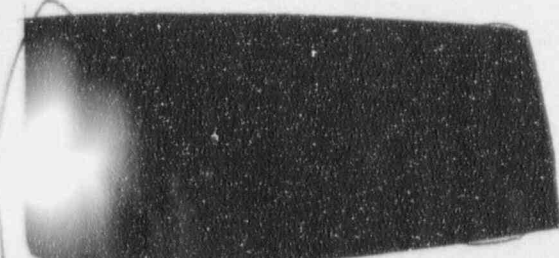

Information in this record was deleted
in accordance with the Freedom of Information
Act, exemptions 6
FOIA- 93-642

A-100 47/11
51

The Light company


Houston Lighting & Power P.O. Box 1700 Houston, Texas 77001 (713) 228-9211

June 18, 1986


We are pleased to offer you a position in the Nuclear Security Department at a starting salary of \$29,000.00 per year. If you accept this offer, you will be in the position of  at the South Texas Project in Bay City, Texas.

This offer of employment will be contingent on your successful completion of a physical and psychological evaluation. This battery of tests should be taken at least ten days prior to your starting date.

If you accept this offer, please call me collect at 512-972-8390 to coordinate the details of your employment.

If you have any questions, please call 

Sincerely,


JSH/sw

cc: W. K. Lancaster
D. S. Gribble

Information in this record was deleted
in accordance with the Freedom of Information
Act, exemptions 6

FOIA

93-642

A-99


7/1/12

54

6/18/86

HOUSTON LIGHTING & POWER COMPANY

APPLICANT APPRAISAL

NAME 

JOB APPLIED FOR Security Coordinator

SOURCE Self EDUCATION PC

FOR PERSONNEL USE ONLY

- Below Minimum Job Requirements _____
- Lacks Personal Characteristics _____
- Skills Below Job Requirements _____
- Unstable Work Record _____
- Salary Expectations _____
- No Interest By Applicant _____
- No Appropriate Opening _____
- Pending - Reoccurring Openings _____
- Work Location/Hours _____
- Lacks Transportation _____
- Other _____

ITEMS TO BE DISCUSSED IN DEPARTMENTAL INTERVIEWS

- Salary
- Salary Review & Increase
- Pay Periods
- Vacation & Holidays
- Complete Description of Job Duties
- Work Location
- Work Hours
- Transportation
- Benefits
- Absenteeism

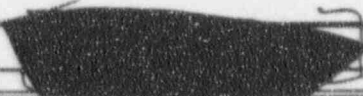
SUMMARY EVALUATION & RECOMMENDATION

Articulate, personable applicant. Security related experience includes approximately 8 years, the past 6 of which have been at Tennessee Valley Authority as a Public Safety officer. Also has approximately 90 college hours toward a Criminal Justice degree.

Meets qualifications for Security Coordinator position, recommend further consideration.

Information in this record was deleted in accordance with the Freedom of Information Act, exemptions b
FOIA 93-6422

44/13

COUNSELOR  EXT 6381 DATE 6/18/86

Houston Lighting & Power Company

OFFICE MEMORANDUM

October 20, 1986

To

From

Subject

Findings of Background Investigation on [REDACTED]

The Equifax report has been reviewed on the above individual who was employed on [REDACTED]. He meets the requirements of a Security Coordinator as stated on the Personnel Requisition. His school and work history is listed below.

<u>School</u>	<u>Dates Attended</u>	<u>Education Level</u>
Red Bank High School	1971 to 6/1/75	Graduated 6/1/75; HSG
Chattanooga State Univ	9/76 to 3/77	7.33 hours/General
Cleveland State CC	9/77 to 12/77	2 hours/Criminal Justice
Univ of Tennessee	1/76-5/76; 7/77-9/85	77.3 hours/Criminal Justice
<u>Employer</u>	<u>Dates Worked</u>	<u>Job Title</u>
City of Chattanooga	10/23/75 to 1/19/76	Maintenance Worker
	3/3/76 to 6/4/80	Airport Security Officer
Tennessee Valley Auth.	6/9/80 to 8/86	Public Safety Officer

When personal references, criminal/court and credit records were checked on [REDACTED] nothing derogatory was found.

No action is necessary on this file.

OFFICE MEMORANDUM

December 1, 1986

To

From

Subject

Promotion of [redacted]
South Texas Nuclear Station

Regarding the promotion of [redacted], the following comparative analysis of all qualified candidates is provided:

- [redacted] has 3 years "hands on" nuclear security training experience at another operating nuclear station. [redacted] military record indicates a strong training and supervisory background in [redacted] 20 year military career. It is essential to have an individual with strong training and supervisory skills in this position. [redacted] direct exposure to these areas is critical in the Nuclear Security training and operational environment where we depend on [redacted] maturity. [redacted] contributions have been immediate.
- Comparatively, [redacted] while an excellent employee, has much less supervisory experience than [redacted] background is operational oriented versus training related, and does not indicate the maturity and independence of decision-making as [redacted]
- In further comparison, [redacted] while also an excellent employee lacked the training background necessary for this position. [redacted] greatest exposure is in security shift operations.
- In final comparison, [redacted]

In summary, [redacted] is the clear choice of the Nuclear Security Department to carry out the [redacted]. The position requires an individual of much maturity. We believe [redacted] technical background and experience reflect this maturity.

If you have any questions concerning this matter, please call me at STP site extension [redacted]

cc: [redacted]

74/15

2/10/80

NAME

SOC. SEC. NO.

INSTRUCTIONAL AREA

Nuclear Security

TYPE OF CERTIFICATION

- Initial Instructor
- Provisional Instructor
- Recertification
- OJT Instructor
- Simulator Instructor

METHOD OF CERTIFICATION

- NTD Certification Program
- Previous Instructor Training
- Program Design & Evaluation (PD&E) Recommendation
- Resume
- Other


REMARKS: Certification based on observation and previous
instructional experience as indicated by NRA
and State of Texas Certificates

CERTIFICATION

This is to certify that the above named individual has satisfied the qualification requirements for the certificate stated above as defined by NTP-115 and/or IP-8.18.

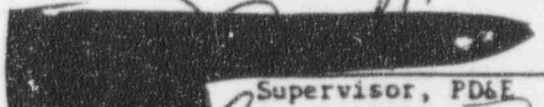
Certification Date: 02-10-87 Expiration Date: 02-10-88


TECHNICAL COMPETENCE:

Training Manager, NTD


Plant Manager, NPOD
Manager, Nuclear Security

INSTRUCTIONAL COMPETENCE:

Supervisor, PD&E


Manager, NTD


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in accordance with the Freedom of Information
Act, exemptions 6
FOIA- 93-642

A-75.1

21

7/1/16

**NUCLEAR TRAINING DEPARTMENT
INSTRUCTOR EVALUATION
1 OF 4 PAGES**

INSTRUCTOR: _____

EVALUATOR: _____

LESSON TITLE: Interim Fuel Storage Security

DATE: 1/7/87

I. CLASSROOM READINESS

- 1) Boards clean/writing materials available
- 2) Equipment (Projectors etc.) prepared for use
- 3) Boards, screens, and lecturn visible to all trainees
- 4) Seat provided for all trainees
- 5) Classroom adequately lighted and ventilated

YES	NO	N/A
✓		
✓		
✓		
✓		
✓		

COMMENTS:

II. INSTRUCTIONAL AIDS

- 1) Handouts ready for distribution or distributed
- 2) Audio visual materials and equipment ready for use
- 3) Handouts well organized and easy to read
- 4) Writing on board is visible and legible
- 5) Visual aids well prepared & visible from all parts of the room
- 6) Audio visual equipment used effectively

YES	NO	N/A
✓		
✓		
✓		
✓		
✓		

COMMENTS:

NUCLEAR TRAINING DEPARTMENT
INSTRUCTOR EVALUATION
2 OF 4 PAGES

III. CLASSROOM MANAGEMENT

	YES	NO	N/A
1) Maintains a learning atmosphere during class . . .	✓		
2) Begins class on time	✓		
3) Resumes class punctually after breaks	✓		
4) Avoids digression from main topic	✓		
5) Avoids student digression	✓		

COMMENTS:

IV. PRESENTATION

	YES	NO	N/A
1) Is clearly audible	✓		
2) Enunciates distinctly	✓		
3) Defines terms clearly	✓		
4) Free of distracting mannerisms	✓		
5) Free of repetitive speech patterns	✓		
6) Vocabulary consistent with trainee level	✓		
7) Exhibits technical competence	✓		
8) Adjusts presentation, as needed, to technical . . . level of audience	✓		

COMMENTS:

**NUCLEAR TRAINING DEPARTMENT
INSTRUCTOR EVALUATION
3 OF 4 PAGES**

V. LESSON CONTENT

	YES	NO	N/A
1) States daily goals and/or objectives	✓		
2) Follows outline or lesson plan			✓
3) Refers to (rather than reads) notes	✓		
4) Relates lesson to earlier training	✓		
5) Summarizes lesson high points	✓		
6) Reinforces lesson objectives			✓

COMMENTS:

informal training - no lesson plan

VI. QUESTIONING TECHNIQUES

	YES	NO	N/A
1) Encourages questions	✓		
2) Directly addresses each question	✓		
3) Asks recall or recognition questions	✓		
4) Asks interpretive questions	✓	✓	
5) Gives adequate response time	✓		
6) Encourages expansion of answers	✓		

COMMENTS:

some questions were deferred until 1st. 41.

**NUCLEAR TRAINING DEPARTMENT
INSTRUCTOR EVALUATION
4 OF 4 PAGES**

VII. INTERACTION PATTERNS

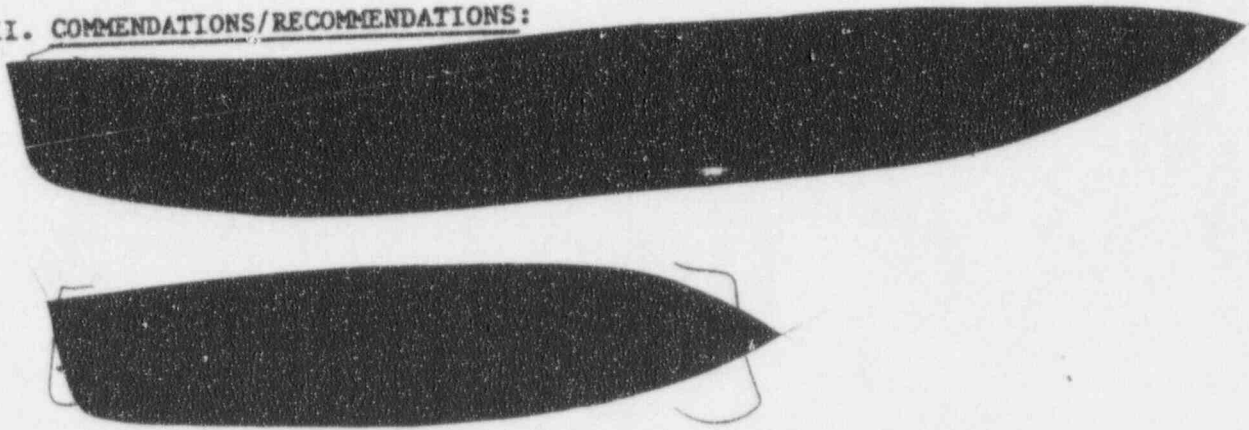
- 1) Provides introduction
- 2) Maintains eye contact with students
- 3) Exhibits enthusiasm for subject
- 4) Encourages discussion and interaction
- 5) Encourages all class members to participate
- 6) Refers (when possible) to students by name
- 7) Manner is professional and confident

YES	NO	N/A
✓		
✓		
✓		
✓		
✓		
✓		
✓		

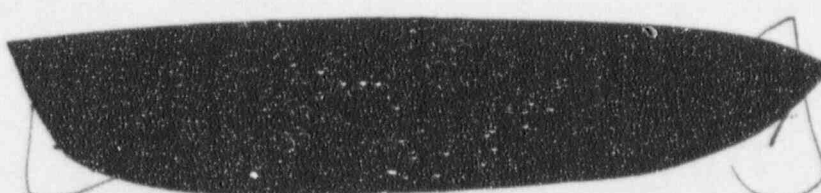
COMMENTS:

*not all discussion was encouraged due to time
limitations, but students were allowed to make
relevant comments*

VIII. COMMENDATIONS/RECOMMENDATIONS:



IX. COMMENTS



A-75.5

Houston Lighting & Power Company

OFFICE MEMORANDUM

To Nuclear Security Training File July 4, 1987

From [Redacted]

Subject OJT Tasking Trainer
SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

I hereby certify [Redacted] to be qualified as a Nuclear Security OJT Tasking Trainer. I have reviewed [Redacted] qualifications and have determined them to be acceptable.

Attached is a Statement of Professional Qualifications outlining [Redacted] qualifications.

[Redacted]

Information in this record was deleted in accordance with the Freedom of Information Act, exemptions 6
FOIA- 93-642

44/17

A-79

OFFICE MEMORANDUM

July 10, 1987

To [Redacted]
From [Redacted]

Subject Qualified Examiners
South Texas Project Electric Generating Station

The following personnel are qualified examiners and are authorized to evaluate the identified tasks:

[Redacted]	(all tasks) <input checked="" type="checkbox"/>
[Redacted]	Session I
[Redacted]	III
[Redacted]	II
[Redacted]	I
[Redacted]	II
[Redacted]	I
[Redacted]	II
[Redacted]	II
[Redacted]	II
[Redacted]	II
[Redacted]	II
[Redacted]	II
[Redacted]	II
[Redacted]	II
[Redacted]	N/A
[Redacted]	N/A
[Redacted]	N/A

+ - All tasks 1-50, excluding special task 18*, 43, 44, 50 for CAS/SAS Operators

+ - All tasks 1-50, excluding 18*, 33, 43, 44, 45, 48, 50, for SFC/Supervisors and CAS/SAS Operators

Information in this record was deleted in accordance with the Freedom of Information Act, exemptions 6
FOIA- 93-642

47/18
A-72

FIELD CHANGE REQUEST FORM

OPGPO3-2A-0002-4

(Page 1 of 1)

FIELD CHANGE NO. 88-1723

Unit Designator 1 2 Common This a One-Time-Only Field Change?
 No Yes

Expiration Date N/A

Effective Date _____

SECTION A - DESCRIPTION

Procedure No. OPGPO3-2S-0005 Revision No. 3

Procedure Title Control of Security Related Keys, Locks, Codes, and Key Cards

QUALITY CLASSIFICATION: QUALITY-RELATED NON QUALITY-RELATED

APPROVAL CLASSIFICATION: STATION DEPARTMENT

Description of Change(s): Permit and describe issue of security keys to Nuclear Safety Review Board members and describe usage of these keys

Reason for Change(s): Provide NSRB members with unrestricted access.

Do you recommend a Permanent Change? No Yes

This is the second FCR against the current revision, other than "One-Time-Only" FCRs.

Prepared by [Redacted] Date 10/12/88

SECTION B - APPROVAL

*Approved _____ Date _____

Approved On Duty Shift Supervisor Date 10-17-88

Approved Authorized Individual (See Addendum 3) Date 10-17-88

Recommend [Redacted] Date 10-17-88

Approval Shift: Technical Advisor/Technical Reviewer

SECTION C - FINAL REVIEW AND APPROVAL

Cognizant DM review SHALL be completed within 14 calendar days of approval in Section B.

Change NO YES

NO YES

Required to the other unit's procedures?

Scale tracking system number (e.g. MATS, _____)

Date _____

Cognizant DM

Date _____

Cognizant DM

Rejected by [Redacted] change prohibited by "Plant Procedures" on 10/17/88. [Redacted] as an "intent" by OPGPO3-2A-0002

Changes to NON Q Procedures. Procedures. Station Procedures, Department Procedures.

Valid for the life of the plant.

Information in this record was deleted in accordance with the Freedom of Information Act, exemptions 6 FOIA- 93-642

A-39

164

10/12/88

11/19

10/17/88

LICENSE COMPLIANCE REVIEW FORM

OPGPO3-2A-0003-1

(Page 1 of 1)

Originating Document No. OPGPO3-2S-0005 Revision No. 3

Title Control of Security Related Keys, Locks, Cores, and Key Cards

Check one: Procedure Plant Notification Other FCR 88-1723
Check one: Quality-Related Non Quality-Related

- 1. Does the subject of this review involve a change to the facility as described in the SAR?
 no yes
- 2. Does the subject of this review involve a change to the procedures as described in the SAR?
 no yes
- 3. Does the subject of this review conduct tests and/or experiments not described in the SAR?
 no yes
- 4. Does the subject of this review require a change to the Technical Specifications?
 no yes
- 5. Does the proposed change, although not described in the SAR, affect items or activities that are described in the SAR?
 no yes

If any of the above questions (#1 through #5) are marked YES, complete and attach an Unreviewed Safety Question Evaluation.

6. Does the subject of this review represent or create a potential fire hazard, affect fire protection training or administration, emergency lighting or communications, or protection of the methods for achieving and maintaining safe shutdown in the event of a fire?
 no. yes - attach a Fire Hazards Evaluation

7. Does the subject of this review represent or create a potential radiological hazard to the environment?
 no. yes - attach a Radiological Environmental Evaluation



8. Does the subject of this review represent or create a potential non-radiological hazard to the environment?
 no. yes - attach a Non-Radiological Environmental Evaluation

9. Does the subject of this review represent or create a potential ALARA concern?
 no. yes - attach an ALARA Evaluation

10. Does the subject of this review represent or create a potential industrial safety hazard?
 no. yes - attach an Industrial Safety Evaluation

11. Does the subject of this review represent or create a potential to reduce the commitments of the Nuclear Security Program?
 no. yes - attach a Nuclear Security Evaluation

12. Does the subject of this review represent or create a potential to reduce the commitments or effectiveness of the Emergency Plan or Emergency Preparedness Program?
 no. yes - attach an Emergency Plan/Emergency Preparedness Program Evaluation.

PREPARED BY  DATE 10-17-88
REVIEWED BY  DATE 10-17-88

This FORM, when completed, shall be retained for the life of the plant. A-40 Y1/20

Information in this record was deleted in accordance with the Freedom of Information Act, exemptions 6 & 7. FOIA- 73-642

10/17/80

TECHNICAL REVIEW CHECKLIST

OPGP03-ZA-0002-5

(Page 1 of 2)

Document Number OPGP03-ZS-0005

(FCR88-1723)

Document Title Control of Security Related Keys, Locks, Codes, and Key Cards

INITIAL



1. Is this procedure, revision, change, or deletion technically and administratively correct?
2. Is this procedure, revision, or change capable of being performed, in the order specified?
3. Is this procedure, revision, change or deletion compatible with other plant procedures?
4. Does this procedure, revision, or change reference and adequately implement (or in the case of a deletion, adequately compensate for) commitments made in the FSAR, SER, and other licensing documents?
5. Is this procedure, revision, change or deletion correctly numbered, formatted and prepared in accordance with approved procedures?
6. Does this procedure, revision, change or deletion adequately address and/or reference Technical Specifications and other matters that MAY affect nuclear safety?
7. Were the questions on the License Compliance Review Form properly answered?

In addition, when changing a surveillance procedure, the following points SHALL be considered:

- _____ 1. Is the correct Technical Specification Surveillance number listed in the Purpose and Scope section?
- _____ 2. Does the test method satisfies the intent of the Surveillance requirement?
- _____ 3. Does the format follows the requirements of OPGP03-ZE-0005?
- _____ 4. Are all safety limits, setpoints, equations, operability limits, and acceptance criteria correspond exactly to those listed in the Technical Specification, FSAR, or other licensing documents?
- _____ 5. Is the acceptance criteria in the form of specific pass-fail criteria, if possible?

This form, when completed, SHALL be retained for the life of the plant.

A-41.1

11/21

TECHNICAL REVIEW CHECKLIST

OPGP03-ZA-0002-5

(Page 2 of 2)

Document Number OPGP03-ZS-0005 (FCR88-1723)Document Title Control of Security Related Keys, Locks, Codes, and Key Cards

INITIAL

- _____ 6. Are sources of acceptance criteria, commitments, formulas, graphs, figures, or calculations listed as references?
- _____ 7. Are references listed current revisions or have been verified not to affect the validity of the procedure?
- _____ 8. Are references which are subject to revision available as a controlled copy in ODCC?
- _____ 9. Is the Data Package Cover Sheet in accordance with OPGP03-ZE-0005 and does it provide clear documentation of the acceptability/unacceptability of the test results?
- _____ 10. Do Data Sheets match the procedure steps in the body of the procedure?

Reviewed by _____

Date

10-17-88

A-41.2

1/20/89
REVIEW OF TRAINING RECORD FILE

D43/Z6.4

INDIVIDUAL NAME: [REDACTED]

SSN: [REDACTED]

COST CENTER : 092 - NUCLEAR SECURITY

AN ANNUAL REVIEW OF THE TRAINING RECORD FOR THE ABOVE INDIVIDUAL WAS COMPLETED ON 01/20/89 (Date). THIS PROCESS INCLUDED A REVIEW FOR RECORD ADEQUACY, TRAINING RECEIVED AND CHANGES IN INDIVIDUAL JOB RESPONSIBILITIES WHICH MIGHT REQUIRE ADDITIONAL TRAINING. ADDITIONALLY, THIS REVIEW PROVIDES THE BASELINE APPROVAL OF THE INITIAL TRAINING RECORDS DOCUMENTATION SYSTEM (TRDS) EMPLOYEE TRAINING RECORD REPORT.

INDIVIDUAL REVIEW:

[REDACTED]
SIGNATURE

SUPERVISOR REVIEW:

[REDACTED]
TITLE

NUCLEAR TRAINING REVIEW:

SIGNATURE

Information in this record was deleted in accordance with the Freedom of Information Act, exemptions 6
FOIA- 93-642

TITLE

FORWARD TO NUCLEAR TRAINING WHEN COMPLETED

47/22
A-81.1

17 JAN 1989
10:34:07

INDIVIDUAL TRAINING RECORD INFORMATION


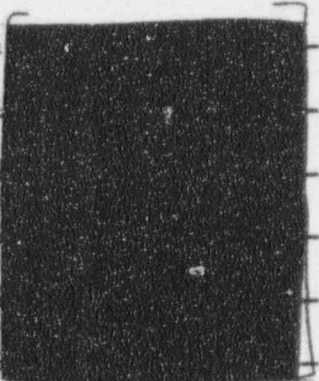


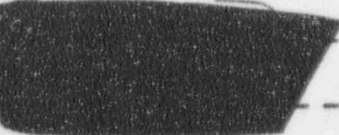


NAME: SSN: 

*** HL&P ***

DATE OF LAST REVIEW 09/08/87

HL&P DATE 06/30/86

I. TRAINING COMPLETED AT HL&P

COURSE NO	HL&P COURSE TITLE	DURATION IN HOURS	COURSE DATE	INSTRUCTOR	AUDIT
EPT009	E PLAN TRNG/SECURITY	8.0	11/28/88		-
OST000	PRE-TRDS CONST TRNG RECORD		10/31/88	INSTRUCTOR OF RECORD	-
EPT015	EMERG PREPAREDNESS DRILL	6.0	07/13/88		-
EPT015	EMERG PREPAREDNESS DRILL	6.0	06/28/88		-
EPT014	PRE-DRILL BRIEF	1.5	06/22/88		-
EPT015	EMERG PREPAREDNESS DRILL	6.0	05/27/88		-
EPT015	EMERG PREPAREDNESS DRILL	6.0	04/06/88		-
EPT015	EMERG PREPAREDNESS DRILL	6.0	03/16/88		-
GCI102	REQVAL FOR GET CAT II		03/07/88		EXAM CHALLENGE
GCI101	REQVAL FOR GET CAT I	2.0	03/07/88	EXAM CHALLENGE	-
EPT015	EMERG PREPAREDNESS DRILL	6.0	02/11/88		-
ISG101	INTRO TO ROOT CAUSE ANALYSIS	4.0	01/19/88	INSTRUCTOR OF RECORD	-
GAE202	PROT/CONT-SAFEGUARDS INFO		01/18/88		-
EPT015	EMERG PREPAREDNESS DRILL	6.0	10/08/87	INSTRUCTOR OF RECORD	-
EPT015	EMERG PREPAREDNESS DRILL	6.0	10/02/87		-
EPT209	E PLAN RETRAIN	4.0	09/30/87		-
HRD001	CONTINUAL BEHAVIOR OBSERVATI		09/25/87	INSTRUCTOR OF RECORD	-
EPT015	EMERG PREPAREDNESS DRILL	6.0	09/18/87		-
EPT015	EMERG PREPAREDNESS DRILL	6.0	09/10/87		-
EPT015	EMERG PREPAREDNESS DRILL	6.0	09/04/87		-
EPT022	ACCOUNTABILITY/EVACUATION NO	5.0	09/03/87	INSTRUCTOR OF RECORD	-
EPT015	EMERG PREPAREDNESS DRILL	6.0	08/07/87	INSTRUCTOR OF RECORD	-

A-81.2


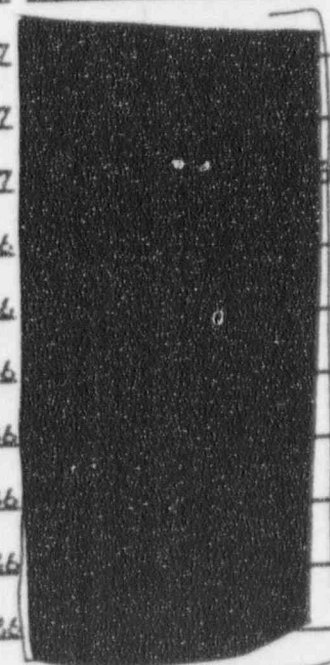
17 JAN 1989
10:36:07

INDIVIDUAL TRAINING RECORD INFORMATION

NAME: 

SSN:  *** HL&P ***

I. TRAINING COMPLETED AT HL&P

COURSE NO	HL&P COURSE TITLE	DURATION IN HOURS	COURSE DATE	INSTRUCTOR	AUDIT
EPT022	ACCOUNTABILITY/EVACUATION NO	5.0	07/31/87	INSTRUCTOR OF RECOR	-
EPT015	EMERG PREPAREDNESS DRILL	6.0	07/24/87	INSTRUCTOR OF RECOR	-
EPT015	EMERG PREPAREDNESS DRILL	6.0	06/18/87	INSTRUCTOR OF RECOR	-
NSI042	SECURITY PLAN REVIEW		05/06/87	INSTRUCTOR OF RECOR	-
EPT015	EMERG PREPAREDNESS DRILL	6.0	04/08/87	INSTRUCTOR OF RECOR	-
EPT014	PRE-DRILL BRIEF	1.5	04/03/87		-
EPT015	EMERG PREPAREDNESS DRILL	6.0	03/28/87	INSTRUCTOR OF RECOR	-
GCT101	REQVAL FOR GET CAT I	2.0	03/27/87		-
SAE202	PROT/CONT-SAFEGUARDS INFO		03/10/87		-
GCT002	GENERAL EMP TRNG CAT II	16.0	03/04/87		-
HLP027	DEFENSIVE DRIVING	8.0	10/31/86		-
SP0004	DRUGS & ALCOHOL PROCEDURE	1.5	10/03/86		-
GCT001	GENERAL EMP TRNG CAT I	8.0	09/15/86		-
QA0001	QUALITY ASSURANCE INDOCTRIN	3.0	08/19/86		-
HLP070	SITE ORIENTATION	4.0	08/13/86		-
EPT002	E PLAN TRNG/SECURITY	8.0	08/07/86		-
HLP001	EMPLOYEE ORIENTATION	3.0	08/06/86		-

II. OTHER TRAINING

COURSE TITLE	DURATION IN HOURS	COURSE DATE	PRESENTING AGENCY
NONE			

17 JAN 1989
10:36:07

INDIVIDUAL TRAINING RECORD INFORMATION

NAME: 

SSN:  *** HL&P ***

III. TRAINING ITEM NO.

TRAINING ITEM	TRAINING TITLE	REV. NBR	DATE OF TRAINING
<u>NONE</u>			

IV. REQUIRED READINGS

DOCUMENT TYPE	DOCUMENT TITLE	REV. NBR	DATE READ
<u>NONE</u>			

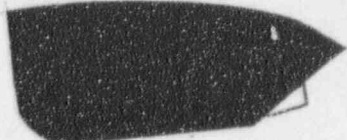
A-81.4

Houston Lighting & Power Company

OFFICE MEMORANDUM

August 14, 1989

To



From

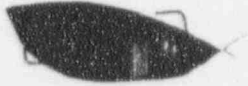
Subject

Transfer Request
SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

As recently discussed this will confirm my request for a transfer to a different position. At the present time I am a salary grade 12 and would appreciate consideration for other level 12 openings within the Nuclear Security Department. In addition, I would like to be considered for salary grade 11 or 12 positions outside the department.



Any assistance you could provide would be appreciated. In addition, I assure you of my continued effort and dedication with respect to performance of my present job assignment.



YY/23

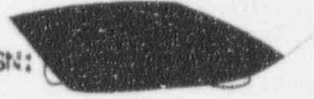
A-94

REVIEW OF TRAINING RECORD FILE

INDIVIDUAL NAME:



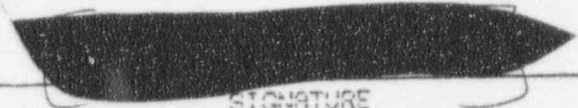
SSN:



COST CENTER : 092 - NUCLEAR SECURITY

AN ANNUAL REVIEW OF THE TRAINING RECORD FOR THE ABOVE INDIVIDUAL WAS COMPLETED ON 1/24/69 (DATE). THIS PROCESS INCLUDED A REVIEW FOR RECORD ADEQUACY, TRAINING RECEIVED AND CHANGES IN INDIVIDUAL JOB RESPONSIBILITIES WHICH MIGHT REQUIRE ADDITIONAL TRAINING. ADDITIONALLY, THIS REVIEW PROVIDES THE BASIS FOR APPROVAL OF THE INITIAL TRAINING RECORDS DOCUMENTATION SYSTEM (ITRDS) EMPLOYEE TRAINING RECORD REPORT.

INDIVIDUAL REVIEW:


SIGNATURE

SUPERVISOR REVIEW:


SIGNATURE



NUCLEAR TRAINING REVIEW:

SIGNATURE

TITLE

Information in this record was deleted in accordance with the Freedom of Information Act, exemptions 6

FOIA- 93-642

FORWARD TO NUCLEAR TRAINING WHEN COMPLETED

yy/24

A-99.1 56

10:36:07

INDIVIDUAL TRAINING RECORD INFORMATION

NAME: [REDACTED]

SCN: [REDACTED]

*** HL&P ***

DATE OF LAST REVIEW 03/16/87

HL&P DATE 03/11/84

1. TRAINING COMPLETED AT HL&P

COURSE NO	HL&P COURSE TITLE	DURATION IN HOURS	COURSE DATE	INSTRUCTOR	AUDIT
EDT001	E. PLAN TRNG/MANAGERS	2.0	12/13/88	[REDACTED]	-
EDT000	PRO TRNG CONST TRNG RECORD		10/31/88	INSTRUCTOR OF RECORD	-
GET101	REQUL FOR GET CAT I	2.0	08/23/88	[REDACTED]	-
EDT015	EMERG PREPAREDNESS DRILL	4.0	07/13/88	[REDACTED]	-
EDT002	PROT/CONT-SAFEGUARDS INFO		04/16/88	[REDACTED]	-
GET102	REQUL FOR GET CAT II		02/22/88	[REDACTED]	-
EDT002	PROT/CONT-SAFEGUARDS INFO		02/03/88	[REDACTED]	-
EDT014	PRO-DRILL BRIEF	1.5	10/09/87	[REDACTED]	-
EDT001	CONTINUAL BEHAVIOR OBSERVATI		10/09/87	INSTRUCTOR OF RECORD	-
EDT015	EMERG PREPAREDNESS DRILL	4.0	10/08/87	INSTRUCTOR OF RECORD	-
EDT014	PRO-DRILL BRIEF	1.5	10/06/87	INSTRUCTOR OF RECORD	-
GET101	REQUL FOR GET CAT I	2.0	09/08/87	ROWLES, JAMES E	-
EDT022	ACCOUNTABILITY/EVACUATION NO	5.0	09/03/87	INSTRUCTOR OF RECORD	-
EDT042	SECURITY PLAN REVIEW		05/06/87	INSTRUCTOR OF RECORD	-
EDT014	EMERG DRILL CRITIQUE		04/09/87	[REDACTED]	-
EDT014	PRO-DRILL BRIEF	1.5	04/09/87	[REDACTED]	-
EDT014	PRO-DRILL BRIEF	1.5	04/07/87	[REDACTED]	-
EDT014	PRO-DRILL BRIEF	1.5	04/02/87	[REDACTED]	-
EDT014	PRO-DRILL BRIEF	1.5	03/31/87	[REDACTED]	-
EDT014	PRO-DRILL BRIEF	1.5	03/24/87	[REDACTED]	-
GET002	GENERAL EMP TRNG CAT II	16.0	03/04/87	[REDACTED]	-
HLF021	AFFIRMATIVE ACTION	8.0	01/27/87	[REDACTED]	-

A-98-2

NAME: [REDACTED]

SSN: [REDACTED]

*** HL&P ***

I. TRAINING COMPLETED AT HL&P

COURSE NO	HL&P COURSE TITLE	DURATION IN HOURS	COURSE DATE	INSTRUCTOR	AUDIT
EPT014	DEF-BRIEF BRIEF	1.5	12/09/86	[REDACTED]	-
HL0077	DEFENSIVE DRIVING	8.0	10/31/86	[REDACTED]	-
SP0004	DRUGS & BLOODL. PROCEDURE	1.5	10/03/86	[REDACTED]	-
HL0001	EMPLOYEE ORIENTATION	3.0	10/01/86	[REDACTED]	-
GET001	GENERAL EMP TRNG CAT I	8.0	09/15/86	[REDACTED]	-
SAF201	PROTECTION OF SAFEGUARDS INF	0.5	08/21/86	[REDACTED]	-
QAC001	QUALITY ASSURANCE INITIATION	3.0	08/19/86	[REDACTED]	-
HL0078	DEF ORIENTATION	4.0	08/13/86	[REDACTED]	-

II. OTHER TRAINING

COURSE TITLE	DURATION IN HOURS	COURSE DATE	PRESENTING AGENCY
NONE			

III. TRAINING ITEM NO.

TRAINING ITEM	TRAINING TITLE	REV. NBR	DATE OF TRAINING
NONE			

IV. REQUIRED READINGS

DOCUMENT TYPE	DOCUMENT TITLE	REV. NBR	DATE READ
NONE			



1/24/89

The National Rifle Association of America

LAW ENFORCEMENT FIREARMS INSTRUCTOR

This is to certify that



With HOUSTON LIGHTING AND POWER COMPANY

having satisfactorily met the requirements of the National Rifle Association of America, is herewith awarded this certificate as evidence of appointment as an NRA Law Enforcement Firearms Instructor. With a shooting proficiency percentage of:

HANDGUN 98% SHOTGUN 96%

Issued 24TH day of JAN. 19 89

Expires This 24TH day of JAN. 19 91

Steven L. C. Cook
Secretary

Information in this record was deleted in accordance with the Freedom of Information Act, exemptions 6
FOIA-93-692

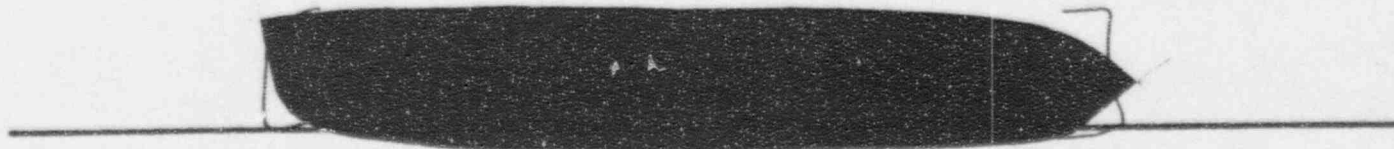
A-65

12

7/1/25

Houston Lighting & Power Company

Awards this certificate to



for the successful completion of the

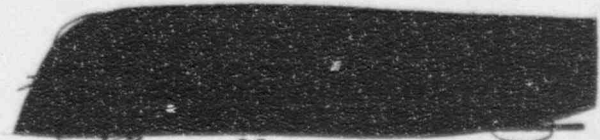
BASIC SUPERVISORY TRAINING

June 2, 1989

Date



Group Vice President



*Manager
Human Resources Nuclear*

Information in this record was deleted
in accordance with the Freedom of Information
Act, exemptions 6
FOIA 93-642

6/2/89

A-73

19

5-11/26

OFFICE MEMORANDUM

To

August 20, 1990
WAR90-190

From

Subject Reduction of Security 1991
SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

The reductions in 1990 were based on deleting all security positions that would not reduce the effectiveness of plant security. There is still one position (NTF) which has not been reduced to meet this year's goal (presently costing about 1% to 2% overtime). All other reductions were based additionally on a strengthened computer system that would provide less down time and eliminate failures (new system has not been upgraded).

The security manpower in most part is based on the requirement for compensatory measures to respond to system failures and emergency conditions. Presently we have 26 system failure positions and 10 response team positions. The professionals in security have identified three system failure positions which could be eliminated if we enhance the reliability of the computer system. All of the system failure positions were established during licensing of Unit 1 and 2 in accordance with 10CFR 73.55 and Reg Guide 1045 and are reviewed by regional inspectors. The purpose of system failure positions is to delay the adversary and to permit timely detection and response.

Rational for elimination: 1) Position 10 System Failure position is to prevent unauthorized entry to rooms 1M4316, 1M4319, 1M4149 and 1M4322 with primary responsibility for protection for the CAS. Providing there are very few failures, the responsibility could be given to a system analysis who is armed inside the CAS. 2) Each unit has two static system failure positions 1 on the South, the other on the South West side of the power block. They replace the alarm and locking devices on all doors leading to vital areas during a system failure. Providing there are fewer failures the two positions could be combined into one walking patrol checking all approaches and doors during a system failure. This action was discussed a year ago as a possibility with a regional inspector, at that time he recommended against it.

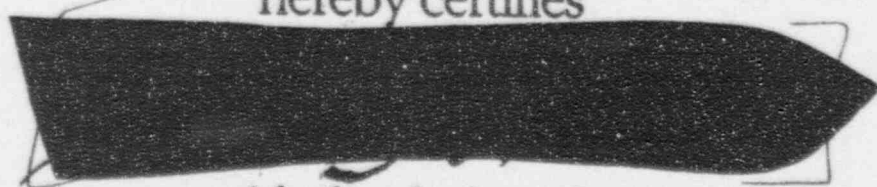
Recommend that we complete the computer system upgrade in 1991 and then take action to eliminate these three posts and reevaluate the other remaining positions.

11/3/90

Information in this record was deleted
in accordance with the Freedom of Information
Act, exemptions 6
FOIA: 93-643

The Professional Certification Board of the American Society for Industrial Security

under and by virtue of the provisions of its charter
hereby certifies



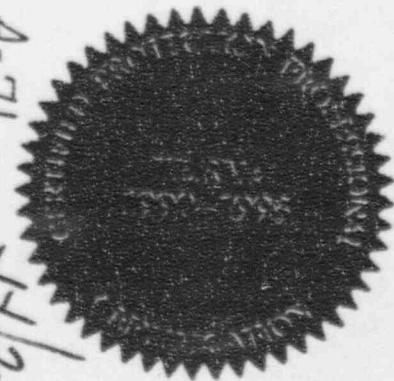
with the designation

CERTIFIED PROTECTION PROFESSIONAL

In witness whereof this certificate, signed by the authorized
Officers of the Professional Certification Board, is granted

on this 3rd day of November, 1990

A-71
HH/28



President

Certification Number

Program Director



Certified Protection Professional

1990 DEC 26 A 11:32

A program for the advancement of professional protection practice
sponsored by The American Society for Industrial Security

1655 North Fort Myer Drive, Suite 1200, Arlington, VA 22209
Tel: 703/522-5800 Fax: 703/243-4954 Telex: 901892 ASIS AGTN

E.J. Criscuolo, Jr., CPP
Executive Vice President

December 21, 1990

[REDACTED]
Houston Lighting and Power
PO Box 289
Wadsworth, TX 77483

Dear [REDACTED]

I am writing to extend my congratulations to Houston Lighting and Power for the recent achievement of [REDACTED]. Earning recognition as a Certified Protection Professional (CPP) is no small accomplishment; it puts [REDACTED] among the cream of the security profession and Houston Lighting and Power among those organizations fortunate enough to have a CPP helping with their protection responsibilities.

Perhaps you are familiar with the Certified Protection Professional Program; but if you are not, may I briefly tell you about it? It was established in 1977 by the American Society for Industrial Security, which is the leading organization of security professionals in the world with over 24,000 members. The certification program sought to formalize the body of knowledge necessary to professional security practice, to establish standards for the knowledge and experience that should characterize professional practitioners, and to certify individuals who met these standards and demonstrated mastery of the profession's fundamentals. A difficult battery of mandatory and specialty exams was developed to test this mastery. And [REDACTED] had to meet strict experience and/or education requirements which are necessary to take the examination.

This, of course, will not be the end of [REDACTED] pursuit of professional growth in security. Every three years, proof of continuing education and active participation in professional organizations will be required for recertification credits. Without staying current, no security practitioner can bring true professionalism to the job. I sincerely hope you will support your CPP's efforts in this area; and that Houston Lighting and Power will take full advantage of the valuable resource it has in [REDACTED].

Once again, congratulations!

Sincerely,

[REDACTED]

Information in this record was deleted
in accordance with the Freedom of Information
Act, exemptions 6
FOIA- 93-642

A-70

11/29

18

Professional Certification Board

President
Joe C. Paul, CPP
Children's Hospital of
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Milwaukee, Wisconsin

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Assessment & Control
Systems
Omaha, Nebraska

Scott T. St. Clair, CPP
Bosch Corporation
Charleston, South Carolina

William F. Strickamp, CPP
Omaha Airport Authority
Omaha, Nebraska

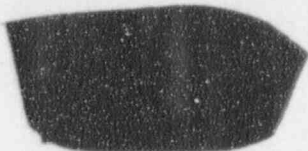
James E. Wheeler, CPP
GE Government Services
Hanover, Maryland

Houston Lighting & Power Company



OFFICE MEMORANDUM

To



March 11, 1991

From

91-029

Subject

Completion of Written Reminder (DLS 90-012)
SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

As you will recall on [redacted] you were issued a Written Reminder for leaving the [redacted]

I am pleased to notify you that no similar incidents have occurred in the last six months, you therefore have successfully completed the requirements for Constructive Discipline in this matter.

I am confident you will continue to demonstrate the mental attitude that has led to your recent success.



cc:

4-1/30

Houston Lighting & Power Company

OFFICE MEMORANDUM

To

April 15, 1991

From

Subject

REPLACEMENT OF NTF LOCKS
SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

I appreciate the timely and professional manner in which you replaced the NTF locks. Everything was completed with minimum disruption to our work activity.

Your replacement team: [REDACTED] and [REDACTED] were well organized and very proficient. They knew what had to be done. They told us how they were going to do it and then they did it. Excellent work.

Thank You.

cc: [REDACTED]

4/1/31

A-66

13

May 9, 1991

91-139

Page 2 of 2

Security Staffing
SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

- H. Consolidated three divisions into two
 - I. Reduced 6 system failure posts.
3. Action considered but not recommended or accomplished:
- A. Closing West Access at night
 - B. Reduction of 1 Compliance Coordinator
 - C. Elimination of contractor administrative functions
 - D. Elimination of 50% of Security Officer Training
 - E. Reduction of additional 8 system failure positions.
4. Based on the additional scope of work received this past year and the staff reductions already in place, it is recommended that no further reduction actions take place until 1992 at which time another review of items in number 3 above and the manning requirements will occur. Additionally, two outside reviews will have been completed for consideration. (NRC SALP and Nuclear Assurance Audit).

Attachments: 1, July 24, 1989, Staffing Plan. 2, June 1989, Extract of Consultation report on manpower (Wackenhut). 3, March 15, 1988, Extract of ERCI Report 88-26 Manpower Analysis.

Attachments

May 9, 1991

1-139

Page 1 of 2

Security Staffing
SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

1. Based on the Tim Martin Study on Manpower in 1988 the Security Department presented a plan to down size in order to meet the recommendations. This plan was for a three year period 1989, 1990 and 1991. (See Attachment 1.)

The following chart shows accomplishments and goal:

	HL&P				CONTRACTOR			
	MGT	CLR	STAFF	TOTAL	MGT	CLR	STAFF	TOTAL
December 1983	3	4	22	29	8	11	253	272
December 1989	3	4	21	28	8	9	226	243
December 1990	2	2	18	22	9	11	204	224
Tim Martin Goal	2	3	14	19	9	11	171	191
Actual Apr 1991	2	2	17	21	9	11	202	222
Projected Dec 1991	2	3	17	22	9	10	192	211

April 1991 and projected 1991 lines include 12 security officers to support capital construction, the Martin Goal includes Firewatch and Training, additional scope.

2. Actions taken to down size:

- A. Locks affixed to Containment Doors
- B. Deleted OCA Gate
- C. East Gate Upgrade
- D. Training taken over by Security Contractor. Reduced HL&P position by 6 and added 4 to the contractor.
- E. Eliminated 1 staff position in Budget/Administrative Section
- F. Consolidated clerical functions to reduce clerical staff
- G. Eliminated 5 HL&P Shift Supervisors

A-101.1

137

SECURITY INCIDENT REPORT

PAGE 1 OF

A ORIGINATOR		June 27, 1991	1239	B TRACKING	
NAME		HLBP	TITLE	DIN NO. 91-0718	
EVENT DESCRIPTION		June 27, 1991	1205	LOCATION (IF KNOWN) NPOD #1 Rm 207	
DATE & TIME OCCURRED (IF KNOWN)		1233 June 27, 1991	1233	DISCOVERER NAME	
DATE & TIME DISCOVERED		DISCOVERER NAME		SFS NOTIFIED (NAME)	
DESCRIBE EVENTS/ACTIONS IN ORDER OF OCCURENCE (SPECIFY WHO-WHAT-WHEN-WHERE-HOW-WHY)					
TIMES/DATES		EVENTS/ACTIONS			
1155 / 6/27		Returned Physical Security Plan rev. 17 to Rm 207 Admin Bldg following V.P. review.			
1205 / 6-27		leaves Rm 207 for lunch, PSP 17 left of table in office.			
1233 / 6-27		Returns from lunch, discovers error.			
1234 / 6-27		PSP 17 secured in NPOD-1 cabinet B			
1235 / 6-27		advises [redacted] and [redacted] of occurrence			
1237 / 6-27		advises [redacted] of occurrence			
<p>Note: [redacted] believes from position of PSP 17 when discovered, that the document had not been touched during the 28 minutes it was unattended. Page count showed all pages accounted for and in sequence. NPOD #1 and Rm 207 are located within the Protected Area.</p>					
D COMPENSATORY MEASURES		STI-92-005115-1			
TIME/DATE		MEASURE (DESCRIBE BRIEFLY)			
1412 06-27-91		NBC Resident [redacted] briefed on incident			
1430 06-27-91		[redacted] notified.			
RECEIVED					
JUL 03 1991					
E REPORTABILITY		IP 1.45	PR NEEDED	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/> PR NO. 91-0255
<input checked="" type="checkbox"/> NON-REPORTABLE, NON LOG		[redacted]			
<input type="checkbox"/> LOG (SEL)		[redacted]			
<input type="checkbox"/> 1 HR REPORTABLE		SHIFT SUPERVISOR NOTIFIED [redacted]			
EVENT REPORTED		N-A		[redacted] 6/27/91 1430	
DATE/TIME		SFS SIGNATURE			

Information in this record was deleted in accordance with the Freedom of Information Act, exemptions 6

A-43.1

41/33

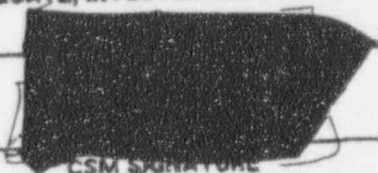
SECURITY INCIDENT REPORT 91-0718

SIR NO. 91-0718

PAGE 2 OF _____

F CSM REVIEW

- SIR ADEQUATE, NO INVESTIGATION REQUIRED
- SECURITY INFRACTION RESPONSE FORM REQUIRED
- SIR ADEQUATE, INVESTIGATION ASSIGNED TO:


CSM SIGNATURE

8-1-91
DUE DATE
7-1-91
DATE

G INVESTIGATION

DATE INVESTIGATION COMPLETED: _____ *SEE SPR FOR INVESTIGATION & Corrective Action*

NAMES OF PERSONNEL (OTHER THAN ASSIGNEE) PARTICIPATING: _____ *02/10/92*


INVESTIGATOR _____

TEXT OF INVESTIGATION AND RECOMMENDATIONS ATTACHED ON _____ SUPPLEMENTAL PAGES.

H NSD MANAGEMENT REVIEW

- SIR RETURNED TO CSM FOR ADDITIONAL INFORMATION/ACTION
- SIR ADEQUATE
- CORRECTIVE ACTION APPROVED AS RECOMMENDED.
- CORRECTIVE ACTIONS APPROVED WITH AMENDMENTS
- CORRECTIVE ACTION NOT REQUIRED.
- CORRECTIVE ACTIONS APPROVED AS TAKEN.

CORRECTIVE ACTIONS ASSIGNED TO _____ DUE DATE _____

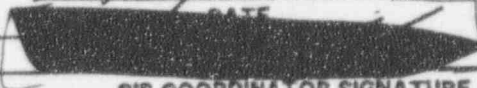

NSDM/NESSDM SIGNATURE

2-10-92
DATE

I CLOSURE

- SECTION H COMPLETE (SECTION G NOT REQUIRED)
- SECTIONS G & H COMPLETE *SEE PG. 4*

SIR NO. 91-0718 CLOSED ON 2/10/92


SIR COORDINATOR SIGNATURE

41-0118

SFP 486 (01/90)

SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

IP-1.450-01(R5)

STATION PROBLEM REPORT

PAGE ___ OF ___

SEVERITY LEVEL 1 2

SPR NO. _____

1. UNIT # 1 2 COMMON BOTH

DISCOVERY (DATE/TIME) 06-27-91 1233

EVENT DATE/TIME 06-27-91 1205

INITIATED BY: (NAME/DEPT) [REDACTED]

2. PROBLEM DESCRIPTION AND IMMEDIATE ACTIONS TAKEN:

[REDACTED] discovered at 1233 HRS 06-27-91 that [REDACTED] left safeguards Procedure Physical Security Plan Rev 17 unattended from 1205 HRS to 1233 HRS in [REDACTED] office lying on [REDACTED] desk.

[REDACTED] stated that the position of Physical Security Plan when discovered, revealed that the document had not been touched during the 28 minutes that it was left unattended.

[REDACTED] did a page count of PSP REV 17 and all pages were accounted for.

ORIGINATOR

Procedure Violation IP-7.019

Section 6.4.1 when not attended by an authorized individual SGI shall be stored in a NSP approved, locked, Repository NRC [REDACTED] briefed on incident at 1412 HRS 06-27-91.

3. (RCVNG) UNIT: 1 MODE 1 RX PWR(X) 60
RCS PRESS 2235 RCS TEMP 59.8
ACTIVITY Normal ops

3A. (OTHER) UNIT: 2 MODE 1 RX PWR(X) 100
RCS PRESS 2235 RCS TEMP 59.3
ACTIVITY Normal ops

4. NOTIFICATION DETERMINATION:
 NOT REQUIRED
 NEED FURTHER INFO/REVIEW
 NRC CALLED _____ (DATE/TIME)
 OTHER (PL MGR., E-PLAN, ETC)

TECH. SPEC. ACTIONS _____
JCO NEEDED? Y (CIRCLE ONE)
COMMENTS: _____
SS SIG: [REDACTED] 6-27-91 (DATE)

SHIFT SUPERVISOR

5. ASSIGNMENT:
REPORTABILITY REVIEW ASSIGNED TO: _____ DUE: _____
INVESTIGATION ASSIGNED TO: _____ DUE: _____
COMMENTS: _____ DATE: _____
 SHORT CYCLE ONLY SPR COORD.: _____

SPR COORDINATOR

6. NRC REPORTABLE? NO YES TYPE/NO. _____
NUCLEAR NETWORK NEEDED? YES NO
 RPT TO OTHERS (TWC, ETC.) _____ DUE: _____
DUE DATE: _____
DATE: _____
SPR COORD.: _____

A-43.3

SECURITY INCIDENT REPORT SUPPLEMENT

PAGE _____ OF _____

SIR NO.: _____

Please refer to the Station Problem Report for the Investigation and Corrective Action (if any).


NAME (PRINT)


SIGNATURE

February 6, 1992
DATE

A-43.4

Houston Lighting & Power Company

OFFICE MEMORANDUM

To [REDACTED]

From [REDACTED]

Subject

Conditions For Return to Work
South Texas Project Electric Generating Station

On [REDACTED] during a meeting to discuss work objectives with your [REDACTED] you lost your composure and demonstrated behavior which adversely affected your performance and disrupted your work area. This disruptive and inappropriate behavior cannot be tolerated.

Additionally, you have been counseled about outbursts in the past and have received three Written Reminders (February [REDACTED] September [REDACTED] and June [REDACTED] for poor performance.

Please consider your current suspension a Decision Making Leave. This is to advise you of the expectations and conditions should you decide to return to work. You will be returned to work on the condition that you will be referred to the Employee Assistance Counselor, or his designee, for evaluation and that you will follow any recommendations he makes.

In the future you must accept direction from your supervisor and improve your performance, including attendance and tardiness, in compliance with the Constructive Discipline Program you are under.

The above requirements are a condition of your return to work and continued employment with Houston Lighting & Power Company. Should you decide to continue to work for the organization, you will accept these conditions and improve your conduct and performance.

Information in this record was deleted
in accordance with the Freedom of Information

Act, exemptions 6

FOIA- 93-642

Houston Lighting & Power Company

OFFICE MEMORANDUM

December 17, 1991

To

From

Subject

[REDACTED], Administrative Referral to EAP
BOUTE TEXAS PROJECT ELECTRIC GENERATING STATION

This is to confirm my verbal report regarding [REDACTED] administrative referral to the Employee Assistance Counselor.

[REDACTED] saw [REDACTED] on November 27, 1991, and reports that [REDACTED] is a capable and dedicated employee. [REDACTED] considered [REDACTED] fit-for-duty.

[REDACTED] recommended to [REDACTED] some reading in conflict management and negotiation skills. [REDACTED] also suggested some consultation to assist [REDACTED] in [REDACTED] decisions and approaches to resolve disagreements, especially with supervision.

[REDACTED]

Houston Lighting & Power Company

OFFICE MEMORANDUM

To Distribution

December 2, 1991


From 

Subject Information Requests by Individual NRC
Region IV Security Personnel and/or
Government Union Representatives
SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

This is to alert you to the possibility that you may be contacted or otherwise asked to furnish information in connection with a grievance or other complaint filed by an NRC employee against his management. The person contacting you or requesting information may be the employee himself, his personal representative or attorney or a government union representative. They will probably be seeking information on the employee's performance while at STP. If you are contacted with respect to this matter, you should be aware of the following:

1. You should verify whether the person is seeking the information in an official capacity as a representative of the NRC for a valid regulatory purpose or is involved in the individual employee's case.
2. You should report any such non-official contact to the Licensing Manager, the Security Department Manager or the Vice President of Nuclear Generation.
3. You may refuse to speak with any such person or furnish any such information.
4. You have the right to counsel if you submit to any interview; appropriate counsel may be provided to you by the Company.
5. You should advise any interviewer that any views you express in any interview or discussion are solely yours and do not represent the views of the South Texas Project.

This information is provided to you so that you do not innocently respond to questions that are not of a regulatory nature by individuals or organizations who ordinarily communicate with you on an official basis.


Distribution: Licensing Department
Security Department (HL&P Employees)

cc: 

Information in this record was deleted
in accordance with the Freedom of Information
Act, exemptions 6
FOIA- 93-642

A-59

44/135

1A2

Houston Lighting & Power Company

OFFICE MEMORANDUM

March 11, 1992

To

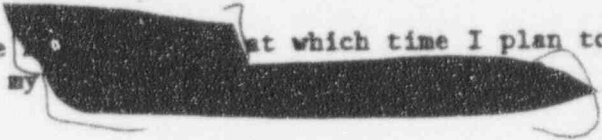
From

Subject



This is to inform you that I plan to [redacted] my employment with Houston Lighting and Power Company.

My last day to actively work will be [redacted] at which time I plan to use my three weeks vacation which makes my [redacted]



47/36
A-97 0-

Houston Lighting & Power Company

OFFICE MEMORANDUM

March 19, 1992

To

From

Subject Nuclear Security Department Proposed Organization

The attached organization has been approved by [redacted] and [redacted] I am requesting your assistance in determining the appropriate salary level for the three functional area supervisors.

This organization will cause four current positions to be impacted. [redacted] has submitted [redacted] effective [redacted] I request that you assist me in developing objective criteria to identify the remaining three impacted individuals.

I would like to implement this organization on April 1, 1992.



RECEIVED
MAR 30 1992



47/37

A-85.1

- I. Organizational Focus
 - A. Mission -- physical protection of the station from acts of radiological sabotage.
 - B. Focus - physical protection of STPECS
 - 1. allow only authorized individuals and materials access to the facility
 - 2. prevent undetected access
 - 3. provide an interposing response designed to keep intruders from reaching vital equipment.
 - C. Issues
 - 1. Security Force low morale and discipline
 - 2. Security Officer support tools - procedures and logs
 - 3. Electronic Security System performance
- II. Review organization that existed at beginning of the year
- III. Organizational development method
 - A. Identify all functions performed by the existing organization
 - B. Isolate those functions that do not directly support the organizations mission
 - C. Group remaining functions into logical combinations that provide proper emphasis to the identified issues
 - 1. Security Force operation
 - 2. Security Officer support tools and coordination
 - 3. Electronic Security System operation and testing
 - 4. Departmental administrative functions
- IV. Review organization proposed
- V. Implementation of new organization
 - A. Contractor split responsibility between two managers
 - 1. allows stronger focus on operational issues
 - 2. provides checks and balances to ensure consistent discipline
 - B. Reduced contractor support staff

- C. Reduced non-certified personnel on the Security Force
- D. Transfer of functions that do not directly support the mission
- E. Reduction of HL&P Staff
 - 1. 3 personnel transferred with PAAS
 - 2. 1 individual resigned and will not be replaced
 - 3. Impact 3 HL&P positions

VI. Review manpower summary

VII. Review the projected overrun in the Security Services budget

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

4/2/92

Name [Redacted] Employee No. [Redacted] Title [Redacted]
Dept./Div./Section WSD / Support / Ops & Inv. Occupational Category Professional
Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average <u>5</u>		Above Average		Outstanding		
0	1	2	3	4	5	6	7	8	9	10

COMMENTS: _____

+ 445

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal			Average		Above Average	
0	1	2	3	4	5	

COMMENTS: _____

+ 23

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical		Critical	
0	1	2	3

COMMENTS: non-degree, no specialized training.

+ 10

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3		

COMMENTS: Minimal experience outside of current duties

+ 0

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: _____

+ or -

Date of Evaluation 4-2-92

Total Points Awarded = 878

[Redacted Signature]
Cost Center Manager Signature

[Redacted Signature]
Next Level Cost Center Manager Signature
(Division Manager or Above)

Information in this record was deleted in accordance with the Freedom of Information Act, exemptions 6
FOIA- 93-642

77/38
96

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name [Redacted] Employee No. [Redacted] Title [Redacted]
 Dept./Div./Section MSA / Support / Op. & Tr. Occupational Category Professional
 Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding		
0	1	2	3	4	5	6	7	8	9	10

COMMENTS: _____ + 4

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: _____ + 3

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical		Critical	
0	1	2	3

COMMENTS: Non-degree, no specialized training + 0

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3		

COMMENTS: Minimal experience outside of current duties + 0

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: _____ + or - _____

Date of Evaluation 4-2-92

Total Points Awarded = 7

[Redacted Signature]
Cost Center Manager Signature

[Redacted Signature]
Next Level Cost Center Manager Signature
(Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name [Redacted] Employee No. [Redacted] Title [Redacted]
Dept./Div./Section NEO 154441 PSS Occupational Category Professional
Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding		
0	1	2	3	4	5	6	7	8	9	10

COMMENTS: _____ + 5

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: _____ + 3

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical		Critical	
0	1	2	3

COMMENTS: Non-degreed, no specialized training + 10

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: Knowledge would allow for transfer to other areas of responsibility + 2

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: Recurring problems with control of Safeguards Information, incident with Supervisor in 1991 + or - -3

Date of Evaluation 4-2-92

Total Points Awarded = 87

[Redacted Signature]
Cost Center Manager Signature

[Redacted Signature]
Next Level Cost Center Manager Signature
(Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name: [Redacted] Employee No. [Redacted] Title: [Redacted]
 Dept./Div./Section: ASD/Support/ISS Occupational Category: Professional
 Location: _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding		
0	1	2	3	4	5	6	7	8	9	10
					(5)					

COMMENTS: _____ + 5

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal		Average		Above Average	
0	1	2	3	4	5
			(3)		

COMMENTS: _____ + 3

Evaluation of special skills. Consider uniqueness of skills, education, or training:

Non-Critical		Critical	
0	1	2	3
(0)			

COMMENTS: Non-degree, no specialized training + 0

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3		
		(2)			

COMMENTS: Knowledge would allow for transfer to other areas of responsibility + 2

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: Recurring problems with control of Safeguards Information, incident with Supervisor in 1991 + or - -3

Date of Evaluation: 4-2-92

Total Points Awarded = 7

[Redacted Signature]
Cost Center Manager Signature

[Redacted Signature]
Next Level Cost Center Manager Signature
(Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name _____ Employee No. _____ Title _____
Dept./Div./Section NSD / Support Occupational Category Mgmt
Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding	
0	1	2	3	4	5	6	7	8	10
								(9)	

COMMENTS: _____ + 9

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal			Average			Above Average		
0	1	2	3	4	5	6	7	8
								(5)

COMMENTS: _____ + 5

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical				Critical			
0	1	2	3	4	5	6	7
		(1)		(2)			3

COMMENTS: Degreed _____ + 3

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3	4	5
					(3)

COMMENTS: Has been transferred previously within Department and demonstrated willingness and ability to accept new assignments _____ + 3

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignments, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: _____ + or - _____

Date of Evaluation 4-2-92

Total Points Awarded = 20/18

Cost Center Manager Signature

Next Level Cost Center Manager Signature
(Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name [Redacted] Employee No. [Redacted] Title [Redacted]
Dept./Div./Section N50 / Support Occupational Category Mys...
Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding	
0	1	2	3	4	5	6	7	8	9

COMMENTS: _____ + 9

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal			Average		Above Average	
0	1	2	3	4	5	6

COMMENTS: _____ + 5

Evaluation of special skills. Consider uniqueness of skills, education, or training:

Non-Critical		Critical	
0	1	2	3

COMMENTS: Degreed, no specialized training + 1

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: has been transferred previously within the Department and has demonstrated willingness and ability to accept new assignments + 3

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: _____ + or - _____

Date of Evaluation 4-2-92

Total Points Awarded = 18

[Redacted Signature]
Cost Center Manager Signature

[Redacted Signature]
Next Level Cost Center Manager Signature
(Division Manager or Above)

HUNTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name [Redacted] Employee No. [Redacted] Title [Redacted]
 Dept./Div./Section ASO / Support / S05 Occupational Category Professional
 Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding		
0	1	2	3	4	5	6	7	8	9	10

COMMENTS: _____ + 5

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: _____ + 3

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical		Critical	
0	1	2	3

COMMENTS: Not - degree, no specialized training + 10

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: Has been assigned to other positions working for different supervisors. After a period of time develops a negative relationship with the supervisor + 10

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignments, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: Absenteeism has created problems in work completion + or - 20

Date of Evaluation 4-2-92

Total Points Awarded = 87/89

[Redacted Signature]
Cost Center Manager Signature

[Redacted Signature]
Next-Level Cost Center Manager Signature
(Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name [Redacted] Employee No. [Redacted] Title [Redacted]
 Dept./Div./Section NSD / Support / SES Occupational Category Professional
 Location _____

**FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.**

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding	
0	1	2	3	4	5	6	7	8	9
					5				

COMMENTS: _____ + 5

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal			Average			Above Average	
0	1	2	3	4	5	6	7
				3			

COMMENTS: _____ + 3

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical			Critical	
0	1	2	3	4
0				

COMMENTS: Non-degreed, no specialized training + 0

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3	4	5
	1				

COMMENTS: Has been assigned to other positions working for different supervisors. After a period of time, develops a negative relationship with the supervisor. + 1

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignments, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: _____ + or - _____

Date of Evaluation 4-2-92

Total Points Awarded = 9

[Redacted Signature]
Cost Center Manager Signature

[Redacted Signature]
Next Level Cost Center Manager Signature
(Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name [Redacted] Employee No. [Redacted] Title [Redacted]
 Dept./Div./Section ISO / Support / Op. & Trng Occupational Category Professional
 Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding	
0	1	2	3	4	5	6	7	8	10

COMMENTS: _____ + 8

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: _____ + 4

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical		Critical	
0	1	2	3

COMMENTS: Associate degree, no specialized training + 1

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: Has been assigned to different positions within Department. Demonstrates willingness and ability to perform new assignments. + 3

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: _____ + or - _____

Date of Evaluation 4-2-92

Total Points Awarded = 16

[Redacted Signature]
Cost Center Manager Signature

[Redacted Signature]
Next Level Cost Center Manager Signature
(Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name [Redacted] Employee No. [Redacted] Title [Redacted]
Dept./Div./Section ASD / Support / Op & Trn. Occupational Category Professional
Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding	
0	1	2	3	4	5	6	7	8	9 10

COMMENTS: _____ + 8

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: _____ + 4

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical		Critical	
0	1	2	3

COMMENTS: Associate degree, non-degree, no specialized training. + 12/1

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: Has been assigned to different positions within Department. Demonstrates willingness and ability to perform new assignments. + 3

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: _____ + or - _____

Date of Evaluation 4-2-92

Total Points Awarded = 16/17/6

[Redacted Signature]
Cost Center Manager Signature

[Redacted Signature]
Next Level Cost Center Manager Signature
(Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name [Redacted] Employee No. [Redacted] Title [Redacted]
 Dept./Div./Section NSD / NW + Corp / Camp. Occupational Category Professional
 Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding		
0	1	2	3	4	5	6	7	8	9	10
					(5)					

COMMENTS: _____ + 5

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal			Average		Above Average	
0	1	2	3	4	5	
				(3)		

COMMENTS: _____ + 3

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical			Critical	
0	1	2	3	
(0)				

COMMENTS: _____ + 0

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3		
			(2)		

COMMENTS: _____ + 2

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: _____ + or - _____

Date of Evaluation April 2, 1992

Total Points Awarded = 10

[Redacted Signature]
Cost Center Manager Signature

[Redacted Signature]
Next Level Cost Center Manager Signature
(Division Manager or Above)

DO NOT TYPE

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name [Redacted] Employee No. [Redacted] Title [Redacted]
Dept./Div./Section ASD / Support Occupational Category Plant
Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding		
0	1	2	3	4	5	6	7	8	9	10

COMMENTS: _____ + 5

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal			Average		Above Average	
0	1	2	3	4	5	

COMMENTS: _____ + 3

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical			Critical		
0	1	2	3	4	5

COMMENTS: Non-degreed, no specialized training + 10

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3		

COMMENTS: Knowledge and experience would allow for transfer however unwillingness would negatively affect results + 2

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: Not supportive of management decisions with which [Redacted] does not agree + or - -2

Date of Evaluation 4-2-92

Total Points Awarded = 9/8

[Redacted Signature]
Cost Center Manager Signature

[Redacted Signature]
Next Level Cost Center Manager Signature
(Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name [Redacted] Employer No. [Redacted] Title [Redacted]
 Dept./Div./Section NSD/Support Occupational Category Agmt.
 Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding		
0	1	2	3	4	5	6	7	8	9	10

COMMENTS: _____ + 5

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: _____ + 3

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical		Critical	
0	1	2	3

COMMENTS: Non-degree, no specialized training + 0

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: Knowledge and experience would allow for transfer
however unwillingness would negatively affect results + 2

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: Not supportive of management decisions with which
[Redacted] does not agree + or - -2

Date of Evaluation 4-2-92

Total Points Awarded = 8

[Redacted]
Cost Center Manager Signature

[Redacted]
Next Level Cost Center Manager Signature
(Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name [Redacted] Employee No. [Redacted] Title [Redacted]
Dept./Div./Section NSD / Support Occupational Category Clerical
Location _____

**FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.**

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding		
0	1	2	3	4	5	6	7	8	9	10
							(7)			

COMMENTS: _____ + 7

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal			Average			Above Average	
0	1	2	3	4	5	6	7
					(4)		

COMMENTS: _____ + 4

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical				Critical	
0	1	2	3	4	5
(0)	(1)			2	3

COMMENTS: Non-degree, no specialized training + 10

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3	4	5
	(1)			2	3

COMMENTS: Has performed duties other than clerical within Department
Willing to accept responsibility + 1

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: _____ + or - _____

Date of Evaluation 4-2-92

Total Points Awarded = 18/12

[Redacted Signature]
Cost Center Manager Signature

Next Level Cost Center Manager Signature
(Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name: [Redacted] Employee No. [Redacted] Title: [Redacted]
 Dept./Div./Section: NSD Support Occupational Category: Clerical
 Location: _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding		
0	1	2	3	4	5	6	7	8	9	10
							①			

COMMENTS: _____ + 7

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal			Average			Above Average		
0	1	2	3	4	5	6	7	8
						①		

COMMENTS: _____ + 4

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical			Critical		
0	1	2	3	4	5
①					

COMMENTS: No. degrees, no specialized training + 0

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3	4	5
		①			

COMMENTS: has performed duties other than clerical within the Department.
Willing to accept responsibility. + 1

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: _____ + or - _____

Date of Evaluation 4-2-92

Total Points Awarded = 12

[Redacted Signature]
Cost Center Manager Signature

[Redacted Signature]
Next Level Cost Center Manager Signature
(Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

W. W. WILK

Name [Redacted] Employee No. [Redacted] Title [Redacted]
 Dept./Div./Section ASD Occupational Category Clerical
 Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding		
0	1	2	3	4	5	6	7	8	9	10

COMMENTS: _____ + 6

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal			Average		Above Average	
0	1	2	3	4	5	

COMMENTS: _____ + 3

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical			Critical	
0	1	2	3	

COMMENTS: _____ + 1

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3		

COMMENTS: _____ + 1

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: Handles confidential material, very adaptable to change + or - + 2

Date of Evaluation 4-6-52

Total Points Awarded = 13

[Redacted Signature]
Cost Center Manager Signature

Next Level Cost Center Manager Signature
(Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name _____ Employee No. _____ Title _____
Dept./Div./Section ASD Admin Occupational Category Professional
Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding		
0	1	2	3	4	5	6	7	8	9	10
						6				

COMMENTS: _____ + 6

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal		Average			Above Average	
0	1	2	3	4	5	
				4		

COMMENTS: _____ + 4

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical			Critical	
0	1	2	3	
			3	

COMMENTS: Cost Controls - Budget Process + 3

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3		
	1				

COMMENTS: _____ + 1

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: _____ + or - _____

Date of Evaluation 4-6-52

Total Points Awarded = 14

Cost Center Manager Signature

Next Level Cost Center Manager Signature
(Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name _____ Employee No. _____ Title _____
Dept./Div./Section 159 Occupational Category Agmt.
Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding	
0	1	2	3	4	5	6	7	8	9 10

COMMENTS: _____ + 7

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: _____ + 4

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical		Critical	
0	1	2	3

COMMENTS: _____ + 1

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3		

COMMENTS: _____ + 3

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: Handles special projects well, and little impact on other duties, Duty Manager and O&S Security Manager + or - +3

Date of Evaluation 4-6-92 Total Points Awarded = 18

Cost-Center Manager Signature

Next Level Cost Center Manager Signature
(Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name [Redacted] Employee No. [Redacted] Title [Redacted]
 Dept./Div./Section ASD Support / 65 Occupational Category Professional
 Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding	
0	1	2	3	4	5	6	7	8	9

COMMENTS: _____ + 7

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal			Average			Above Average	
0	1	2	3	4	5	6	7

COMMENTS: _____ + 4

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical				Critical	
0	1	2	3	4	5

COMMENTS: Non-degreed, no specialized training + X0

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: Good potential to perform in other areas of responsibility with proper coaching + 2

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: _____ + or - _____

Date of Evaluation 4-2-92

Total Points Awarded = 14/13

[Redacted Signature]
Cost Center Manager Signature

[Redacted Signature]
Next Level Cost Center Manager Signature
(Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name [Redacted] Employee No. [Redacted] Title [Redacted]
 Dept./Div./Section ASD / Support / SES Occupational Category Professional
 Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding		
0	1	2	3	4	5	6	7	8	9	10

COMMENTS: _____ + 7

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal			Average		Above Average	
0	1	2	3	4	5	

COMMENTS: _____ + 4

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical			Critical	
0	1	2	3	

COMMENTS: Non-degree, no specialized training + 0

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3	4	

COMMENTS: Good potential to perform in other areas of responsibility with proper coaching + 2

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -6 or higher than +6.

COMMENTS: _____ + or - _____

Date of Evaluation 4-2-92

Total Points Awarded = 13

[Redacted Signature]
Cost Center Manager Signature

[Redacted Signature]
Next Level Cost Center Manager Signature
(Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name: [Redacted] Employee No.: [Redacted] Title: [Redacted]
Dept./Div./Section: ASD / Inv. Comp. / Inv. Occupational Category: Professional
Location: _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding	
0	1	2	3	4	5	6	7	8	9

COMMENTS: During the last six months was on loan to SPEAKOUT FOR SEVERAL ASSIGNMENTS + 5

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: IS WILLING TO ACCEPT NEW ASSIGNMENTS BUT IS WEAK IN COMMUNICATING SKILLS AND ORGANIZING ABILITIES + 2

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical		Critical	
0	1	2	3

COMMENTS: NRA INSTRUCTOR CERTIFIED ARMORER + 1

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: _____ + 1

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: _____ + or - _____

Date of Evaluation: April 2, 1992

Total Points Awarded = 89/11

[Redacted Signature] Cost Center Manager Signature

[Redacted Signature] Next Level Cost Center Manager Signature (Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name [REDACTED] Employer No. [REDACTED] Title [REDACTED]
 Dept./Div./Section ASD / Eng & Comp / Serv. Occupational Category Professional
 Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding		
0	1	2	3	4	5	6	7	8	9	10

COMMENTS: DURING THE LAST SIX MONTHS WAS ON LOAN TO SPEAKOUT FOR SEVERAL ASSIGNMENTS + 5

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: IS WILLING TO ACCEPT NEW ASSIGNMENTS, BUT IS WEAK IN COMMUNICATION SKILLS AND ORGANIZING ABILITIES + 2

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical		Critical	
0	1	2	3

COMMENTS: NRA INSTRUCTOR CERTIFIED ARMORER + 1

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3		

COMMENTS: _____ + 1

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: _____ + or - NA

Date of Evaluation April 2, 1992

Total Points Awarded = 9

[REDACTED]
Cost Center Manager Signature

[REDACTED]
Next Level Cost Center Manager Signature
(Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name [Redacted] Employee No. [Redacted] Title [Redacted]
Dept./Div./Section ASD / IAW - Conf / FN Occupational Category Professional
Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding		
0	1	2	3	4	5	6	7	8	9	10
						6				

COMMENTS: REQUIRES little DIRECT SUPERVISION USES INITIATIVE TO PLAN AND ACCOMPLISH ASSIGNMENT TASKS. AN EFFECTIVE EMPLOYEE + 6

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal			Average			Above Average		
0	1	2	3	4	5	6	7	8
						4		

COMMENTS: COMMUNICATES well with other DEPARTMENTS + 4

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical			Critical		
0	1	2	3	4	5
0					

COMMENTS: _____ + 0

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3	4	5
				2	

COMMENTS: _____ + 2

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: RESPONSIBLE FOR THE SUCCESSFUL TRANSFER OF FIREWATCH ACTIVITIES TO NSD. ⊕ or - 1

Date of Evaluation April 2, 1992

Total Points Awarded = 13

[Redacted Signature]
Cost Center Manager Signature

[Redacted Signature]
Next Level Cost Center Manager Signature
(Division Manager or Above)

DO NOT TYPE

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name [Redacted] Employee No. [Redacted] Title [Redacted]
Dept./Div./Section N&O / Support / Ops + Trn Occupational Category Professional
Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding	
0	1	2	3	4	5	6	7	8	9

COMMENTS: _____ + 5

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal			Average		Above Average	
0	1	2	3	4	5	

COMMENTS: _____ + 3

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical		Critical	
0	1	2	3

COMMENTS: Associate Degree, No specialized training + X/1

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3		

COMMENTS: Minimal experience outside of current duties. However has shown willingness to accept new tasks. + 1

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: _____ + or - _____

Date of Evaluation 4-2-92

Total Points Awarded = 10/10

[Redacted Signature]
Cost Center Manager Signature

[Redacted Signature]
Next Level Cost Center Manager Signature
(Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name [Redacted] Employee No. [Redacted] Title [Redacted]
Dept./Div./Section NSD / Support / Op. & Trn Occupational Category Professional
Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience, quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding	
0	1	2	3	4	5	6	7	8	10

COMMENTS: _____ + 5

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: _____ + 3

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical		Critical	
0	1	2	3

COMMENTS: Associate degree, no specialized training + 1

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3		

COMMENTS: Minimal experience outside of current duties. However has shown willingness to accept new tasks. + 1

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: _____ + or - _____

Date of Evaluation 4-2-92

Total Points Awarded = 10

[Redacted Signature]
Cost Center Manager Signature

[Redacted Signature]
Next Level Cost Center Manager Signature
(Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name [Redacted] Employee No. [Redacted] Title [Redacted]
Dept./Div./Section NSD / Support Occupational Category Anal.
Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding		
0	1	2	3	4	5	6	7	8	9	10

COMMENTS: Performance recently affected due to not being selected for assignment to Access Authorization group. + 6

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: _____ + 3

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical		Critical	
0	1	2	3

COMMENTS: Deemed no specialized training + 2

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: Demonstrated willingness and ability to accept new responsibilities in previous reassignment within the Department + 3

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: _____ + or - _____

Date of Evaluation 4-2-92

Total Points Awarded = 14/13

[Redacted Signature]
Cost Center Manager Signature

[Redacted Signature]
Next Level Cost Center Manager Signature
(Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name [Redacted] Employee No. [Redacted] Title [Redacted]
 Dept./Div./Section NSD / Support Occupational Category Mgr.
 Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding		
0	1	2	3	4	5	6	7	8	9	10

COMMENTS: Performance recently affected due to not being selected for assignment to Access Authorization group. + 6

Evaluation of job-related personal characteristics. Consider reliability, communications skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: _____ + 3

Evaluation of special skills. Consider uniqueness of skills, education, or training:

Non-Critical		Critical	
0	1	2	3

COMMENTS: Degree, no specialized training + 1

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: Demonstrated willingness and ability to accept new responsibilities in previous reassignments within the Department + 3

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: _____ + or - _____

Date of Evaluation 4-2-92

Total Points Awarded = 13

[Redacted Signature]
 Civil Center Manager Signature

[Redacted Signature]
 Next Level Civil Center Manager Signature
 (Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name [Redacted] Employee No. [Redacted] Title [Redacted]
Dept./Div./Section ASD / JAN. & Conf / Conf. Occupational Category Professional
Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding	
0	1	2	3	4	5	6	7	8	10

COMMENTS: _____ + 4

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal			Average		Above Average	
0	1	2	3	4	5	

COMMENTS: In the last few months has had problems communicating with others REGARDING COMPLIANCE ACTIVITIES. + 2

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical			Critical	
0	1	2	3	4

COMMENTS: _____ + 0

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: _____ + 1

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and val. (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: _____ + or - _____

Date of Evaluation April 2, 1992 Total Points Awarded = 7

[Redacted Signature]
Cost Center Manager Signature

[Redacted Signature]
Next Level Cost Center Manager Signature
(Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name: [Redacted] Employee No. [Redacted] Title: [Redacted]
 Dept./Div./Section: NSD / Inv. * Comp / Comp. Occupational Category: Professional
 Location: _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding		
0	1	2	3	4	5	6	7	8	9	10
					⑤					

COMMENTS: _____ + 5

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal		Average		Above Average	
0	1	2	3	4	5
			②		

COMMENTS: In the last few months has had problems communicating with others regarding compliance activities. + 2

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical		Critical	
0	1	2	3
①			

COMMENTS: _____ + 0

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3		
	①				

COMMENTS: _____ + 1

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: Has not been supportive of management positions regarding security department decisions. + or - -2

Date of Evaluation April 21, 1992

Total Points Awarded = 6

[Redacted Signature]
Cost Center Manager Signature

[Redacted Signature]
Next Level Cost Center Manager Signature
(Division Manager or Above)

7/18/92

~~CONFIDENTIAL~~
DO NOT TYPE

4/1/39
125

FORCED RANKING WORKSHEET

Cost Center 092 Workshop Services Department [Redacted]
Code Name Manager
Occupational Category Professional Total # of Employees 11 Page 1 of 2

INSTRUCTIONS:

1. Refer to the documents titled "Evaluation & Forced Ranking Process" and "Forced Ranking Worksheet Instructions" in preparing this sheet. Complete all blanks. (Print)
2. List on this sheet employees in only one occupational category (or sub-category).
3. List employees from highest score (point total) on the Special Performance Profile to lowest score.
4. Cost center managers with reporting cost centers must document rationale/decisions in the COMMENTS column if scores are adjusted. (Original scores must also be listed.)
5. Forward this completed Forced Ranking Worksheet, and all supporting Forced Ranking Worksheets and Special Performance Profiles to the Next Level (cost center) Manager. Obtain the final approval officer signature only when no higher-level ranking of this occupational category (or sub-category) will be done.

RANK NO.	EMPLOYEE NUMBER	NAME (Last, First, Middle In.)	JOB TITLE	SPECIAL PERF. PROFILE		COMMENTS
				Score Adjusted/Original		
1	[Redacted]	[Redacted]	[Redacted]		16	
2	[Redacted]	[Redacted]	[Redacted]		17	
3	[Redacted]	[Redacted]	[Redacted]		15	
4	[Redacted]	[Redacted]	[Redacted]		13	
5	[Redacted]	[Redacted]	[Redacted]		10	
6	[Redacted]	[Redacted]	[Redacted]		10	
7	[Redacted]	[Redacted]	[Redacted]		9	
8	[Redacted]	[Redacted]	[Redacted]		8	
9	[Redacted]	[Redacted]	[Redacted]		8	

Prepared by: [Redacted]
Cost Center Manager Signature
Date 4-8-92

Final Approval: _____
Officer Signature
Date _____

Information in this report was deleted in accordance with the Freedom of Information Act, exemptions 6
FOIA: 13-642

~~CONFIDENTIAL~~
DO NOT TYPE

FORCED RANKING WORKSHEET

Cost Center 092 Atomic Security Department [Redacted]
Code Name Manager
 Occupational Category Clerical Total # of Employees 2 Page 1 of 1

INSTRUCTIONS:

1. Refer to the documents titled "Evaluation & Forced Ranking Process" and "Forced Ranking Worksheet Instructions" in preparing this sheet. Complete all blanks. (Print)
2. List on this sheet employees in only one occupational category (or sub-category).
3. List employees from highest score (point total) on the Special Performance Profile to lowest score.
4. Cost center managers with reporting cost centers must document rationale/decisions in the COMMENTS column if scores are adjusted. (Original scores must also be listed.)
5. Forward this completed Forced Ranking Worksheet, and all supporting Forced Ranking Worksheets and Special Performance Profiles to the Next Level (cost center) Manager. Obtain the final approval officer signature only when no higher-level ranking of this occupational category (or sub-category) will be done.

RANK NO.	EMPLOYEE NUMBER	NAME (Last, First, Middle Init.)	JOB TITLE	SPECIAL PERF. PROFILE		COMMENTS
				Score	Adjusted/Original	
1	[Redacted]	[Redacted]	[Redacted]		13	
2	[Redacted]	[Redacted]	[Redacted]		12	
3	_____	_____	_____			
4	_____	_____	_____			
5	_____	_____	_____			
6	_____	_____	_____			
7	_____	_____	_____			
8	_____	_____	_____			
9	_____	_____	_____			

Prepared by: [Redacted]
 Cost Center Manager Signature _____
 Date 7-8-78

Final Approval: _____
 Officer Signature _____
 Date _____

BOSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name: [Redacted] Employee No. _____ Title _____
Dept./Div./Section _____ Occupational Category _____
Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding	
0	1	2	3	4	5	6	7	8	9

COMMENTS: _____ + 4

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: _____ + 2

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical		Critical	
0	1	2	3

COMMENTS: _____ + 1

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3		

COMMENTS: _____ + 1

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: _____ + or - 2

Date of Evaluation _____

Total Points Awarded = 6

Cost Center Manager Signature _____

Next Level Cost Center Manager Signature
(Division Manager or Above) _____

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name _____ Employee No. _____ Title _____
Dept./Div./Section _____ Occupational Category _____
Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experim work effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding		
0	1	2	3	4	5	6	7	8	9	10

COMMENTS: Rated "4" on last 2 reviews + 6
2 reviews

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal			Average			Above Average	
0	1	2	3	4	5	6	7

COMMENTS: Above rating as better than this + 4
category on review

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical			Critical		
0	1	2	3	4	5

COMMENTS: Non desired. Primary intelligence + 0
Subsidiary - job related

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: Could move to Nuclear Division + 2

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignments, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: _____ + or - -2

Total Points Awarded = 10

Date of Evaluation _____

Cost Center Manager Signature _____

Next Level Cost Center Manager Signature
(Division Manager or Above)

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name [Redacted] Employee No. _____ Title _____
 Dept./Div./Section _____ Occupational Category _____
 Location _____

**FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.**

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding		
0	1	2	3	4	5	6	7	8	9	10

COMMENTS: Consistent above average perf. + 6

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal			Average			Above Average		
0	1	2	3	4	5	6	7	8

COMMENTS: Above average in all these categories + 4

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical			Critical		
0	1	2	3	4	5

COMMENTS: Non-critical - No college degree in electrical technology + 0

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: Is interested in moving to Houston area + 2

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignments, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: _____ + or - _____

Date of Evaluation _____

Total Points Awarded = 10

Cost Center Manager Signature _____

Next Level Cost Center Manager Signature
(Division Manager or Above)







MON
V T F S
4 5 6 7
1 12 13 14
8 19 20 21
5 26 27 28

APRIL						
S	M	T	W	T	F	S
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Tuesday, March 17
(77-388)
St. Patrick's Day

Clear
Cloudy
Rain
Snow

Telephone
Address

- 8:00
- 8:30 ^{8:45} Opening Remarks - Reg III QA Mgrs Group
- 9:00 Gallery & Guest Attrs.
- 9:30
- 10:00 NRC Cr. - Resident Inspectors Kentus Insp
- 10:30 5350
- 11:00
- 11:30 Security Org. 
- 12:00
- 12:30
- 1:00 Staff Mtg.
- 1:30
- 2:00 Magazine Article Copyright 
- 2:30 Mtg with 
- 3:00
- 3:30 Next Balance Calculation Review 
- 4:00 Long Range Projections 
- 4:30
- 5:00
- 5:30
- 6:00
- 6:30
- 7:00
- 7:30
- 8:00  Vacation

KEITH CLARK

132

I. DESCRIPTION OF EVENT

On June 27, 1991 a [redacted] was instructed by [redacted] Department Manager to obtain Rev. 17 of the Physical Security Plan (PSP) and to have [redacted] supervisor deliver it to the Vice-president-Nuclear Generation for review and comment.

The [redacted] handcarried the PSP, Rev. 17 to the Vice-President-Nuclear Generation at 1100 hours and then returned it to the [redacted] office at 1155 hours placing it on the corner of a desk behind the [redacted] desk.

The [redacted] and the [redacted] opened the PSP to review the comments and discuss the next course of action they were going to take with regards to the PSP. Once the discussion was completed the [redacted] left the room leaving the PSP on the desk behind the [redacted].

At 1205 hours the [redacted] departed [redacted] office to go to lunch, leaving the PSP on the desktop and the door to [redacted] office open allowing access into the office.

The [redacted] returned from lunch at 1233 hours and discovered that [redacted] had left the PSP unattended on the desk in [redacted] office with the door to the office opened for twenty-eight minutes.

II. CAUSES OF EVENT

Human error is the cause of this event. The [redacted] did not follow procedures identified in IP 7.01Q, Protection of Safeguards Information, subsection 6.4.1 "When not attended by an authorized individual SGI shall be stored in a NSD approved, locked, repository."

III. ANALYSIS OF EVENT

At 1233 hours the [redacted] observed that PSP Rev. 17 was on the same desk opened to the same page and in the same configuration it was in when [redacted] left for lunch indicating to [redacted] that no one had moved it. The [redacted] conducted a page count and verified that all pages of the document were present. [redacted] then secured PSP Rev. 17 in NSD-1 cabinet B.

At 1235 hours the [redacted] advised [redacted] supervisor and division manager of the event.

Since the PSP had not been lost or stolen and that no information had been developed indicating it had been compromised it was not necessary to report the event to the NRC.

Information in this record was deleted in accordance with the Freedom of Information Act, exemptions 6

FOIA- 23-642

A-44.1

41/47

79090

The resident NRC inspector was briefed and agreed that because the PSP had not been lost or stolen and no evidence had been developed indicating it had been compromised it was not a reportable event.

IV. CORRECTIVE ACTIONS

Disciplined in accordance with HL&P Constructive Discipline Policy.

V. CAUSE TREND CODE/PROBLEM TYPE CODE

- AI Human Performance
- DI Written Communications
- EI Not Used
- F4 Available, but not used

1305 shall be stored in a 350 approved, locked, fireproof container...

STATION PROBLEM REPORT

SPR # 91-0255

SEVERITY LEVEL 2

REGARDING



DEPARTMENT APPROVALS

	ORIGINAL (SIGNATURE/DATE)	REV A (SIGNATURE/DATE)	REV B (SIGNATURE/DATE)
PREPARER			
DEPT. MGR.			
OTHER			

REVIEW/APPROVAL

	ORIGINAL (SIGNATURE/DATE)	REV A (SIGNATURE/DATE)	REV B (SIGNATURE/DATE)
SPR COORD			
PORC (MTG #/DATE)			
PLT MGR			
NSRB (MTG #/DATE)			

CLOSURE APPROVAL

	ORIGINAL (SIGNATURE/DATE)	REV A (SIGNATURE/DATE)	REV B (SIGNATURE/DATE)
SPR COORD.			
NUC. ASSUR.			

STATION PROBLEM REPORT

SEVERITY LEVEL

1 2

SPR NO. 910255

1 UNIT #

1 COMMON
 2 BOTH

DISCOVERY (DATE/TIME) 06-27-91 1233

EVENT DATE/TIME 06-27-91 1205

INITIATED BY: (NAME/DEPT) [REDACTED]

2 PROBLEM DESCRIPTION AND IMMEDIATE ACTIONS TAKEN:

[REDACTED] discovered at 1233 HRS 06-27-91 that [REDACTED] left Safeguards Procedure Physical Security Plan Rev 17 unattended from 1205 HRS to 1233 HRS in [REDACTED] office lying on [REDACTED] desk.

[REDACTED] stated that the position of Physical Security Plan when discovered, revealed that the document had not been touched during the 28 minutes that it was left unattended.

[REDACTED] did a page count of PSP REV 17 and all pages were accounted for.

ORIGINATOR

Procedure Violation IP-7.01g

Section 6.4.1 When not attended by an authorized individual SGI shall be stored in a ASD approved, locked, Repository NRC [REDACTED] briefed on incident at 1412 HRS 06-27-91.

SHIFT SUPERVISOR

3. (RCVNG) UNIT: 1 MODE 1 RX PWR(%) 100

RCS PRESS 2235 RCS TEMP 593

ACTIVITY Normal ops

3A. (OTHER) UNIT: 2 MODE 1 RX PWR(%) 100

RCS PRESS 2235 RCS TEMP 593

ACTIVITY Normal ops

4. NOTIFICATION DETERMINATION:

- NOT REQUIRED
- NEED FURTHER INFO/REVIEW
- NRC CALLED _____ (DATE/TIME)
- OTHER (PL MGR., E-PLAN, ETC)

TECH. SPEC. ACTIONS _____

JCD NEEDED? Y N (CIRCLE ONE)

COMMENTS _____

SS SIG: [REDACTED] 6-27-91 (DATE)

SPR COORDINATOR

5. ASSIGNMENT:

REPORTABILITY REVIEW ASSIGNED TO: [REDACTED] DUE: _____

INVESTIGATION ASSIGNED TO: [REDACTED] DUE: 7/29/91

COMMENTS _____

SHORT CYCLE ONLY SPR COORD: [REDACTED] DATE: 6/28/91

6. NRC REPORTABLE?

- NO [REDACTED] NUCLEAR NETWORK NEEDED? YES NO
- YES TYPE/NO _____ RPT TO OTHERS (TWC, ETC.) _____ DUE: _____

SPR COORD: [REDACTED] DATE: 6/28/91

SECURITY INCIDENT

PAGE 1 OF

A ORIGINATOR June 27, 1991 1239 TRACKING 71-0718
DATE TIME
 NAME [REDACTED] EMPLOYER H&RP TITLE [REDACTED] ANALYSIS CODE 26

C EVENT DESCRIPTION June 27, 1991 1205 NPOD#1 Rm 207
DATE & TIME OCCURRED (IF KNOWN) LOCATION (IF KNOWN)
1233 June 27, 1991 1233 [REDACTED] [REDACTED]
DATE & TIME DISCOVERED DISCOVERER NAME SFS NOTIFIED (NAME)

DESCRIBE EVENTS/ACTIONS IN ORDER OF OCCURENCE (SPECIFY WHO-WHAT-WHEN-WHERE-HOW-WHY)

TIMES/DATES	EVENTS/ACTIONS
1155 / 6/27	[REDACTED] returned Physical Security Plan rev. 17 to [REDACTED] in Rm 207 Admin Bldg following V.P. review.
1205 / 6-27	[REDACTED] leaves Rm 207 for lunch. PSP 17 left of table in office.
1233 / 6-27	[REDACTED] returns from lunch, discovers error.
1234 / 6-27	PSP 17 secured in NPOD-1 cabinet B
1235 / 6-27	[REDACTED] advises [REDACTED] and [REDACTED] of occurrence
1237 / 6-27	[REDACTED] advises [REDACTED] of occurrence

Note: [REDACTED] retrieves from position of PSP 17 when discovered, that the document had not been touched during the 28 minutes it was unattended. Page sent showed all pages accounted for and in sequence. NPOD#1 and Rm 207 are located within the Protected Area.

D COMPENSATORY MEASURES

TIME/DATE	MEASURE (DESCRIBE BRIEFLY)
1412 0627-91	NRC Resident [REDACTED] briefed on incident
1430 0627-91	[REDACTED] notified

E REPORTABILITY IP 1.45 PR NEEDED YES NO PR NO. ---
 NON-REPORTABLE, NON LOG
 LOG (SEL)
 1 HR REPORTABLE SHIFT SUPERVISOR NOTIFIED N-A
 EVENT REPORTED N-A [REDACTED]
DATE/TIME DATE/TIME
 SFS SIGNATURE

Pg 3 of 3
A-44.6

SECURITY INCIDENT REPORT

PAGE 2 OF _____

SIR NO. _____

F CSM REVIEW

- SIR ADEQUATE, NO INVESTIGATION REQUIRED
- SECURITY INFRACTION RESPONSE FORM REQUIRED
- SIR ADEQUATE, INVESTIGATION ASSIGNED TO:

 NAME DUE DATE

 CSM SIGNATURE DATE

G INVESTIGATION

DATE INVESTIGATION COMPLETED: _____

NAMES OF PERSONNEL (OTHER THAN ASSIGNEE) PARTICIPATING: _____

INVESTIGATOR

TEXT OF INVESTIGATION AND RECOMMENDATIONS ATTACHED ON _____ SUPPLEMENTAL PAGES.

H NSD MANAGEMENT REVIEW

- SIR RETURNED TO CSM FOR ADDITIONAL INFORMATION/ACTION

 DUE DATE NSSDM INITIALS AND DATE

- SIR ADEQUATE
- CORRECTIVE ACTION APPROVED AS RECOMMENDED.
- CORRECTIVE ACTIONS APPROVED WITH AMENDMENTS
- CORRECTIVE ACTION NOT REQUIRED.
- CORRECTIVE ACTIONS APPROVED AS TAKEN.

CORRECTIVE ACTIONS ASSIGNED TO _____

DUE DATE

NSDM/NSSDM SIGNATURE DATE

I CLOSURE

- SECTION H COMPLETE (SECTION G NOT REQUIRED)
- SECTIONS G & H COMPLETE

SIR NO. _____ CLOSED ON _____

DATE

SIR COORDINATOR SIGNATURE

A-44.6

initial

D43/26.4

REVIEW OF TRAINING RECORD FILE

INDIVIDUAL NAME:



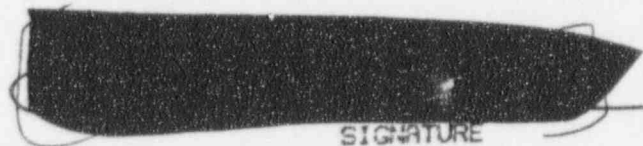
SSN:



COST CENTER : 022 - NUCLEAR SECURITY


AN ANNUAL REVIEW OF THE TRAINING RECORD FOR THE ABOVE INDIVIDUAL WAS COMPLETED ON _____ (Date). THIS PROCESS INCLUDED A REVIEW FOR RECORD ADEQUACY, TRAINING RECEIVED AND CHANGES IN INDIVIDUAL JOB RESPONSIBILITIES WHICH MIGHT REQUIRE ADDITIONAL TRAINING. ADDITIONALLY, THIS REVIEW PROVIDES THE BASELINE APPROVAL OF THE INITIAL TRAINING RECORDS DOCUMENTATION SYSTEM (TRDS) EMPLOYEE TRAINING RECORD REPORT.

INDIVIDUAL REVIEW:


SIGNATURE

SUPERVISOR REVIEW:


SIGNATURE

 Nuclear Security Operations
TITLE

NUCLEAR TRAINING REVIEW:

SIGNATURE

TITLE

Information in this record was deleted in accordance with the Freedom of Information Act, exemptions 6

FOIA- 93-642

FORWARD TO NUCLEAR TRAINING WHEN COMPLETED

7/1/48
A-74.1
20

17 JAN 1989
10:36:07

INDIVIDUAL TRAINING RECORD INFORMATION

NAME: [REDACTED]

SSN: [REDACTED]

*** HL&P ***

DATE OF LAST REVIEW 09/04/87

HL&P DATE 01/06/86

I. TRAINING COMPLETED AT HL&P

COURSE NO	HL&P COURSE TITLE	DURATION IN HOURS	COURSE DATE	INSTRUCTOR	AUDIT
GET101	REQUL FOR GET CAT I	2.0	01/09/88	[REDACTED]	
OST000	PRE-TRNG CONST TRNG RECORD		10/31/88	[REDACTED]	
EPT001	E PLAN TRNG/MANAGERS	32.0	09/13/88	[REDACTED]	
EPT015	EMERG PREPAREDNESS DRILL	6.0	07/13/88	[REDACTED]	
EPT015	EMERG PREPAREDNESS DRILL	6.0	06/28/88	[REDACTED]	
EPT014	PRE-DRILL BRIEF	2.0	06/23/88	[REDACTED]	
EPT016	EMERG DRILL CRITIQUE		04/07/88	[REDACTED]	
EPT015	EMERG PREPAREDNESS DRILL	6.0	04/06/88	[REDACTED]	
EPT015	EMERG PREPAREDNESS DRILL	6.0	03/14/88	[REDACTED]	
GET101	REQUL FOR GET CAT I	2.0	03/07/88	[REDACTED]	
GET102	REQUL FOR GET CAT II		02/22/88	[REDACTED]	
ISS101	INTRO TO ROOT CAUSE ANALYSIS	4.0	01/19/88	[REDACTED]	
SAC202	PROT/CONT-SAFEGUARDS INFO		01/13/88	[REDACTED]	
NTD012	QAT INSTRUCTOR TRNG	4.0	11/13/87	[REDACTED]	
HRD001	CONTINUAL BEHAVIOR OBSERVATI		10/09/87	[REDACTED]	
EPT015	EMERG PREPAREDNESS DRILL	6.0	09/10/87	[REDACTED]	
EPT016	EMERG DRILL CRITIQUE		09/04/87	[REDACTED]	
EPT022	ACCOUNTABILITY/EVACUATION NO	5.0	09/03/87	[REDACTED]	
EPT001	E PLAN TRNG/MANAGERS	32.0	08/15/87	[REDACTED]	
NSI042	SECURITY PLAN REVIEW		05/06/87	[REDACTED]	
EPT015	EMERG PREPAREDNESS DRILL	6.0	04/08/87	[REDACTED]	
GET002	GENERAL EMP TRNG CAT II	16.0	03/18/87	[REDACTED]	

A-74.2

17 JAN 1989
10:36:07

INDIVIDUAL TRAINING RECORD INFORMATION

NAME: [REDACTED]

SSN: [REDACTED]

*** HL&P ***

I. TRAINING COMPLETED AT HL&P

COURSE NO	HL&P COURSE TITLE	DURATION IN HOURS	COURSE DATE	INSTRUCTOR	AUDIT
GET101	REQUL FOR GET CAT 1	2.0	03/13/87	[REDACTED]	---
EPT015	EMERG PREPAREDNESS DRILL	6.0	03/11/87	INSTRUCTOR OF RECORD	---
SGE202	PROT/CONT-SAFEGUARDS INFO		03/10/87	[REDACTED]	---
EPT011	EMERGENCY COMMUNICATOR TRNG	4.0	02/20/87	[REDACTED]	---
EPT015	EMERG PREPAREDNESS DRILL	6.0	02/04/87	INSTRUCTOR OF RECORD	---
EPT015	EMERG PREPAREDNESS DRILL	6.0	12/10/86	INSTRUCTOR OF RECORD	---
EPT015	EMERG PREPAREDNESS DRILL	6.0	11/12/86	INSTRUCTOR OF RECORD	---
SP0004	DRUGS & ALCOHOL PROCEDURE	1.5	10/03/86	[REDACTED]	---
EPT009	E PLAN TRNG/SECURITY	8.0	08/07/86	[REDACTED]	---
TEC202	SITE EMERGENCY EVACUATION	1.0	05/23/86	[REDACTED]	---
HLF001	EMPLOYEE ORIENTATION	3.0	02/27/86	[REDACTED]	---
GET001	GENERAL EMP TRNG CAT 1	8.0	02/03/86	[REDACTED]	---
HLF007	DEFENSIVE DRIVING	8.0	01/29/86	INSTRUCTOR OF RECORD	---
SGE201	PROTECTION OF SAFEGUARDS INF	0.5	01/16/86	[REDACTED]	---
HLF070	SITE ORIENTATION	4.0	01/08/86	[REDACTED]	---

II. OTHER TRAINING

COURSE TITLE	DURATION IN HOURS	COURSE DATE	PRESENTING AGENCY
NRA SEC WEAPONS INST	40	06/13/86	NRA - NUCLEAR SECURITY
EL STATE WEAPONS TRNG	374	01/06/85	I.W.C.
SUPERVISOR'S TRAINING	80	03/01/82	I.W.C.
SAFEGUARDS TRAINING	20	01/08/82	EL POWER & LIGHT
ELECTRONIC SEC SYS	200	12/01/81	EL POWER & LIGHT

A-7.4.3

17 JAN 1989
10:36:07

INDIVIDUAL TRAINING RECORD INFORMATION

NAME: [REDACTED]

SSN: [REDACTED]

*** HL&P ***

II. OTHER TRAINING

COURSE TITLE	DURATION IN HOURS	COURSE DATE	PRESENTING AGENCY
<u>BASIC & MUC SECURITY</u>	<u>230</u>	<u>07/05/81</u>	<u>WACHENHUT CORP</u>
<u>MILITARY WEAPONS SYS</u>	<u>200</u>	<u>04/01/67</u>	<u>U.S. AIR FORCE</u>
<u>CLINT/INTIL</u>	<u>2080</u>	<u>01/20/66</u>	<u>U.S. AIR FORCE</u>

III. TRAINING ITEM NO.

TRAINING ITEM	TRAINING TITLE	REV. NBR	DATE OF TRAINING
<u>NONE</u>			

IV. REQUIRED READINGS

DOCUMENT TYPE	DOCUMENT TITLE	REV. NBR	DATE READ
<u>NONE</u>			

A-74.4

ORGANIZATIONAL BRIEFING AGENDA

NUCLEAR SECURITY DEPARTMENT

II

Organizational Focus

January 16, 1992 Structure

Development Methodology

April 1, 1992 Structure

Implementation Methodology

Manpower Reduction Summary

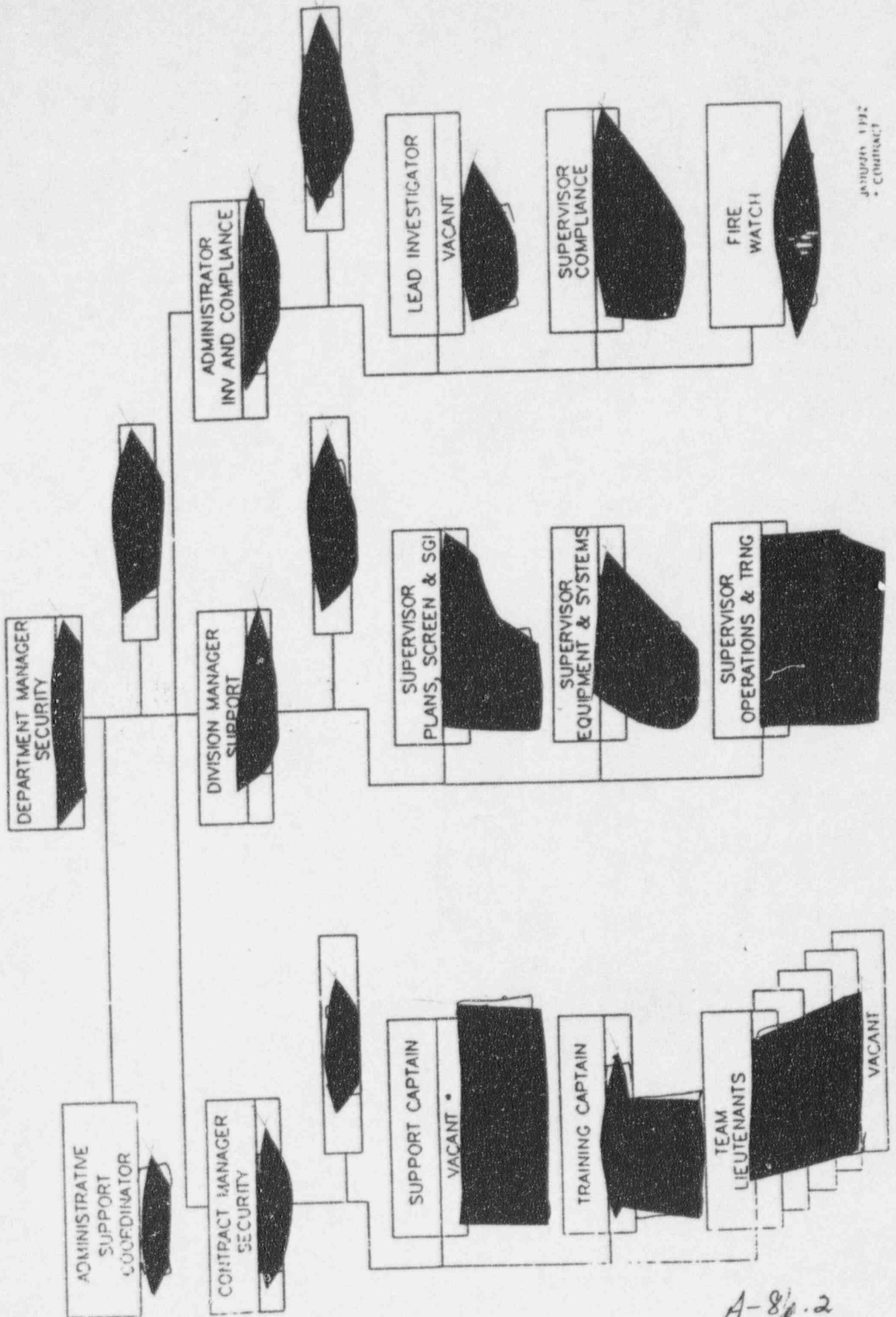
Security Services Budget

Information in this record was deleted
in accordance with the Freedom of Information
Act, exemptions 6
FOIA. 93-642

A-8b.1

4-1/49

NUCLEAR SECURITY DEPARTMENT

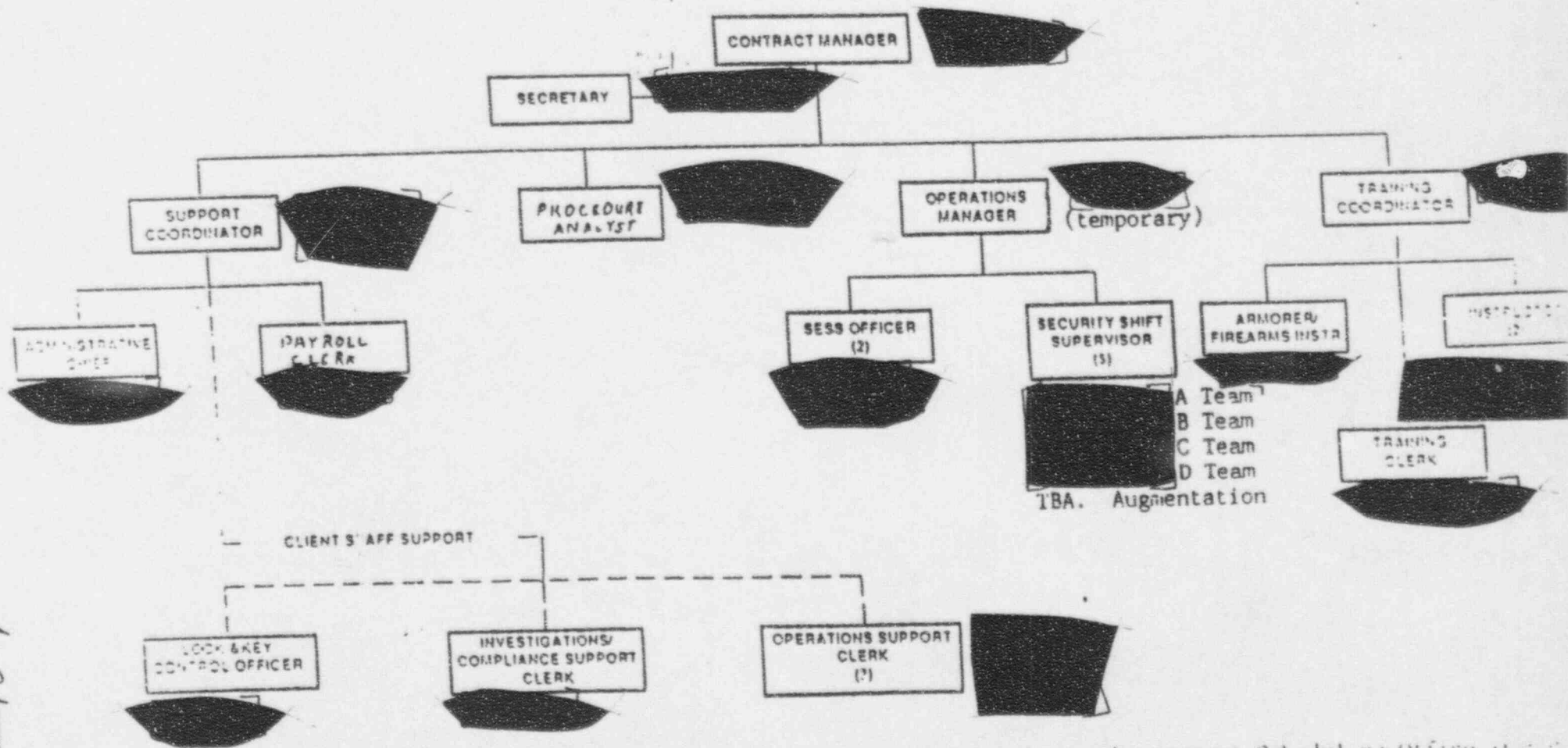


JANUARY 1992
• CONTINUED

A-8/0.2



PROPOSED
SOUTH TEXAS PROJECT
TWC CONTRACT STAFF
TABLE OF ORGANIZATION

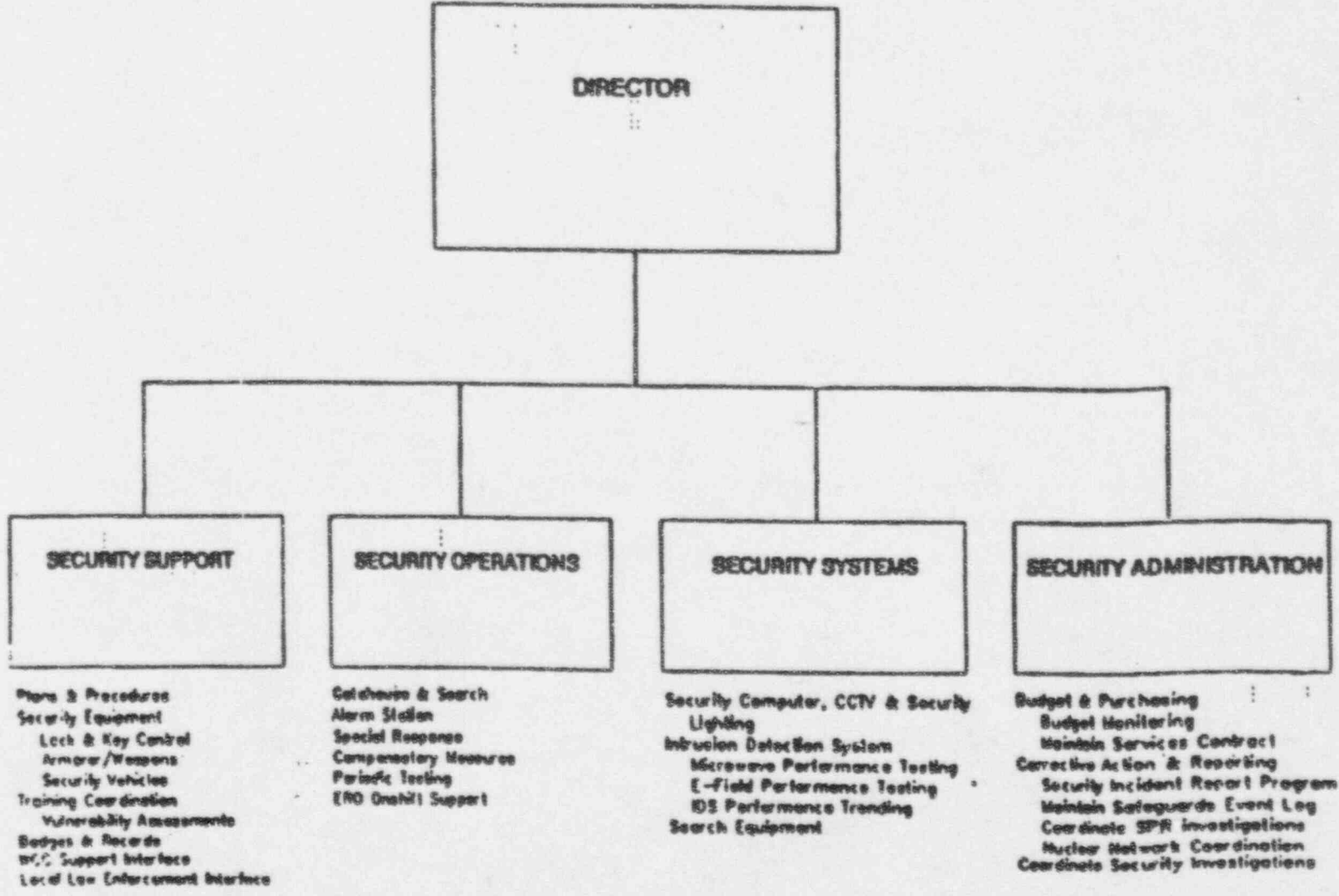


The Operations Manager position, does not increase the staff manning level, as the present Scheduling Office is required with Twelve (12) hour schedule.

A-86.3

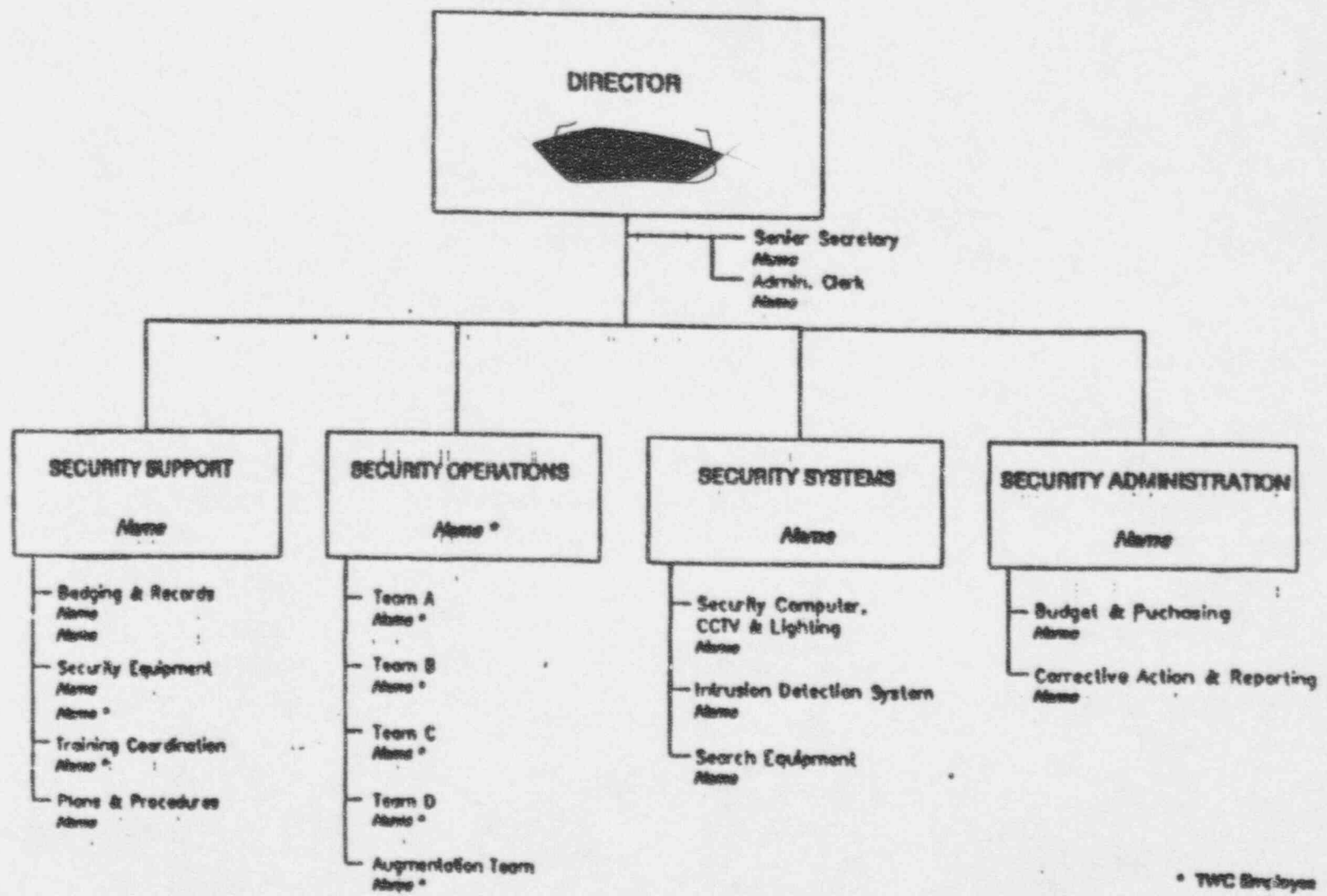
NUCLEAR SECURITY DEPARTMENT

Functional Organization



A-864

NUCLEAR SECURITY DEPARTMENT *Organization*

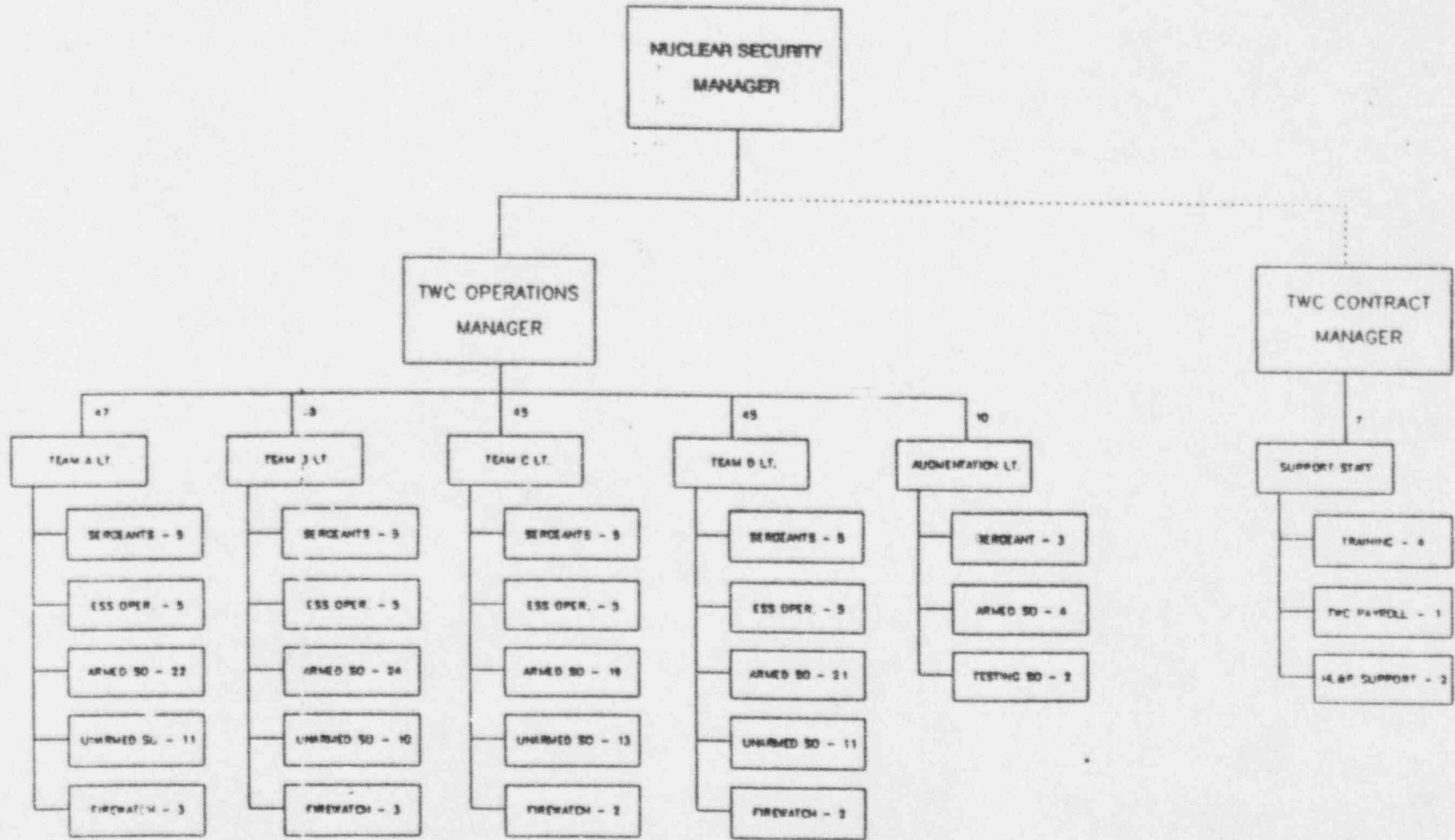


A-86.5

* TWC Employees

WACKENHUT STPEGS ORGANIZATION

APRIL 1, 1992



A-8.6.6

RESPONSIBILITY TRANSFERS

NUCLEAR SECURITY DEPARTMENT

Plant Access Authorization Program – Nuclear Licensing – 3 Personnel

Fitness For Duty Investigations – Nuclear Licensing

Wrongdoing and Misconduct Investigations – Nuclear Assurance

Safeguards Information Program – Records Management

Security Officer Training Program – Nuclear Training – Contractor Staff

Fire Watch Coordination – Plant Engineering

A-86.7

PERSONNEL REDUCTION SUMMARY

NUCLEAR SECURITY DEPARTMENT

Contractor Reductions – Reductions of Force

HL&P Reductions – 3 personnel transferred
– 1 person resigned
– 3 Reductions of Force

MANPOWER REDUCTION SUMMARY

NUCLEAR SECURITY DEPARTMENT

	JAN. 16, 1992	APR. 1, 1992
Managers	3	1
Supervisors	4	3
Professional	13	9
Clerical	2	2
TOTAL HL&P	22	15
TWC Security Force	206	196 *
TWC Support	21	8
TOTAL TWC	227	204 *
TOTAL	249	219 *

* Includes MOF Security coverage. Will reduce by 24 when MOF complete.

A-86.9

SECURITY SERVICES BUDGET



NUCLEAR SECURITY DEPARTMENT

	BUDGET	PROJECTION	VARIANCE
January 16, 1991 Status	\$7,169,974	\$8,294,127	\$1,124,153
April 1, 1991 Status Based on TWC Reductions	\$7,169,974	\$7,635,247	\$ 465,273
Variance Recovery Areas			
Incentive Fee Adjustment		\$ 58,000	
HL&P Reductions		\$ 134,705	
Non-schedule Overtime Control		\$ 238,009	
Non-identified		\$ 34,559	
Total		\$ 465,273	

A-86.10

update

SUPERVISORY LOG

Name:  Department: NSD Employee No.: 

Enter the date, the code for the action you took and the reason for the action. When you determine that the problem has been resolved, advise the employee and draw a circle around the action code. If further disciplinary action occurs, enter the information for the current action.

- PC - Positive Contact
- C - Counseling Session
- 1 - Oral Reminder (Step One)
- 2 - Written Reminder (Step Two)
- 3 - Decision Making Leave (Step Three)
- V - Voluntary Termination
- D - Discharge

SUPERVISOR'S NAME	DATE	ACTION	REASON
Information in this record was released in accordance with the Freedom of Information Act, exemptions <u>6</u> FOIA <u>83-692</u>			<u>44/50</u> <u>A-92</u>

STATEMENT OF PROFESSIONAL QUALIFICATIONS OF
[REDACTED]

Current Position

June 1986
to Present

[REDACTED]
Houston Lighting and Power Company

Duties and
Responsibilities

I report to the Supervisor, Nuclear Security Operations. I am responsible for procedure development, preparation and coordination of procedure review within the Nuclear Security Operations section. I provide assistance to the Supervisor, Nuclear Security Operations in the analysis of trends in security performance. I also provide support in purchasing of Nuclear Security equipment, research of regulatory guidance, and general Nuclear Security Operations.

May 1982
to
June 1986

Florida Power and Light Company
St. Lucie Nuclear Power Plant, Fort Pierce, Florida
Title: Contractor Security Analyst/Relief Supervisor

I reported to the Contractor Electronic Security System Shift Supervisor. I operated and analyzed data from two different Electronic Security Systems which were in use at separate times. My duties included advising the Security Shift Supervisor of alarm conditions and direction of Security Officers responding to alarms. I assisted in preoperation and operational testing of the newer system. From October 1985 until June 1986 I acted as "Relief Electronic Security System Shift Supervisor" replacing ill or vacationing ESS Shift Supervisors. In this position I reported to the Contractor Security Shift Supervisor and supervised a team of five Security Analysts. I prepared reports regarding access control and other security functions, was primarily responsible for system operability and provided advice to contractor and utility security supervision on matters pertaining to electronic security.

July 1981
to
May 1982

Florida Power and Light Company
St. Lucie Nuclear Power Plant, Fort Pierce, Florida
Job Title: Contractor Nuclear Security Officer

I reported to the Contractor Security Shift Supervisor through an interface with his deputy the "Field Lieutenant". My duties included access control, armed response, patrol, and report writing.

June 1979
to
July 1981

ABC Liquors Inc.
Job Title: Assistant Manager

I reported to the Store Manager. I directed a shift of up to 10 employees. My duties included purchasing, inventory control, and loss prevention.

June 1976
to
June 1981

Various retail positions in sales or service.

Education
Sept. 1972
to
June 1976

University of Florida
Gainesville, Florida

Undergraduate Studies in Political Science and related curricula.

Affiliations and
Clearances

American Society For Industrial Security
Nuclear Plant Unescorted Access Florida Power and
Light (St. Lucie Nuclear Power Plant)

Information in this record was deleted in accordance with the Freedom of Information Act, exemptions 6
 FOIA- 83-682

1992 STAFFING PLAN

FUNCTIONAL AREA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Executive/Admin	HL&P Contractor 0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0
Nuclear Assurance	HL&P Contractor 2	1	1	0	0	0	0	0	0	0	0	0
Total	2	1	1	0	0	0	0	0	0	0	0	0
Nuclear Licensing	HL&P Contractor 0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0
Assessment	HL&P Contractor 0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0
Nuclear Generation	HL&P Contractor 401	406	405	418	400	399	436	431	464	470	462	353
Total	401	406	405	418	400	399	436	431	464	470	462	353
Nuclear Engineering	HL&P Contractor 31	32	32	25	25	25	17	18	19	16	15	15
Total	31	32	32	25	25	25	17	18	19	16	15	15
Nuclear Support	HL&P Contractor 81	80	81	82	91	92	92	82	82	82	89	91
Total	81	80	81	82	91	92	92	82	82	82	89	91
Human Resources-Nuc	HL&P Contractor 0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0
STPEGS	HL&P Contractor 525	529	529	533	518	518	545	639	672	678	668	449
Total	525	529	529	533	518	518	545	639	672	678	668	449

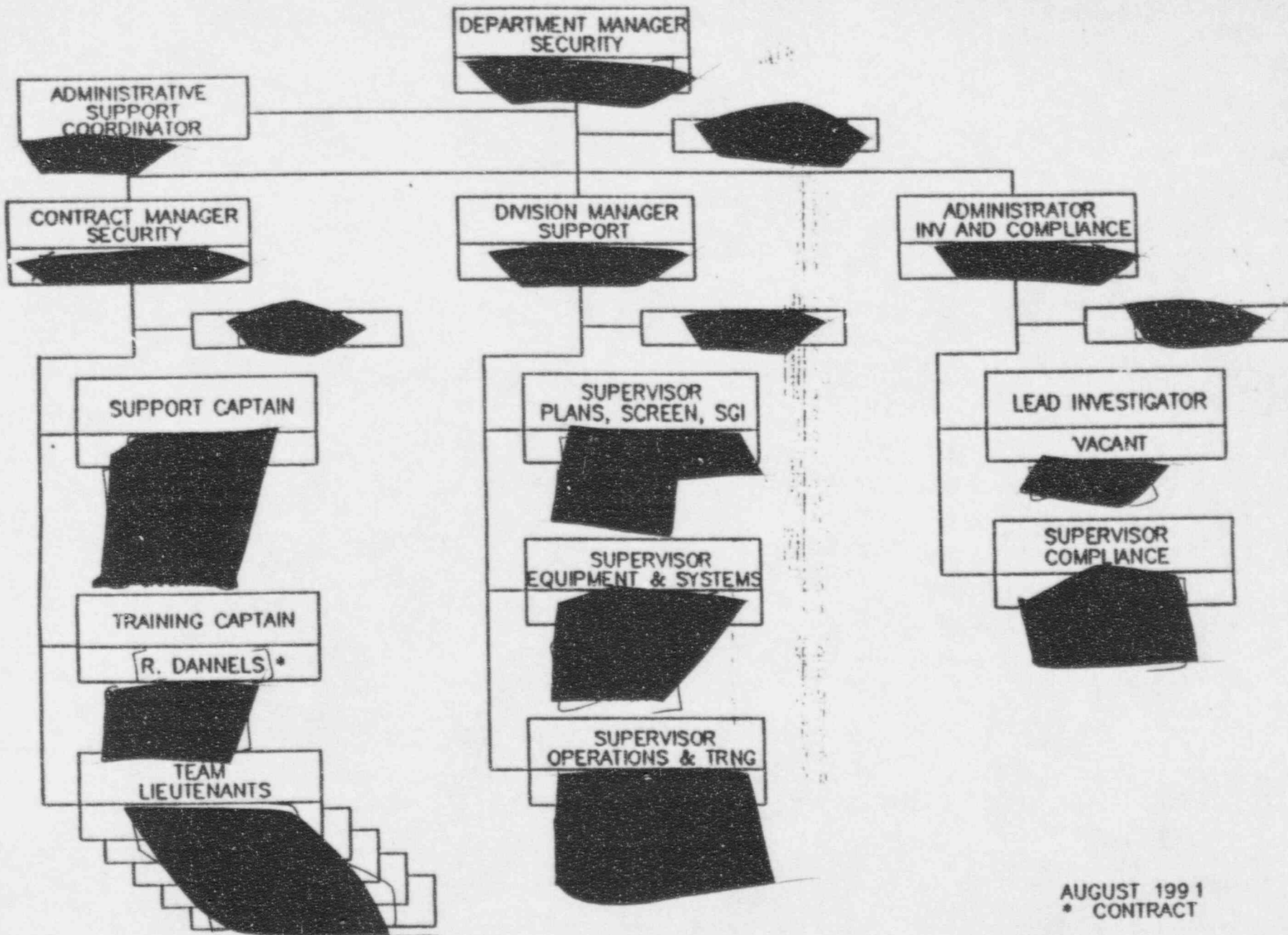
NOTE: Contractor numbers include only category I and II contractors.
 HL&P numbers do not include T&D personnel.

4/1/52

A-83.1

understand

NUCLEAR SECURITY DEPARTMENT



AUGUST 1991
* CONTRACT

A-83:2

SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION
1992 BUDGET
MANPOWER ANALYSIS BY DEPARTMENT

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
CATEGORY 06 - V.P. NUCLEAR GENERATION													
DEPARTMENT													
INTEGRATED PLANNING & SCHEDULING													
C/C 888	HL&P	56.0	54.0	51.0	55.0	55.0	55.0	56.0	54.0	55.0	55.0	55.0	56.0
	HL&P INSIDE	56.0	54.0	54.0	55.0	55.0	55.0	56.0	54.0	55.0	55.0	55.0	56.0
	HL&P OUTSIDE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	CONTRACT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	CONTRACT - I	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	CONTRACT - II	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	CONTRACT - V	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
MAINTENANCE													
C/C 840	HL&P	404.0	406.0	406.0	413.0	408.0	407.0	407.0	407.0	406.0	415.0	416.0	421.0
C/C 841	HL&P INSIDE	190.0	182.0	179.0	181.0	179.0	178.0	181.0	179.0	178.0	187.0	184.0	187.0
C/C 842	HL&P OUTSIDE	224.0	226.0	229.0	232.0	229.0	229.0	226.0	228.0	229.0	231.0	232.0	234.0
C/C 843	CONTRACT	132.0	136.0	136.0	132.0	136.0	136.0	200.0	207.0	262.0	370.0	330.0	115.0
C/C 844	CONTRACT - I	128.0	128.0	128.0	145.0	130.0	128.0	159.0	136.0	124.0	131.0	125.0	115.0
C/C 845	CONTRACT - II	8.0	10.0	10.0	7.0	6.0	8.0	58.0	58.0	104.0	109.0	109.0	0.0
C/C 847	CONTRACT - V	2.0	0.0	0.0	0.0	0.0	0.0	2.0	13.0	54.0	130.0	101.0	0.0
NUCLEAR SECURITY													
C/C 092	HL&P	21.0	21.0	21.0	21.0	21.0	21.0	20.0	20.0	20.0	20.0	20.0	20.0
	HL&P INSIDE	21.0	21.0	21.0	21.0	21.0	21.0	20.0	20.0	20.0	20.0	20.0	20.0
	HL&P OUTSIDE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	CONTRACT	242.0	241.0	240.0	239.0	238.0	237.0	218.0	215.0	214.0	213.0	212.0	211.0
	CONTRACT - I	242.0	241.0	240.0	239.0	238.0	237.0	216.0	215.0	214.0	213.0	212.0	211.0
	CONTRACT - II	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	CONTRACT - V	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
NUCLEAR TRAINING													
C/C 887	HL&P	90.0	91.0	92.0	92.0	92.0	92.0	91.0	91.0	93.0	93.0	93.0	94.0
	HL&P INSIDE	90.0	91.0	92.0	92.0	92.0	92.0	91.0	91.0	93.0	93.0	93.0	94.0
	HL&P OUTSIDE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	CONTRACT	17.0	17.0	17.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	9.0	9.0
	CONTRACT - I	14.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	9.0	9.0
	CONTRACT - II	3.0	3.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	CONTRACT - V	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Handwritten notes and initials: *revised*, *1/11/92*, *1/12/92*, *1/13/92*, *F.*

Handwritten initials: *JCS*

SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION
1992 BUDGET
MANPOWER ANALYSIS BY DEPARTMENT

PLANT MANAGER	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
C/C 860 [HLS]	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0
HLS INSIDE	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0
HLS OUTSIDE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
[CONTRACT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CONTRACT - I	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CONTRACT - H	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CONTRACT - V	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PLANT OPERATIONS												
C/C 866 [HLS]	143.0	143.0	142.0	141.0	141.0	141.0	137.0	137.0	137.0	137.0	137.0	137.0
HLS INSIDE	80.0	80.0	80.0	79.0	79.0	79.0	77.0	77.0	77.0	77.0	81.0	81.0
HLS OUTSIDE	63.0	63.0	62.0	62.0	62.0	62.0	60.0	60.0	60.0	60.0	56.0	56.0
[CONTRACT	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	12.0	8.0
CONTRACT - I	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0
CONTRACT - H	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.0	0.0
CONTRACT - V	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TECHNICAL SERVICES												
C/C 836 [HLS]	255.0	255.0	255.0	254.0	252.0	250.0	248.0	248.0	247.0	246.0	246.0	245.0
HLS INSIDE	114.0	114.0	114.0	114.0	114.0	113.0	113.0	113.0	114.0	114.0	114.0	114.0
HLS OUTSIDE	141.0	141.0	141.0	140.0	136.0	137.0	135.0	135.0	133.0	132.0	132.0	131.0
[CONTRACT	13.0	13.0	13.0	13.0	13.0	13.0	9.0	9.0	9.0	9.0	9.0	9.0
CONTRACT - I	13.0	13.0	13.0	13.0	13.0	13.0	9.0	9.0	9.0	9.0	9.0	9.0
CONTRACT - H	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0
CONTRACT - V	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	86.0	86.0
V.P. NUCLEAR GENERATION												
C/C 838 [HLS]	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0
HLS INSIDE	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0
HLS OUTSIDE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
[CONTRACT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CONTRACT - I	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CONTRACT - H	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CONTRACT - V	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

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SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION
1982 BUDGET
MANPOWER ANALYSIS BY DEPARTMENT

DEPARTMENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
CATEGORY 08 - V.P. NUCLEAR GENERATION												
DEPARTMENT												
MECHANICAL MAINTENANCE												
C/C 840	96.0	99.0	96.0	96.0	87.0	93.0	90.0	87.0	87.0	99.0	99.0	96.0
HL&P	23.0	23.0	22.0	21.0	22.0	22.0	23.0	22.0	22.0	23.0	23.0	23.0
HL&P INSIDE	76.0	76.0	76.0	76.0	76.0	76.0	76.0	76.0	76.0	76.0	76.0	76.0
HL&P OUTSIDE	27.0	27.0	27.0	27.0	27.0	27.0	27.0	27.0	27.0	27.0	27.0	27.0
CONTRACT	27.0	27.0	27.0	27.0	27.0	27.0	27.0	27.0	27.0	27.0	27.0	27.0
CONTRACT - I	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CONTRACT - H	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CONTRACT - V	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

DEPARTMENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
CATEGORY 09 - V.P. NUCLEAR GENERATION												
DEPARTMENT												
ELECTRICAL MAINTENANCE												
C/C 841	57.0	56.0	53.0	55.0	54.0	54.0	54.0	56.0	55.0	55.0	55.0	57.0
HL&P	23.0	23.0	22.0	22.0	22.0	22.0	22.0	23.0	23.0	23.0	23.0	23.0
HL&P INSIDE	84.0	83.0	83.0	83.0	82.0	82.0	82.0	83.0	82.0	82.0	83.0	84.0
HL&P OUTSIDE	8.0	9.0	9.0	13.0	15.0	17.0	16.0	15.0	21.0	21.0	21.0	11.0
CONTRACT	7.0	7.0	7.0	11.0	13.0	15.0	13.0	13.0	13.0	13.0	13.0	11.0
CONTRACT - I	1.0	2.0	2.0	2.0	2.0	4.0	3.0	2.0	2.0	2.0	2.0	0.0
CONTRACT - H	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CONTRACT - V	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

DEPARTMENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
CATEGORY 10 - V.P. NUCLEAR GENERATION												
DEPARTMENT												
I&C MAINTENANCE												
C/C 842	104.0	107.0	109.0	114.0	111.0	110.0	110.0	111.0	112.0	113.0	114.0	114.0
HL&P	29.0	29.0	28.0	29.0	28.0	28.0	29.0	28.0	27.0	29.0	29.0	29.0
HL&P INSIDE	75.0	76.0	81.0	85.0	83.0	82.0	81.0	83.0	85.0	84.0	85.0	85.0
HL&P OUTSIDE	29.0	29.0	28.0	29.0	29.0	29.0	29.0	29.0	25.0	25.0	25.0	19.0
CONTRACT	25.0	25.0	25.0	25.0	25.0	25.0	25.0	25.0	25.0	25.0	25.0	19.0
CONTRACT - I	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	0.0
CONTRACT - H	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CONTRACT - V	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

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SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION
1992 BUDGET
MANPOWER ANALYSIS BY DEPARTMENT

DEPARTMENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
MAINTENANCE SUPPORT												
C/O 843 [HLS]	20.0	20.0	21.0	22.0	22.0	20.0	19.0	19.0	20.0	22.0	22.0	22.0
HLSP INSIDE	20.0	20.0	21.0	22.0	22.0	20.0	19.0	19.0	20.0	22.0	22.0	22.0
HLSP OUTSIDE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CONTRACT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CONTRACT - I	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CONTRACT - II	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CONTRACT - V	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

DEPARTMENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
MAINTENANCE PLANNING												
C/O 844 [HLS]	56.0	57.0	56.0	57.0	56.0	57.0	56.0	56.0	56.0	57.0	56.0	57.0
HLSP INSIDE	56.0	57.0	56.0	57.0	56.0	57.0	56.0	56.0	56.0	57.0	56.0	57.0
HLSP OUTSIDE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CONTRACT	20.0	17.0	17.0	17.0	17.0	17.0	17.0	17.0	17.0	17.0	17.0	17.0
CONTRACT - I	20.0	17.0	17.0	17.0	17.0	17.0	17.0	17.0	17.0	17.0	17.0	17.0
CONTRACT - II	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CONTRACT - V	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

DEPARTMENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
MAINTENANCE MANAGER												
C/O 869 [HLS]	13.0	13.0	12.0	12.0	12.0	12.0	13.0	12.0	12.0	11.0	13.0	13.0
HLSP INSIDE	13.0	13.0	12.0	12.0	12.0	12.0	13.0	12.0	12.0	11.0	13.0	13.0
HLSP OUTSIDE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CONTRACT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CONTRACT - I	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CONTRACT - II	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CONTRACT - V	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

DEPARTMENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
MAINTENANCE MODIFICATIONS & BUFF SVCS												
C/O 947 [HLS]	25.0	26.0	27.0	27.0	26.0	26.0	26.0	26.0	26.0	26.0	27.0	26.0
HLSP INSIDE	16.0	17.0	18.0	18.0	17.0	17.0	18.0	18.0	18.0	18.0	19.0	20.0
HLSP OUTSIDE	9.0	9.0	9.0	9.0	9.0	9.0	7.0	7.0	7.0	8.0	8.0	6.0
CONTRACT	48.0	56.0	56.0	56.0	46.0	46.0	116.0	123.0	192.0	200.0	245.0	41.0
CONTRACT - I	46.0	52.0	52.0	56.0	46.0	46.0	67.0	84.0	45.0	52.0	45.0	41.0
CONTRACT - II	0.0	4.0	4.0	1.0	0.0	0.0	56.0	56.0	102.0	107.0	107.0	0.0
CONTRACT - V	2.0	0.0	0.0	0.0	0.0	0.0	2.0	13.0	45.0	121.0	92.0	0.0

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ACTIVE PERSONNEL COUNT December 31, 1991	PLANNED	HL&P	CATEGORY	CATEGORY	TOTAL	CATEGORY	CATEGORY	CATEGORY	CATEGORY	TOTAL
	HL&P STAFFING*** 12/31/91	ACTUALS* 12/31/91	I	II	HL&P/ CAT I, II	III	IV	V	VI	CATEGORY III, IV, V, VI
FUNCTIONAL AREA			12/31/91	12/31/91	12/31/91	12/31/91	12/31/91	12/31/91	12/31/91	
Exec. Admin	12	(1) 12	0	0	12	0	0	0	0	0
Nucl. Assurance	89	82	0	1	83	0	0	0	0	0
Nucl. Licensing	34	31	0	0	31	2	0	0	0	2
Assessment	9	10	1	0	11	0	10	0	0	10
Nucl. Generation	1000	(2) 965	394	50	1409	16	20	5	3	44
Nucl. Engineering	350	(3) 351	58	7	416	3	25	0	14	42
Nucl. Support	220	(5) 209	117	24	350	3	68	0	27	98
Human Resources-Nuc	30	29	3	0	32	0	0	0	7	7
Total	1744	** 1689	573	82	2344	24	123	(4) 5	51	203

*Does not include:

3 Employees on approved Leave of Absence


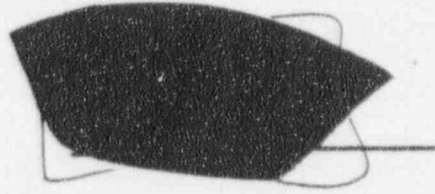
**Does not include HL&P "Corporate" Personnel (GVP-Nuclear, Mgr. Public Relations & T&E Substation Maintenance Personnel

***Planned HL&P Staffing for December 1991 = 1751

Contractor Type - Definition

- Category I - 6 months or longer
- Category II - Less than 6 months
- Category III - Not full-time
- Category IV - As needed
- Category V - Outage
- Category VI - No cost

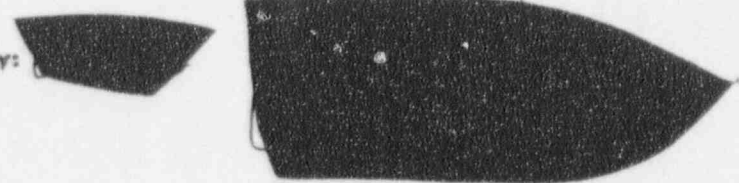
- (1) Includes 2 Trainees (3 Trainee positions authorized)
- (2) Includes 67 Trainees (67 Trainee positions authorized); and 0 Cooperative Education Students
- (3) Includes 5 Trainees (5 Trainee positions authorized); and 1 Cooperative Education Students
- (4) Includes 1 Westinghouse Personnel
- (5) Includes 0 Cooperative Education Students

Prepared by:  

1-392

CONTRACTOR STAFFING BY DEPARTMENT
December 31, 1991

FUNCTIONAL AREA	CAT I	CAT II	CAT III	CAT IV	CAT V	CAT VI	TOTAL
NUCL ASSURANCE	0	1	0	7	0	0	1
NUCL LICENSING	0	0	2	0	0	0	2
NUCL ASSESSMENTS	1	0	0	10	0	0	11
NUCL GENERATION							
Plant Ops	7	1	0	0	0	0	8
Tech Svcs	9	0	7	0	0	0	16
Maint	131	46	9	20	5	3	214
IP&S	1	1	0	0	0	0	2
Security	229	0	0	0	0	0	229
Training	17	2	0	0	0	0	19
TOTAL GENERATION	394	50	16	20	5	3	488
NUCL ENGINEERING							
Plant Engr	0	1	1	7	0	11	20
Design Engr	23	4	2	18	0	2	49
NPE&M	35	2	0	0	0	1	38
TOTAL ENGINEERING	58	7	3	25	0	14	107
NUCL SUPPORT							
Site Facil	106	12	3	58	0	14	193
IS&M	4	0	0	0	0	0	4
Info Resour	5	0	0	5	0	4	14
RMS & A	2	12	0	5	0	9	28
Controls	0	0	0	0	0	0	0
TOTAL SUPPORT	117	24	3	68	0	27	239
HR-H	3	0	0	0	0	7	10
TOTAL ALL	573	82	24	123	5	51	858



Prepared by: 

PERSONNEL STATISTICAL
REPORT


December 31, 1991

FUNCTIONAL AREA	RESIGNATIONS			PROMOTIONS			TOTAL MOVEMENT			PERCENT ATTRITION		PERCENT NOTION FACTOR				
	A P T R D V E D	A S T A U A F N G	N E M W N I R E S I G N A T I O N S	TRANSFERS			MON		YTD		MON		YTD			
EXEC ADMIN	12	12	0	0	0	3	0	3	0	6	12	0.000	0.000	0	0.5	
NUCLEAR ASSURANCE	89	82	0	0	8	2	12	0	7	2	27	81	0.000	0.095	0.024	0.325
NUCLEAR LICENSING	34	31	0	0	1	0	12	0	8	0	21	31	0.000	0.032	0	0.677
ASSESSMENT	9	10	0	0	2	1	4	0	3	1	9	9	0.000	0.224	0.1	0.5
NUCLEAR GENERATION	1000	965	9	3	57	18	212	1	21	22	292	960	0.003	0.060	0.022	0.302
NUCLEAR ENGINEERING	350	351	1	5	46	8	5	0	11	13	136	354	0.014	0.135	0.037	0.387
NUCLEAR SUPPORT	220	209	1	2	18	7	44	6	12	15	73	211	0.010	0.085	0.071	0.346
HR-BI	30	29	0	0	9	2	6	1	1	3	16	30	0.000	0.293	0.303	0.551
TOTAL	1744	1689	11	10	141	38	371	8	46	56	580	1688	0.006	0.084	0.033	0.343

* Does not include:
3 Employees on Approved Leave of Absence
**Includes Cooperative Education Students
***Includes Transfers Out of the Nuclear Group

Prepared by  

1-3-92

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JAN 6 1992

NUCLEAR GENERATION




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ACTIVE PERSONNEL COUNT	PLANNED NL&P	NL&P ACTUALS**	CATEGORY I	CATEGORY II	TOTAL NL&P/ CAT I&II	CATEGORY III	CATEGORY IV	CATEGORY V	CATEGORY VI	TOTAL CATEGORY
December 19, 1991	STAFFING*** 12/31/91	12/19/91	12/19/91	12/19/91		12/19/91	12/19/91	12/19/91	12/19/91	III, IV, V, VI
FUNCTIONAL AREA										
Exec. Admin	12	(1) 12	0	0	12	0	0	0	0	0
Nucl. Assurance	89	82	0	1	83	0	0	0	0	0
Nucl. Licensing	34	31	0	0	31	2	0	0	0	2
Assessment	9	10	1	0	11	0	10	0	0	10
Nucl. Generation	1000	(2) 963	417	92	1472	16	20	7	3	46
Nucl. Engineering	350	(3) 351	66	14	431	2	21	0	16	39
Nucl. Support	220	(5) 211	118	24	353	3	68	0	27	98
Human Resources-Nuc	30	29	3	0	32	0	0	0	7	7
Total	1744	1689	605	131	2425	23	119	(4) 7	53	202

***Does not include: 3 Employees on approved Leave of Absence
 **Does not include NL&P "Corporate" Personnel (GVP-Nuclear, Ngr. Public Relations & T&D Substation Maintenance Personnel)
 ***Planned NL&P Staffing for December 1991 = 1751

Contractor Type - Definition
 Category I - 6 months or longer
 Category II - Less than 6 months
 Category III - Not full-time
 Category IV - As needed
 Category V - Outage
 Category VI - No cost

- (1) Includes 2 Trainee (2 Trainee positions authorized)
- (2) Includes 58 Trainees (58 Trainee positions authorized); and 1 Cooperative Education Students
- (3) Includes 5 Trainees (5 Trainee positions authorized); and 3 Cooperative Education Student
- (4) Includes 1 Westinghouse Personnel
- (5) Includes 2 Cooperative Education Students

Prepared by:   
 Date: 12/20/91

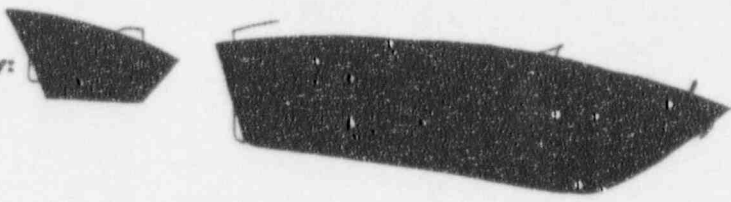
~~CONFIDENTIAL~~

CONTRACTOR STAFFING BY DEPARTMENT

December 19, 1991

FUNCTIONAL AREA	CAT I	CAT II	CAT III	CAT IV	CAT V	CAT VI	TOTAL
MUCL ASSURANCE	0	1	0	0	0	0	1
MUCL LICENSING	0	0	2	0	0	0	2
MUCL ASSESSMENTS	1	0	0	10	0	0	11
MUCL GENERATION							
Plant Ops	7	1	0	0	0	0	8
Tech Svcs	16	0	7	0	0	0	23
Maint	146	88	9	20	7	3	273
IP&S	1	1	0	0	0	0	2
Security	230	0	0	0	0	0	230
Training	17	2	0	0	0	0	19
TOTAL GENERATION	417	92	16	20	7	3	555
MUCL ENGINEERING							
Plant Engr	0	2	1	7	0	14	24
Design Engr	30	5	1	14	0	1	51
NP&WH	36	7	0	0	0	1	44
TOTAL ENGINEERING	66	14	2	21	0	16	119
MUCL SUPPORT							
Site Facil	106	12	3	58	0	14	193
ISEM	4	0	0	0	0	0	4
Info Resour	5	0	0	5	0	4	14
BRS & A	3	12	0	5	0	9	29
Controls	0	0	0	0	0	0	0
TOTAL SUPPORT	118	24	3	68	0	27	240
NR-B	3	0	0	0	0	7	10
TOTAL ALL	605	131	23	119	7	53	938

Prepared by:



A-83.11

redacted

STATEMENT OF PROFESSIONAL QUALIFICATIONS OF

Current Position
April 1987 to
Present

Houston Lighting and Power
[redacted]

Duties and
Responsibilities

I report to the General Supervisor, Nuclear Security Operations and Training. I am responsible for directing and administrating the functional day-to-day activities of the STPEGS Nuclear Security Force. I am responsible for ensuring Nuclear Security Indepartmental Procedure, Nuclear Security Plan General Procedures, Nuclear Security Plant General Procedures, Nuclear Security Force Post Orders, Nuclear Security Force General Security Instructions that relate to the operation of the STPEGS Nuclear Security Force are implemented and enforced. I am responsible for coordinating the day-to-day operational security matters with the Plant Operations Supervisor. I am responsible for the direct "overall" supervision of the Nuclear Security Force Coordinator's and the relief Security Force Coordinator.

October 1986
to April 1987

Houston Lighting and Power
[redacted]

Duties and
Responsibilities

I report to the Supervisor, Outage and Modification Support section. I am responsible for the accuracy and completeness of work in support of the Physical Protection Services Division. I supervise and coordinate the activities of the Systems Modification and Maintenance section. I ensure that documentation is provided for equipment malfunctions, failures, maintenance, and testing as required by the NRC and developed security procedures. I also helped develop and supervise the STNGS lock and key control program.

March 1986
to
October 1986

Houston Lighting & Power Company
[redacted]

Duties and
Responsibilities

I reported to the Nuclear Security Operations Supervisor and was responsible for advising him on security shift operational problems. I was also responsible for assisting in the creation and formation of security procedures and security force instructions.

A-101.2
H/S3

[REDACTED]

HIRE DATE: [REDACTED]
EMPLOYEE NUMBER: [REDACTED]

SOCIAL SECURITY NUMBER: [REDACTED]
BIRTH DATE: [REDACTED]

September 1983
to
March 1986

FP&L Co. Plant St. Lucie Nuclear
Power Plant, Ft. Pierce, FL.
Job Title: Contractor Security Shift Supervisor

Duties and
Responsibilities

I was responsible for the supervision of the security force on a daily basis. I had the responsibility of dispatching security personnel to investigate alarms, overseeing the operation of communication equipment and insuring that all duties were performed in accordance with the Plant Security Plan, Security Procedures, Security Force Memorandums and Security Force Instructions, maintenance of the Shift Supervisor's Log Book and directing the response activities of the on-site security organization. I was also liaison with Local Law Enforcement and Plant Management.

February 1983
to
September 1983

FP&L Plant St. Lucie Nuclear Power Plant, St. Pierce,
FL
Job Title: Contractor Field Supervisor/Response Team
Leader

Duties and
Responsibilities

I was responsible for ensuring that the integrity of the protected area was maintained. When responding to a threat, I took command of the response team and coordinated the assignment and deployment of the team. I prescribed the equipment to be used, briefed the team on known contingency problems and prescribed the route of travel and tactics to be used. If necessary, I was qualified to assume the Shift Supervisor's position.

November 1981
to
February 1983

FP&L Co. Plant St. Lucie Nuclear Power Plant, Ft.
Pierce, FL
Job Title: Contractor Security Officer

Duties and
Responsibilities

I was responsible for the day to day operation of the Plant Security Program as directed by implementing procedures and security force instruction.

June 1964
to
November 1981

United States Army
Rank: Sergeant First Class
Major Assignments:
(May 1976 - November 1981) Club Manager, United States Army Club Management Directorate
(April 1972 - May 1976) Platoon Sergeant and Squad Leader, W. Germany and Virginia (August 1966 - April 1972) U.S. Army Recruiter and Career Counselor US Army Recruiting Command Washington, D.C.
(June 1964 - August 1966) Squad Leader, North Carolina and Vietnam

**Education and
Training**

Academic:

30 Semester hours, Criminal Justice, Indian River
Community College, Ft. Pierce, FL.

Military:

48th Group Leadership School (4 weeks - 1961)
U.S. Army Recruiting and Career
Counseling School (5 weeks - 1966)
Tascom NCO Academy (5 weeks - 1972)
U.S. Army Club Management School (5 weeks - 1976)
NAGE Management and Employee Relations Course
(2 weeks - 1979)

**Affiliations
and Clearances**

Secret Clearance - Department of the Army
Nuclear Plant Unescorted Access
FP&L Plant St. Lucie, Ft. Pierce, FL

A-101.4

W. W. [unclear]

STATEMENT OF PROFESSIONAL QUALIFICATIONS OF



Current Position
August 1986 to
Present

Security Coordinator
Houston Lighting and Power Company

Duties and
Responsibilities

I report to the Senior Coordinator, Systems Modification and Maintenance Section, Physical Protection Services Division, Nuclear Security Department. I evaluate alarm station operations to ensure compliance with developed security procedures, and interface with security operations on compensatory measures when security components are non-operational. I assist in the development and conduct of security training regarding all security systems, and in the evaluations of alarm station operators in security systems related areas. I provide documentation of equipment malfunctions, failures, maintenance, and testing as required by NRC and developed security procedures. I write security systems modification requests.

June, 1980, to
August, 1986

Public Safety Officer
Tennessee Valley Authority
Chattanooga, Tennessee

Duties and
Responsibilities

Assigned to CAS/SAS; coordination of all departments medical drills and training; scheduling and coordination of shift personnel; coordination of all work activities by support personnel to ensure adequate level of security; evaluation and assessment of all physical security systems.

July, 1978 to
May, 1980

Airport Policeman
City of Chattanooga

Duties and
Responsibilities

Performing all responsibilities related to law enforcement and public relations.

Education and
Training

Academic

University of Tennessee at Chattanooga 21 hours required for completion of bachelor's degree in Criminal Justice; 30 hours required for completion of bachelor's degree in Industrial Management.

Training

- State of Tennessee Vocational Fire School
- Department of Transportation Aviation Security Academy
- Cleveland State Community College (TVA) Nuclear Security

A-102.2 7/7/54

[REDACTED]

HIRE DATE: [REDACTED]
EMPLOYEE NUMBER: [REDACTED]
SOCIAL SECURITY NUMBER: [REDACTED]
BIRTH DATE: [REDACTED]

Certifications

- State of Tennessee Emergency Medical Technician
- Instructor, Cleveland State Community College,
Emergency Medical Technician and First Responder
- City of Red Bank, Tennessee - Volunteer Fire
Department

A-102.3

undated



RESUME OF QUALIFICATIONS

PROFESSIONAL DATA:

Certifications: State of Tennessee-Emergency Medical Technician
I.V. Technician
City of Red Bank -Volunteer Fire Department

Instructor - CLEVELAND STATE COMMUNITY COLLEGE
Under auspices of TENNESSEE VALLEY AUTHORITY
Ass't Instructor-Emergency Medical Technician
Primary Instructor-First Responder
**Includes developing lesson plans and teaching at numerous other locations.

EDUCATION:

Attending
UNIVERSITY OF TENNESSEE AT CHATTANOOGA
Criminal Justice degree (21 hrs needed)
Industrial Management degree (30 hrs needed)

Specialized Training:

State of Tennessee Vocational Fire School
Department of Transportation Aviation Security Academy
Cleveland State Community College (TVA)
Nuclear Security

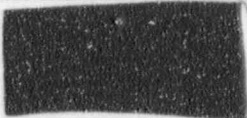
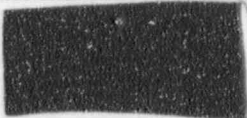
EMPLOYMENT HISTORY:

06/80 - Present Public Safety Officer, TENNESSEE VALLEY AUTHORITY, Chattanooga, Tennessee
Handling all responsibilities of security at nuclear power plant.
** Assigned to CAS/SAS (5 years).

07/78 - 05/80 Airport Policeman, CITY OF CHATTANOOGA
Performing all responsibilities of law enforcement and Public relations.

03/76 - 06/78 Parts Clerk, CITY OF CHATTANOOGA, Public Works Garage
Maintaining reports and orders...Assisting and assigning materials.

PERSONAL DATA:

Date of Birth: 
Marital Status: 

44/55

Information in this record was deleted in accordance with the Freedom of Information Act, exemptions 6

FOIA- 93-642

Willing to TRAVEL/RELOCATE
REFERENCES FURNISHED UPON REQUEST

A-104

200/200

STATEMENT OF PROFESSIONAL QUALIFICATIONS OF

Current Position
January 1986
to Present

[REDACTED]
Houston Lighting and Power Company

Duties and
Responsibilities

I report to the Nuclear Security Operations Supervisor and am responsible for advising him on all operational security matters. My responsibilities also include: reviewing and coordinating the implementation of the Electronic Security System; initializing a training program for security analysts; reviewing, creating and writing changes to the Plant Security Plan, Training and Qualification Plan, and various procedures; inspecting all security systems and equipment; creating and writing Security Procedures, General Security Instructions and Post Orders; training and supervising on-duty Security Force Coordinators; and general operations of the Nuclear Security Contract Guard Force to include adherence to all pertinent HL&P policies and procedures.

January 1985
to
January 1986

Florida Power & Light Company's St. Lucie Nuclear Power Plant, Ft. Pierce, Florida
Job Title: Contractor Asst. Chief of Operational Safety

Duties and
Responsibilities

I directly and indirectly supervised the daily activities of 185 security officers and supervisors. I also wrote changes to the FP&L Security Plan, Security Procedures and Security Force Instructions, and insured that the guard force adhered to all policies and procedures as set forth in 10CFR 73.55, FP&L's Security Plan, Emergency Plan Implementing Procedures, Security Procedures, Security Force Instructions and Training and Qualification Plan. I investigated alleged violations and interfaced with NRC inspectors. My duties also included investigating disciplinary problems, and recommending actions to be taken.

April 1982
to
July 1983

Florida Power & Light Company's Plant St. Lucie Nuclear Plant, Ft. Pierce, Florida
Job Title: Contractor Electronic Security System Supervisor

Duties and
Responsibilities

I helped to develop and write new policies and procedures governing the operational aspects of the newly installed electronic security system, and also trained security analysts for this new system. I was responsible for supervising the analysts in the daily system operations, and was instrumental in helping to integrate the new electronic security system into the overall security operation at Plant St. Lucie.

47/57

<p>July 1981 to April 1982</p>	<p>Florida Power & Light Company's Plant St. Lucie Nuclear Power Plant, Ft. Pierce, Florida Job Title: Contractor Electronic Security System Shift Supervisor</p>
<p>Duties and Responsibilities</p>	<p>I directly supervised seven security analysts, and was responsible for the daily operations of the electronic security system.</p>
<p>June 1971 to July 1981</p>	<p>Various retail/wholesale sporting goods and electronics businesses Job Titles: Asst. Mgr., Manager, Owner/Manager</p>
<p>Duties and Responsibilities</p>	<p>I was responsible for all facets of retail trade including security systems, protection of assets and weapons and ammunition protection.</p>
<p>September 1965 to September 1969</p>	<p>United States Air Force Rank: Sergeant Major Assignment: Intelligence Operative/Security Operative - Korean Linguist Airborne Electronics Specialist Duty in Vietnam, Korea, Japan and other far eastern countries</p>
<p>Education and Training</p>	<p>Academic: 1970 through 1971 - York College of Pennsylvania, York, PA English Major 1982 through 1983 - Indian River Community College, Ft. Pierce Florida Computer Science Major</p> <p>Military/Professional 1966 - West Coast Defense Language Institute, Monterey, CA Korean Language and Oriental Philosophies 1967 - Intelligence and Intercept School, San Angelo, TX Military Intelligence and Airborne Electronic Specialization 1967 - Survival Training School, Spokane, WA 1967 - Jungle and Sea Survival School, Itizuke, Japan</p>
<p>Affiliations and Clearances</p>	<p>*American Society for Industrial Safety *Top Secret Crypto Clearance - Dept. of Defense *Nuclear Plant Unescorted Access - Florida Power and Light Company</p>

mandated

HOUSTON LIGHTING & POWER COMPANY

Terminal Evaluation

ROUTE TO	INITIAL
RETURN TO EMPLOYEE RELATIONS	

The Terminal Evaluation Form is a composite assessment of the employee's record with the company. This information is rated **CONFIDENTIAL** and should be made available only to the Departmental Supervisory Personnel, and the Employee Relations Department.

USE OF THIS FORM

When Form 310 is issued, the Supervisor will complete the Terminal Evaluation. This form is then sent with the pink copy of Form 310 to Employee Relations.

MAY 08 1959

NAME

[REDACTED]

POSITION

[REDACTED]

DEPARTMENT

Nuclear Security

WORK LOCATION

South Texas Project

DATE EMPLOYED

[REDACTED]

DATE TERMINATED

[REDACTED]

Information in this record was deleted
 in accordance with the Freedom of Information
 Act, exemptions b
 FOIA 93-642

~~CONFIDENTIAL~~

47/59

W. J. [unclear]

HOUSTON LIGHTING & POWER COMPANY



Terminal Evaluation

ROUTE TO	INITIAL
RETURN TO EMPLOYEE RELATIONS	



The Terminal Evaluation Form is a composite assessment of the employee's record with the company. This information is rated CONFIDENTIAL and should be made available only to the Departmental Supervisory Personnel, and the Employee Relations Department.

USE OF THIS FORM

When Form 310 is issued, the Supervisor will complete the Terminal Evaluation. This form is then sent with the pink copy of Form 310 to Employee Relations.

NAME  POSITION 

DEPARTMENT Nuclear Security WORK LOCATION STP

DATE EMPLOYED  DATE TERMINATED 

Information in this record was deleted in accordance with the Freedom of Information Act, exemptions 1, 7
FOIA- 93-642

~~CONFIDENTIAL~~ 11/60

NO ACTION NJT

Accounting Dept. No.	
Adse	Tel. Chg.

TERMINATION NOTICE

 Date Issued: 5/5/92

NAME - LAST, FIRST, MIDDLE		Date Employed
[REDACTED]		8/12/86
DEPARTMENT	OCCUPATION	
Nuclear Security	[REDACTED]	
IF FINAL CHECK IS TO BE MAILED, LIST MAILING ADDRESS BELOW		
[REDACTED]		

1	Emp. No.	2	DO NOT USE	
	[REDACTED]		Effective Date	
3	OP Cd	X	FINAL (310)	
	3			

SEMI-MONTHLY PAYROLL RECORD MUST BE SUBMITTED FOR NON-EXEMPT SALARIED EMPLOYEES FOR THE CURRENT PAY PERIOD.

LAST DAY ACTIVELY AT WORK OR OBSERVING VACATION 1 [REDACTED]

LAST DAY OF PAID ABSENCE FOLLOWING LAST DAY ACTIVELY AT WORK
If applicable, enter date and submit Lost Time Authorization for period of absence, or submit Semi-Monthly Payroll Record. 2 [REDACTED]

LAST DAY OF UNPAID ABSENCE FOLLOWING LAST DAY PAID THROUGH
If applicable, enter date and submit Lost Time Authorization for period of absence, or submit Semi-Monthly Payroll Record for the current pay period. The date entered should be the date the supervisor was notified that the employee did not intend to return to work or the date the decision was made to release the employee. 3 [REDACTED]

TERMINATION DATE - Same as latest date entered in boxes 1, 2, and 3. (Retired employees' termination date should be the last day of the month). 4 [REDACTED]

EARNED VACATION NOT OBSERVED - Enter number of work days to be paid for
NOTE: These days are not to be included in the dates entered in boxes 1, 2, 3, 4 5 10

FLOATING HOLIDAY(S) NOT OBSERVED - Enter number of holidays to be paid for
List Holiday(s) to be paid for
NOTE: These days are not to be included in the dates entered in boxes 1, 2, 3, 4 6 0

FLOATING HOLIDAY(S) OBSERVED IN ADVANCE OF THE CALENDAR HOLIDAY
Enter number of days to be docked for and list 7 0

REASON FOR TERMINATION - Enter an "X" in the appropriate box.

() RESIGNED. State reason for resignation in COMMENTS area.

(X) RELEASED. State detailed explanation for release in COMMENTS area.

() RETIRED.

() DECEASED.

() LONG TERM DISABILITY

PERSONNEL USE ONLY

TERM CD

636

HR INFORMATION CENTER

MAY 06 1992

COMMENTS: Reduction in force.

WOULD YOU REHIRE? Yes If NO, state reason.

DEPARTMENT HEAD APPROVAL	SUPERVISOR APPROVAL
[REDACTED]	[REDACTED]

INSTRUCTIONS: When an employee resigns or is released, this form will be prepared by the Supervisor. All copies will be approved by the Department Head. After approval, forward to the appropriate Department as indicated on each copy. The Payroll Accounting Department will not recognize this form unless it has been signed by the Supervisor and approved by the Department Head.

undated

HOUSTON LIGHTING & POWER COMPANY



Terminal Evaluation

ROUTE TO	INITIAL
RETURN TO EMPLOYEE RELATIONS	


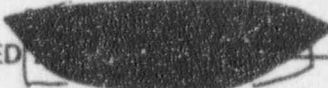
The Terminal Evaluation Form is a composite assessment of the employee's record with the company. This information is rated **CONFIDENTIAL** and should be made available only to the Departmental Supervisory Personnel, and the Employee Relations Department.

USE OF THIS FORM

When Form 310 is issued, the Supervisor will complete the Terminal Evaluation. This form is then sent with the pink copy of Form 310 to Employee Relations.

NAME  POSITION 

DEPARTMENT Nuclear Security WORK LOCATION STP

DATE EMPLOYED  DATE TERMINATED 

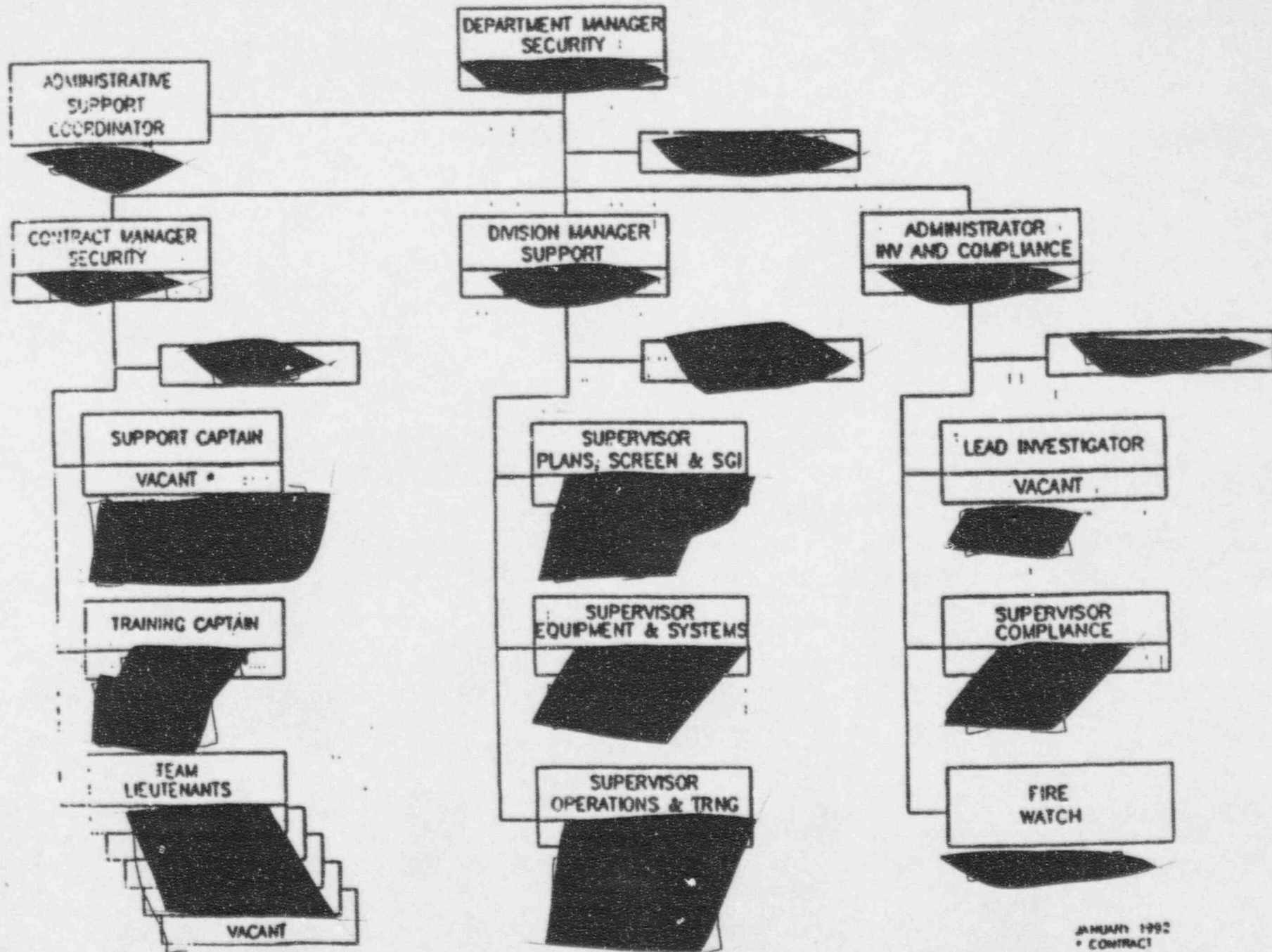
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in accordance with the Freedom of Information
Act, exemptions 6
FOIA: 93-642

~~CONFIDENTIAL~~

44/61

NUCLEAR SECURITY DEPARTMENT

83
2



TERMINATION NOTICE

Date Issued: _____

NAME - LAST, FIRST, MIDDLE		Date Employed
[REDACTED]		[REDACTED]
DEPARTMENT	OCCUPATION	
Nuclear Security	[REDACTED]	
IF FINAL CHECK IS TO BE MAILED, LIST MAILING ADDRESS BELOW		
[REDACTED]		

1	Emp. No.	2	DO NOT USE
[REDACTED]			Effective Date

3	OP Cd	X	FINAL (310)
	3		

LAST DAY ACTIVELY AT WORK OR OBSERVING VACATION OR HOLIDAY ----- 1

1	Last Date Worked
	[REDACTED]

LAST DAY OF PAID ABSENCE FOLLOWING LAST DAY ACTIVELY AT WORK ----- 2
If applicable, enter date and submit Absence Report for period of absence.

2	DATE
	[REDACTED]

LAST DAY OF UNPAID ABSENCE FOLLOWING LAST DAY PAID THROUGH ----- 3
If applicable, enter date and submit Time Off Without Pay form for period of absence. The date entered should be the date the supervisor was notified that the employee did not intend to return to work or the date the decision was made to release the employee. -----

3	DATE

TERMINATION DATE - Same as latest date entered in boxes 1, 2, and 3 ----- 4

4	DATE
	[REDACTED]

EARNED VACATION NOT OBSERVED. Enter number of work days to be paid for ----- 5
NOTE: These days are not to be included in the dates entered in boxes 1, 2, 3, 4 -----

5	No. of Days
	15

FLOATING HOLIDAY(S) NOT OBSERVED. Enter number of holidays to be paid for. List Holiday(s) to be paid for ----- 6

6	No. of Days
	0

FLOATING HOLIDAY(S) OBSERVED IN ADVANCE OF THE CALENDAR HOLIDAY, ----- 7
Enter number of days to be docked for and list -----

7	No. of Days
	0

REASON FOR TERMINATION. Enter an "X" in the appropriate box.

- (X) RESIGNED. State reason for resignation in COMMENTS area.
- () RELEASED. State detailed explanation for release in COMMENTS area.
- () RETIRED.
- () DECEASED
- () LONG TERM DISABILITY

PERSONNEL USE ONLY

TERM CD		
---------	--	--

COMMENTS: To become self employed.

WOULD YOU REHIRE? Yes If NO, state reason. _____

DEPARTMENT HEAD APPROVAL

[REDACTED SIGNATURE]

SUPERVISOR APPROVAL

[REDACTED SIGNATURE]

INSTRUCTIONS: When an employee resigns or is released, this form will be prepared by the Supervisor. All copies will be approved by the Department Head. After approval, forward to the appropriate Department as indicated on each copy. The Payroll Accounting Department will not recognize this form unless it has been signed by the Supervisor and approved by the Department Head.

undated

SUPERVISORY LOG

CONFIDENTIAL

Name: [Redacted] Department: Nuc. Security Employee No: [Redacted]

Enter the date, the code for the action you took and the reason for the action. When you determine that the problem has been resolved, advise the employee and draw a circle around the action code. If further disciplinary action occurs, enter the information for the current action.

- PC - Positive Contact
- C - Counseling Session
- 1 - Oral Reminder (Step One)
- 2 - Written Reminder (Step Two)
- 3 - Decision Making Leave (Step Three)
- V - Voluntary Termination
- D - Discharge

SUPERVISOR'S NAME	DATE	ACTION	REASON
[Redacted]	11/13/87	1	Discussed with [Redacted] responsibility as supervisor to make conservative decisions security to effectly implement procedures
[Redacted]	11/19/87	PC	Discussed the constructive discipline program and my expectation of [Redacted]

H001 *11/62*

PERSONAL ILLNESS AND FAMILY ILLNESS -- 1990

16-4444
7-1

NAME	DATE	REASON	HOURS
[REDACTED]	5/14/90	Sick	8
[REDACTED]	6/19/90	Sick	8
[REDACTED]	5/22/90	FI	1

			17
[REDACTED]	2/21/90	Sick	8
[REDACTED]	5/31/90	Sick	1.5
[REDACTED]	6/15/90	Sick	1.5
[REDACTED]	6/20/90	Sick	5.5
[REDACTED]	6/21/90	Sick	8

			24.5 x 2 = 49
[REDACTED]	5/15/90	Sick	4
[REDACTED]	6/8/90	Sick	3.5
[REDACTED]	6/18/90	Sick	4

			11.5
[REDACTED]	2/18/90	FI	8
[REDACTED]	1/25-26/90	Sick	16
[REDACTED]	2/19/90	Sick	8
[REDACTED]	3/7/90	Sick	8
[REDACTED]	3/9/90	Sick	8
[REDACTED]	4/24-25/90	Sick	16
[REDACTED]	5/14-15/90	Sick	16
[REDACTED]	5/18/90	Sick	4
[REDACTED]	6/18/90	Sick	1.5

			85.5
[REDACTED]	5/2/90	FI	8
[REDACTED]	1/29-31/90	Sick	24
[REDACTED]	3/7-8/90	Sick	16
[REDACTED]	4/23/90	Sick	8

			48
[REDACTED]	5/10/90	Sick	8
[REDACTED]	6/11/90	Sick	4

			12

8/49 = 6-1 day

Indicated in this record was deleted
 in accordance with the Freedom of Information
 Act, exemptions 6
 FOIA - 93-642

44/63
H003

Hands-on-Certification, (HOC)...also known as a 'Task'

An HOC is a formalized, written methodology for an instructor to determine and document a security officer's qualification to perform a given task such as: the use of deadly force, protection of security system information, alarm station operation etc.. ((see 10CFR73.55 App. B, section II, para. D)) This determination is known as "tasking" an officer. An officer is not allowed to perform a security task, without trained and qualified assistance, until properly certified.

HOCs are reviewed by quality assurance personnel and regulatory agencies to ensure that officers are being properly trained in the performance of their duties.

An STP licensing document, The Security Training and Qualification Plan, sets forth each HOC by type and personnel required to be certified (armed response officer, search officer, CAS/SAS operator, etc..) Not all personnel are required to be certified in all tasks.

An HOC may have several 'checkpoints' in which a security officer must demonstrate knowledge and skill, either by physical performance of the task or by verbal answers.

The instructor grades the security officer's performance of the task on a 'Pass/Fail' basis only. The HOC is marked by the instructor as either Passed or Failed and signed and dated by the instructor and the student. The HOC then becomes a part of the officer's training record and is retained for a length of time as stated in the Physical Security Plan (the length of employment plus three years for initial certification.)

In order to certify an officer as being able to perform a task, the instructor obviously must be trained, experienced and somewhat skilled in the performance of the task in question.

At one time, I was judged by the STP Nuclear Training Dept. and Nuclear Security Dept. management as the only licensee supervisor qualified to document and attest to the qualifications of personnel being assigned to all security duties, to include weapons training; and the only licensee supervisor qualified to "Task" CAS/SAS operators.

For the detailed regulatory requirements for training security officers, to include tasking and documentation, please see 10CFR73.55, App. B, sections II, III, IV and V.

H014

A-72

77/64

OFFICE MEMORANDUM

To

From

Subject

Written Reminder
SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

7-18-65

This morning I spoke with you in reference to your failure to insure that the safeguards repositories in your office were secure prior to leaving work last night. This is a written reminder that you must insure that those repositories are always secured if left unattended.

Due to your obvious knowledge of regulatory requirements in regards to the protection of Safeguards Information, I am sure you understand the seriousness of your failure to insure that these repositories were properly secured.

I am confident that you will not allow an incident of this nature to happen again in the future.

[REDACTED]

cc: [REDACTED]

D. L. [REDACTED]
[REDACTED]

47/65

H007

Houston Lighting & Power Company (Attachment C)

OFFICE MEMORANDUM

To

From

Subject

Written Reminder
SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

Today I spoke to you concerning your failure to insure that the Safeguards Repositories in your office were secure prior to leaving the office on [redacted]. This is a written reminder that you must show more attention to detail and insure that the repositories are always secured if left unattended.

Due to your knowledge of the regulatory requirements for the protection of SGI, I am sure you understand the seriousness of this problem. In addition you will recall this is not the first time you have been given a Written Reminder for exactly the same error.

I want you to understand that I am confident you will not allow a lack of attention to detail to interfere with your work in the future.

cc. [redacted]

[redacted] 90-017

H008
7/7/66

Houston Lighting & Power Company

(Attachment D)

OFFICE MEMORANDUM

To

[Redacted]

From

[Redacted]

91-041

Subject

Written Reminder
SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION

Today we discussed your failure to properly secure the Physical Security Plan during lunch last Thursday. [Redacted]

I have reviewed this incident with both NSD Management and Human Resources personnel. They concur with issuing you this Written Reminder with the clear understanding that any future events of this kind will result in additional discipline that could include termination.

I know you will take your best efforts to comply in the future.

[Redacted]

c:

[Redacted]

Personnel File

The above requirements are a condition of your employment. Failure to comply with these requirements may result in termination of your employment.

Information in this record was deleted in accordance with the Freedom of Information Act, exemptions 6
FOIA- 93-642

H009 11/67

STAFFING BY IDM FUNCTION

Houston Engineering & Power Company
South Texas Project

The D. Martin & Associates

Cet Crt	Organization	Depart	Manager	Function	HL&P		Contractors			HL&P Open			IDM Analysis							
					Mgt	Clerks	ST	LT	ST	LT	Staff	Total	Mgt	Clerk	Staff	Exp	Vrnc			
	852 Plant Eng	React Supt	[Redacted]	Administn	9	0	1	9	0	0	0	0	0	0	0	1				
	2,3,7 Nuclear Group	Exec Admin	[Redacted]	Administn	2	0	2	2	0	0	0	0	0	0	0	2				
	870 Site Facilities	Facit Plan	[Redacted]	Administn	6	0	1	6	0	0	0	0	1	1	5					
	936 Planning & Assmt	Assessment	[Redacted]	Administn	2	0	2	2	0	0	0	0	2	2	2					
	939 Design Eng	Design Eng	[Redacted]	Administn	12	0	4	6	0	2	3	0	1	6	0	3				
	987 Information Rsr	Admin Supt	[Redacted]	Administn	27	C	15	10	25	0	2	0	2	0	10					
				Administn	58	0	28	22	50	0	2	5	0	1	8	0	3	23	30	-7
	865 Tech Services	Health Phys	[Redacted]	ALARA	6	0	0	6	0	0	0	0	0	0	0	1	1	6	8	-2
	865 Tech Services	Health Phys	[Redacted]	Applied HP	25	1	1	23	25	0	0	0	0	0	1	1	23			
	865 Tech Services	Health Phys	[Redacted]	Applied HP	26	1	1	24	26	0	0	0	0	0	0	0	24			
				Applied HP	51	2	2	47	51	0	0	0	0	0	1	47	52		-5	
	899 Information Rsr	Mgr Controls	[Redacted]	Budget	2	1	1	0	2	0	0	0	0	0	0	0	0	0	0	0
	943 Information Rsr	Controls	[Redacted]	Budget	23	0	2	18	20	0	3	0	0	3	0	0	18			
				Budget	25	1	3	18	22	0	3	0	0	3	0	0	18	17	1	
	837 Tech Services	Chem Ops	[Redacted]	Chemistry	35	0	0	33	33	0	0	0	2	0	0	4	4	33		
	838 Tech Services	Chem Supt	[Redacted]	Chemistry	7	0	0	7	7	0	0	0	0	0	0	0	7			
	867 Tech Services	Chem Ops Anal	[Redacted]	Chemistry	6	4	2	0	6	0	0	0	0	0	0	0	0	0	0	0
				Chemistry	48	4	2	40	46	0	0	0	2	6	2	0	4	40	42	-2

Information in this record was deleted
in accordance with the Freedom of Information
Act, exemptions 6

HY/68

STAFFING BY TDM FUNCTION

Tim D. Martin & Associates

Cat Cnt	Organization	Dept	Manager	Function	Grand Total	HL&P				Contractors					HL&P Open				TDM Analysis			
						Mgt	Clerks	Staff	Total	Mgt	Clerk	Staff	Total	Mgt	Clerk	Staff	Total	Reg Staff	Exp	Vrnc		
							ST	LT	ST	LT	Total	Mgt	Clerk	Staff	Total							
939	Design Eng	Design Eng		Civil Eng	31	1	5	16	22	0	2	3	0	4	9	0	0	0	0	20	23	-3
942	Site Facilities	Nuc Commun		Communication	16	0	4	12	16	0	0	0	0	0	0	0	0	0	0	12	10	2
851	Plant Eng	Plant Comp		Computer Eng	18	0	0	18	18	0	0	0	0	0	0	0	0	3	3	18	18	0
947	Maintenance	Mod Supt Svcs		Constructn Mgt	4	0	0	2	2	0	0	0	0	2	2	0	0	0	0	4		
947	Maintenance	Mod Supt Svcs		Constructn Mgt	4	0	0	2	2	0	0	0	0	2	2	0	0	0	0	4		
947	Maintenance	Mod Supt Svcs		Constructn Mgt	52	1	4	6	11	0	4	1	15	21	41	0	0	0	0	27		
				Constructn Mgt	60	1	4	10	15	0	4	1	15	25	45	0	0	0	0	35	26	9
81	Prch & Mtl Mgt			Contracts	1	0	0	1	1	0	0	0	0	0	0	0	0	0	1			
83	Prch & Mtl Mgt	Nuc Contract		Contract's	6	0	1	3	4	0	0	0	1	1	2	0	0	1	1	4		
				Contracts	7	0	1	4	5	0	0	0	1	1	2	0	0	1	1	5	4	1
865	Tech Services	Health Phys		Decon/Rad Wst	20	0	0	3	3	0	0	0	1	16	17	0	0	0	0	19	17	2
939	Design Eng	Design Eng		Design/Draft	9	0	0	8	8	0	0	0	0	1	1	0	0	0	0	9	54	-45
939	Design Eng	Design Eng		Electrical Eng	24	1	1	12	14	0	0	0	0	10	10	0	0	1	1	22	41	-19
933	Nuc Licensing	Emerg Prep		Emergency Prep	9	0	1	4	5	0	0	0	3	1	4	0	0	2	2	5		
936	Nuc Licensing	Licensing		Emergency Prep	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1		

STAFFING BY TDM FUNCTION

Houston Engineering & Power Company
South Texas Gas Project

The D. Martin & Associates

Cat Cnt	Organization	Dept	Manager	Function	HL&P		Contractors				HL&P Open		TDM Analysis	
					Mgt	Clerks	Mgt	Clerk	Staff	Total	Mgt	Clerk	Staff	Total

10	0	1	5	6	0	0	0	3	1	4	0	0	2	2	6	7	-1
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11

Eng Prg	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Eng Prg - PRA	3	0	1	3	0	0	0	0	0	0	0	0	0	0	2	2	
Eng Prg - EQ	5	0	4	4	0	0	0	0	1	1	0	0	0	0	0	5	
Eng Prg - CSAS	6	0	6	6	0	0	2	2	0	2	0	0	0	0	6	6	
Eng Prg - Confl	3	0	2	2	0	0	0	1	1	1	0	0	0	0	3	3	
Eng Prg - VE TIP	2	0	1	1	0	0	0	1	1	1	0	0	0	0	2	2	
Eng Prg	3	0	1	1	0	0	1	1	0	2	0	0	0	0	1	1	
Eng Prg	25	0	17	18	0	0	1	3	3	7	0	0	0	2	20	23	-3

Environmental	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	5	0
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Facility Maint	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2	
Facility Maint	166	2	0	14	0	0	2	11	139	152	0	0	0	0	0	151	
Facility Maint	2	1	0	1	2	0	0	0	0	0	0	0	0	0	0	1	
Facility Maint	17	1	4	12	17	0	0	0	0	0	0	0	0	0	12		
Facility Maint	187	4	4	27	35	0	2	11	139	152	0	0	0	0	166	84	82

Human Resource	14	0	5	7	12	0	2	0	0	0	0	0	0	0	0	7	
Human Resource	13	0	3	5	6	0	0	0	0	5	0	0	0	0	10		
Human Resource	5	0	1	4	5	0	0	0	0	0	0	0	0	0	4		
Human Resource	3	0	0	3	3	0	0	0	0	0	0	0	0	0	3		
Human Resource	35	0	9	19	28	0	2	0	0	5	7	0	0	0	24	18	6

STAFFING BY TDM FUNCTION

Cat Cnt	Organization	Depart	Manager	Function	HL&P		Contractors				HL&P Open		TDM Analysis	
					Mgt	Clerks	Mgt	Clerk	ST	LT	ST	LT	Mgt	Clerk

206	Information Rrs	Comp Ops/NIS		Informn Mgt	33	0	1	24	25	0	2	0	0	6	0	0	0	30
960	Information Rrs	App Dev/NIS		Informn Mgt	33	0	0	31	31	0	1	0	0	2	0	0	1	31
				Informn Mgt	66	0	1	55	56	0	3	1	0	8	10	0	1	61

938	Nuc Licensing	Licensing		Licensing	17	0	5	12	17	0	0	0	0	0	0	0	0	12
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840	Maintenance	Mech Maint		Maintenance	92	2	2	80	84	0	0	0	0	8	0	0	8	88
841	Maintenance	Elec Maint		Maintenance	81	2	2	68	72	0	0	2	7	9	0	11	11	75
842	Maintenance	I&C Maint		Maintenance	117	2	2	100	104	0	0	0	13	9	0	16	16	113
843	Maintenance	Maint Supt		Maintenance	96	3	4	31	38	0	5	0	52	1	58	0	0	32
844	Maintenance	Maint Plan		Maintenance	65	0	4	35	39	0	3	7	9	7	26	0	7	42
845	Tech Services	Met Lab		Maintenance	18	0	2	16	18	0	0	0	0	0	0	0	0	16
851	Plant Eng	Plant Comp		Maintenance	3	0	0	3	3	0	0	0	0	0	0	0	0	3
859	Maintenance	Maintenance		Maintenance	12	11	1	0	12	0	0	0	0	0	0	0	0	0
947	Maintenance	Mod Supt Svcs		Maintenance	4	0	0	0	0	0	0	0	4	4	0	0	0	4
947	Maintenance	Mod Supt Svcs		Maintenance	2	0	0	1	1	0	0	0	1	1	0	0	0	2
947	Maintenance	Mod Supt Svcs		Maintenance	15	0	0	0	0	0	0	0	15	15	0	0	0	15
947	Maintenance	Mod Supt Svcs		Maintenance	16	0	0	0	0	0	0	0	16	16	0	0	0	16
947	Maintenance	Mod Supt Svcs		Maintenance	3	0	0	0	0	0	0	1	2	3	0	0	0	2
947	Maintenance	Mod Supt Svcs		Maintenance	4	0	0	1	1	0	0	1	0	2	3	0	0	3
				Maintenance	528	20	17	335	372	0	8	8	64	76	156	0	42	411

2,3	Nuclear Group	Exec Admin		Management	6	5	1	0	6	0	0	0	0	0	0	0	0	0
32	Nuc Support	Nuc Supt		Management	3	2	1	0	3	0	0	0	0	0	0	0	0	0
81	Prch & Mat Mgt	NPMM Admin		Management	4	3	1	0	4	0	0	0	0	0	0	0	0	0
858	Information Rrs	Information Rrs		Management	5	4	1	0	5	0	0	0	0	0	0	0	0	0
860	Nuc Plant Ops	Ops Mgt		Management	4	3	1	0	4	0	0	0	0	0	0	0	0	0

STAFFING BY TDM FUNCTION

Cat Cnt	Organization	Dept	Manager	Function	HL&P		Contractors				HL&P Open		TDM Analysis					
					Mgt	Clerks	Mgt	Clerk	Staff	Total	Mgt	Clerk	Staff	Total	Reg	Staff	Exp	Vmc
874	Tech Services	Tech Svcs		Management	4	3	1	0	4	0	0	0	0	0	0	0	0	
931	Nuc Engineering	Ops Supt Mgt		Management	4	3	1	0	4	0	0	0	0	0	0	0	0	
931	Nuc Generation	Ops Supt Mgt		Management	5	4	1	0	5	0	0	0	0	0	0	0	0	
939	Design Eng	Design Eng		Management	3	0	1	0	1	0	1	0	0	2	0	0	0	0
				Management	36	27	9	0	36	1	0	1	0	2	0	0	0	0
290	Prch & Mat Mgt	Nuc Mat Mgt		Material Mgt	40	0	2	20	22	0	0	13	2	3	18	0	0	23
290	Prch & Mat Mgt	Nuc Mat Mgt		Material Mgt	2	0	0	0	0	0	0	0	2	2	0	0	0	2
				Material Mgt	42	0	2	20	22	0	0	13	2	5	20	0	0	25
939	Design Eng	Design Eng		Mechanical Eng	27	1	1	17	19	0	0	0	0	6	8	0	2	25
947	Maintenance	Mod Supt Svcs		Mod Inst/Mnt Sp	6	0	0	0	0	0	0	1	5	6	0	0	5	
947	Maintenance	Mod Supt Svcs		Mod Inst/Mnt Sp	4	0	0	0	0	0	0	4	4	4	0	0	4	
947	Maintenance	Mod Supt Svcs		Mod Inst/Mnt Sp	136	0	0	0	0	0	0	86	50	136	0	0	50	
947	Maintenance	Mod Supt Svcs		Mod Inst/Mnt Sp	112	0	0	0	0	0	0	62	50	112	0	0	50	
				Mod Inst/Mnt Sp	256	0	0	0	0	0	0	149	109	256	0	0	109	
932	Plant Eng	Plant & Safety		Nuc Fuel	4	0	0	4	4	0	0	0	0	0	0	1	4	
935	Plant Eng	Nuc Fuel		Nuc Fuel	6	0	1	5	6	0	0	0	0	0	0	2	5	
968	Plant Eng	Core Engr		Nuc Fuel	6	0	0	6	6	0	0	0	0	0	0	0	6	
				Nuc Fuel	16	0	1	15	16	0	0	0	0	0	0	3	15	
767	Nuc Licensing	MSRB		Nuc Sfty Pw	2	0	1	1	2	0	0	0	0	0	0	0	1	

Cnt	Organization	Depart	Manager	Function	HL&P		Contractors				HL&P Open		TDM Analysis						
					Mgt	Clerks	Mgt	Clerk	Staff	LT	ST	LT	Total	Mgt	Clerk	Staff	Exp	Vrnc	
936	Nuc Licensing	Licensing		Nuc Sfty Rvw	1	0	0	1	0	0	0	0	0	0	0	1			
936	Planning & Assmt	Assessment		Nuc Sfty Rvw	4	0	1	3	4	0	0	0	0	0	0	3			
961	Nuc Licensing	ISEG		Nuc Sfty Rvw	6	0	1	5	6	0	0	0	0	1	5				
				Nuc Sfty Rvw	13	0	3	10	13	0	0	0	0	1	10	11	-1		
836	Tech Services	Chem Anal		Operations	45	0	0	45	45	0	0	0	0	0	4	45			
868	Plant Operations	Plant Operation		Operations	4	3	1	0	4	0	0	0	0	0	0	0			
871	Plant Operations	Unit 1 Ops		Operations	67	0	2	65	67	0	0	0	0	0	0	65			
872	Plant Operations	Ops Supt		Operations	19	0	3	7	10	0	1	2	6	9	0	13			
873	Plant Operations	Unit 2 Ops		Operations	80	0	2	62	64	0	0	16	0	0	0	62			
				Operations	215	3	6	179	190	0	0	1	18	6	25	0	4	185	184
862	Intrgrid Pin/Sod	Unit 1 Out		Outage Mgt	22	0	1	11	12	0	0	10	0	0	0	11			
855	Intrgrid Pin/Sod	Plan & Sched		Outage Mgt	13	0	0	8	8	0	1	0	3	1	5	0	0	9	
				Outage Mgt	35	0	1	19	20	0	1	0	13	1	15	0	0	20	16
850	Plant Eng	Systems Eng		Plant Eng	37	0	0	34	34	0	0	0	0	3	3	0	5	37	
851	Plant Eng	Plant Comp		Plant Eng	5	0	0	4	4	0	0	0	1	1	0	0	0	5	
851	Plant Eng	Plant Comp		Plant Eng	3	0	0	3	3	0	0	0	0	0	0	0	0	3	
852	Plant Eng	Reactor Supt		Plant Eng	27	0	0	27	27	0	0	0	0	0	8	8	27		
868	Plant Eng	Plant Eng		Plant Eng	6	5	1	0	6	0	0	0	0	0	0	0	0	0	
				Plant Eng	78	5	1	68	74	0	0	0	4	4	0	13	13	72	69
855	Intrgrid Pin/Scd	Plan & Sched		Plan/Schd	17	1	0	11	12	0	0	0	0	5	5	0	0	16	
866	Intrgrid Pin/Scd	IP&S		Plan/Schd	4	2	1	1	4	0	0	0	0	0	0	0	0	1	

Tim D. Martin & Associates

Cat Cnt	Organization	Dept	Manager	Function	Grand Total	HL&P			Contractors					HL&P Open			TDM Analysis					
						Mgt	Clerks	Staff	Total	Mgt	Clerk		Staff		Total	Mgt	Clerk	Staff	Total	Reg Staff	Exp	Vmc
887	Intgrid Pln/Scd	Work Control		Plan/Schd	6	0	0	6	6	0	0	0	0	0	0	0	0	0	6			
938	Planning & Assmt	Assessment		Plan/Schd	4	0	1	2	3	0	1	0	0	0	1	0	0	0	0	2		
				Plan/Schd	31	3	2	20	25	0	1	0	0	5	6	0	0	0	0	25	30	-5
290	Prch & Mtl Mgt	Nuc Mat Mgt		Procrmnt Eng	66	0	1	8	9	0	0	0	0	57	57	0	0	0	0	65	14	51
855	Intgrid Pln/Scd	Plan & Sched		Project Eng	7	0	0	4	4	0	0	0	0	3	3	0	0	0	0	7		
939	Design Eng	Design Eng		Project Eng	7	0	0	1	1	0	0	1	0	5	6	0	0	0	0	6		
939	Design Eng	Design Eng		Project Eng	7	0	0	5	5	0	0	2	0	0	2	0	0	0	0	5		
				Project Eng	21	0	0	10	10	0	0	3	0	8	11	0	0	0	0	18	14	4
84	Prch & Mtl Mgt	Nuc Purch		Purchasing	25	0	4	12	16	0	2	2	2	3	9	0	0	0	0	15	10	5
893	Nuc Assurance	Speakout		QA	3	0	1	2	3	0	0	0	0	0	0	0	0	0	0	6	2	
950	Nuc Assurance	Nuc Assur Agt		QA	5	2	1	2	5	0	0	0	0	0	0	0	0	0	0	2		
957	Nuc Assurance	Quality Eng		QA	18	0	2	16	18	0	0	0	0	0	0	0	0	0	0	16		
958	Nuc Assurance	Aud't/Assesme		QA	14	0	1	13	14	0	0	0	0	0	0	0	0	0	0	13		
				QA	40	2	5	33	40	0	0	0	0	0	0	0	0	0	0	33	32	1
954	Nuc Assurance	Insp & Surv		QC	42	1	2	39	42	0	0	0	0	0	0	0	0	1	1	39		
958	Nuc Assurance	Aud't/Assesme		QC	8	0	0	8	8	0	0	0	0	0	0	0	0	0	0	8		
				QC	50	1	2	47	50	0	0	0	0	0	0	0	0	1	1	47	47	0

STAFFING BY IDM FUNCTION

Tom D. Martin & Associates

Cat Cnt	Organization	Depart	Manager	Function	Grand Total	HL&P				Contractors					HL&P Open				TDM Analysis			
						Mgt	Clerks	Staff	Total	Mgt	Clerk ST LT	Staff ST LT	Total	Mgt	Clerk	Staff	Total	Reg Staff	Exp	Vme		
				Training	122	3	9	70	82	0	8	8	2	23	40	0	0	4	4	93	88	5
84	Prch & Mil Mgt	Nuc Purch		Warehouse	61	2	1	22	25	0	0	0	22	14	36	0	0	0	0	36	35	1

					2767	87	149	1350	1586	2	34	55	352	738	1181	0	0	93	95	2088	1977	111
				Managers		87					2								89	64	25	
				Clerks			149						55						204	173	31	
				GRAND TOTAL															3381	2214	167	

VOLUME II: APPENDICES

A - NUCLEAR GENERATION

B - NUCLEAR ENGINEERING

C - NUCLEAR SUPPORT

D - OTHER NUCLEAR GROUPS

E - STAFFING BY TDM FUNCTIONS

F - STAFFING BY STP ORGANIZATION

G - EXPECTED STAFFING BY STP ORGANIZATION

STAFFING BY STP ORGANIZATION

Tim D. Martin & Associates

Cat Cnt	Organization	Dept	Manager	Function	Grand Total	HL&P				Contractors					HL&P Open			
						Mgt	Clerks	Staff	Total	Mgt	ST	LT	Staff	ST	LT	Total	Mgt	Clerks

Sr. Management

2,3,7 Nuclear Group	Exec Admin	Management	8	5	1	2	8	0	0	0	0	0	0	0	0	0	0	0	0
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Nuclear Generation

862	Intgrd Pln/Scd	Unit 1 Out	Outage Mgt	22	0	0	11	12	0	0	0	10	0	10	0	0	0	0	0
887	Intgrd Pln/Scd	Work Control	Plan/Schd	6	0	0	6	6	0	0	0	0	0	0	0	0	0	0	0
866	Intgrd Pln/Scd	IP&S	Plan/Schd	4	2	1	1	4	0	0	0	0	0	0	0	0	0	0	0
855	Intgrd Pln/Scd	Plan & Sched	Outage Mgt	13	0	0	8	8	0	1	0	3	1	5	0	0	0	0	0
855	Intgrd Pln/Scd	Plan & Sched	Plan/Schd	17	1	0	11	12	0	0	0	0	8	5	0	0	0	0	0
855	Intgrd Pln/Scd	Plan & Sched	Project Eng	7	0	0	4	4	0	0	0	0	3	3	0	0	0	0	0
				69	3	0	41	46	0	1	0	13	9	23	0	0	0	0	0

947	Maintenance	Mod Supt Svcs	Mod Ist/Mt Spt	6	0	0	0	0	0	0	0	1	5	6	0	0	0	0	0
947	Maintenance	Mod Supt Svcs	Maintenance	3	0	0	0	0	0	0	0	1	2	3	0	0	0	0	0
843	Maintenance	Maint Supt	Maintenance	96	3	4	31	38	0	5	0	52	1	58	0	0	0	0	0
947	Maintenance	Mod Supt Svcs	Constrcn Mgt	4	0	0	2	2	0	0	0	0	2	2	0	0	0	0	0
947	Maintenance	Mod Supt Svcs	Maintenance	15	0	0	0	0	0	0	0	0	15	15	0	0	0	0	0
947	Maintenance	Mod Supt Svcs	Mod Ist/Mt Spt	136	0	0	0	0	0	0	0	86	50	136					
842	Maintenance	I&C Maint	Maintenance	117	2	2	100	104	0	0	0	0	13	13	0	0	16	16	
947	Maintenance	Mod Supt Svcs	Maintenance	4	0	0	0	0	0	0	0	0	4	4	0	0	0	0	0
947	Maintenance	Mod Supt Svcs	Maintenance	2	0	0	1	1	0	0	0	0	1	1	0	0	0	0	0
947	Maintenance	Mod Supt Svcs	Mod Ist/Mt Spt	4	0	0	0	0	0	0	0	0	4	4	0	0	0	0	0
869	Maintenance	Maintenance	Maintenance	12	11	1	0	12	0	0	0	0	0	0	0	0	0	0	0
947	Maintenance	Mod Supt Svcs	Constrcn Mgt	4	0	0	2	2	0	0	0	0	2	2	0	0	0	0	0
947	Maintenance	Mod Supt Svcs	Maintenance	112	0	0	0	0	0	0	0	62	50	112					
947	Maintenance	Mod Supt Svcs	Maintenance	16	0	0	0	0	0	0	0	0	16	16	0	0	0	0	0
947	Maintenance	Mod Supt Svcs	Constrcn Mgt	52	1	4	6	11	0	4	1	15	21	41	0	0	0	0	0
947	Maintenance	Mod Supt Svcs	Maintenance	4	0	0	1	1	0	0	1	0	2	3	0	0	0	0	0
841	Maintenance	Elec Maint	Maintenance	81	2	2	68	72	0	0	0	2	7	9	0	0	11	11	
844	Maintenance	Maint Plan	Maintenance	65	0	4	35	39	0	3	7	9	7	26	0	0	7	7	

STAFFING BY STP ORGANIZATION

Cat Cnt	Organization	Depart	Manager	Function	HL&P		Contractors				HL&P Open					
					Mgt	Total	Mgt	Clerks	Staff	Total	Mgt	Clerks	Staff	Total		
					ST	LT	ST	LT	ST	LT	ST	LT	ST	LT	ST	LT
840	Maintenance	Mech Maint		Maintenance	2	80	0	0	0	0	0	0	0	0	0	0
947	Maintenance	Mod Supt Svcs		Eng Prg	0	1	0	0	1	0	0	0	0	0	0	0
					21	327	0	12	10	229	210	461	0	0	42	42
931	Nuc Generation	Ops Supt Mgt		Management	4	1	0	5	0	0	0	0	0	0	0	0
860	Nuc Plant Ops	Ops Mgt		Management	3	1	0	4	0	0	0	0	0	0	0	0
857	Nuc Training	Training		Training	3	1	0	4	0	0	0	0	0	0	0	0
973	Nuc Training	Training		Training	0	6	13	19	0	6	8	0	0	14	0	1
898	Nuc Training	Training		Training	0	1	28	29	0	0	2	5	7	0	0	1
864	Nuc Training	Training		Training	0	1	29	30	0	0	1	0	18	19	0	2
					3	9	70	82	0	6	9	2	23	40	0	4
871	Plant Operations	Unit 1 Ops		Operations	0	2	65	67	0	0	0	0	0	0	0	0
873	Plant Operations	Unit 2 Ops		Operations	0	2	62	64	0	0	16	0	16	0	0	0
872	Plant Operations	Ops Supt		Operations	0	3	7	10	0	0	1	2	6	9	0	0
866	Plant Operations	Plant Operations		Operations	3	1	0	4	0	0	0	0	0	0	0	0
					3	8	134	145	0	0	1	18	6	25	0	0
92	Security	Contract Security		Security	0	0	0	0	1	0	1	41	178	22	0	0
92	Security	Security		Security	1	2	19	22	0	0	4	0	4	8	0	0
					1	2	19	22	1	0	5	41	182	229	0	0
865	Tech Services	Health Phys		Applied HP	1	1	23	25	0	0	0	0	0	0	0	1
836	Tech Services	Chem Anal		Operations	0	0	45	45	0	0	0	0	0	0	0	4
837	Tech Services	Chem Ops		Chemistry	0	0	33	33	0	0	0	2	0	2	0	4

STAFFING BY STP ORGANIZATION

Houston Engineering & Power Company
South Texas Project

The D. Martin & Associates

Cat Cnt	Organization	Dept	Manager	Function	HL&P			Contractors						HL&P Open				
					Grand Total	Mgt	Clerks	Mgt		Clerks		Staff		Total	Mgt	Clerks	Staff	Total
								ST	LT	ST	LT	ST	LT					
836	Tech Services	Chem Supt		Chemistry	7	0	0	7	7	0	0	0	0	0	0	0	0	0
836	Tech Services	Chem Supt		Environmental	5	0	0	5	5	0	0	0	0	0	0	0	0	0
874	Tech Services	Tech Svcs		Management	4	3	1	0	4	0	0	0	0	0	0	0	0	0
867	Tech Services	Chem Ops Anal		Management	6	4	2	0	6	0	0	0	0	0	0	0	0	0
845	Tech Services	Met Lab		Maintenance	18	0	2	16	18	0	0	0	0	0	0	0	0	0
865	Tech Services	Health Phys		Support HP	6	0	1	5	6	0	0	0	0	0	0	0	0	0
865	Tech Services	Health Phys		ALARA	6	0	0	6	6	0	0	0	0	0	0	0	0	1
865	Tech Services	Health Phys		Support HP	10	1	2	7	10	0	0	0	0	0	0	0	0	1
865	Tech Services	Health Phys		Decon/Rad Wat	20	0	0	3	3	0	0	1	16	17	0	0	0	0
865	Tech Services	Health Phys		Support HP	10	0	2	8	10	0	0	0	0	0	0	0	0	1
846	Tech Services	Rad Lab		Applied HP	26	1	1	24	26	0	0	0	0	0	0	0	0	0
865	Tech Services	Health Phys			223	10	12	182	204	0	0	0	3	16	19	0	0	12

1672	48	54	773	875	1	19	25	306	446	797	0	0	56	58
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Total Nuclear Gen: ration

Nuclear Engineering

939	Design Eng	Design Eng		Project Eng	7	0	0	1	1	0	0	0	5	6	0	0	0	0
939	Design Eng	Design Eng		Project Eng	7	0	0	5	5	0	0	2	0	0	0	0	0	0
939	Design Eng	Design Eng		Mechanical Eng	27	1	1	17	19	0	0	0	8	8	0	2	2	2
939	Design Eng	Design Eng		Electrical Eng	24	1	1	12	14	0	0	0	10	10	0	1	1	1
939	Design Eng	Design Eng		Eng Prg - Conf	3	0	0	2	2	0	0	0	1	1	0	0	0	0
939	Design Eng	Design Eng		Administn	12	0	4	2	6	0	2	3	0	1	6	0	0	0
939	Design Eng	Design Eng		Civil Eng	31	1	5	16	22	0	2	3	0	4	9	0	0	0
939	Design Eng	Design Eng		Eng Prg - VETIP	2	0	0	1	1	0	0	0	1	1	0	0	0	0
939	Design Eng	Design Eng		Management	3	0	1	0	1	1	0	1	0	2	0	0	0	0
939	Design Eng	Design Eng		Design/Draft	9	0	0	8	8	0	0	0	1	1	0	0	0	0
939	Design Eng	Design Eng		Eng Prg - EQ	5	0	0	4	4	0	0	0	1	1	0	0	0	0
939	Design Eng	Design Eng		Eng PrgCS/ISI	8	0	0	6	6	0	0	2	0	2	0	0	0	0
939	Design Eng	Design Eng			138	3	12	74	89	1	4	10	2	32	49	0	0	3

Cat Cnt	Organization	Dept	Manager	Function	HL&P		Contractors				HL&P Open	
					Mgt	Clerks	ST	LT	ST	LT	Total	Mgt Clerks Staff Total

931	Nuc Engineering	Ops Supt Mgt		Management	3	1	0	4	0	0	0	0	0	0	0	0	0	0	0
850	Plant Eng	Systems Eng		Plant Eng	0	0	34	34	0	0	0	0	3	3	0	0	0	5	5
868	Plant Eng	Plant Eng		Eng Prg	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0
868	Plant Eng	Plant Eng		Plant Eng	6	5	1	6	0	0	0	0	0	0	0	0	0	0	0
851	Plant Eng	Plant Comp		Plant Eng	5	0	0	4	0	0	0	1	1	1	0	0	0	0	0
988	Plant Eng	Core Eng		STA	6	0	0	16	0	0	0	0	0	0	0	0	0	0	0
988	Plant Eng	Core Engr		Nuc Fuel	6	0	0	16	0	0	0	0	0	0	0	0	0	0	0
988	Plant Eng	Core Eng		Reactor Eng	6	0	0	6	0	0	0	0	0	0	0	0	0	0	0
851	Plant Eng	Plant Comp		Plant Eng	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0
852	Plant Eng	Reactor Supt		Plant Eng	27	0	0	27	0	0	0	0	0	0	0	0	0	0	0
852	Plant Eng	React Supt		Adminisv'n	9	0	0	1	9	0	0	0	0	0	0	0	0	0	0
932	Plant Eng	Plant & Safety		Eng Prg - PRA	3	0	1	2	3	0	0	0	0	0	0	0	0	0	0
932	Plant Eng	Plant & Safety		Nuc Fuel	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0
851	Plant Eng	Plant Comp		Maintenance	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0
851	Plant Eng	Plant Comp		Computer Eng	18	0	0	18	0	0	0	0	0	0	0	0	0	0	0
935	Plant Eng	Nuc Fuel		Nuc Fuel	6	0	1	5	6	0	0	0	0	0	0	0	0	0	0
					140	5	11	120	135	0	0	0	4	4	0	0	0	21	24
290	Purch & Mat Mgt	Nuc Mat Mgt		Material Mgt	2	0	0	0	0	0	0	0	2	2	0	0	0	0	0
81	Purch & Mat Mgt	NPMM Admin		Contracts	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0
81	Purch & Mat Mgt	NPMM Admin		Management	4	3	1	0	4	0	0	0	0	0	0	0	0	0	0
83	Purch & Mat Mgt	Nuc Contract		Contracts	6	0	1	3	4	0	0	0	1	1	2	0	0	1	1
84	Purch & Mat Mgt	Nuc Purch		Purchasing	25	0	4	12	16	0	2	2	2	3	9	0	0	0	0
84	Purch & Mat Mgt	Nuc Purch		Warehouse	61	2	1	22	25	0	0	0	22	14	36	0	0	0	0
290	Purch & Mat Mgt	Nuc Mat Mgt		Procrmnt Eng	66	0	1	6	9	0	0	0	0	57	57	0	0	0	0
290	Purch & Mat Mgt	Nuc Mat Mgt		Material Mgt	40	0	2	20	22	0	0	13	2	3	18	0	0	0	0
					205	5	10	66	81	0	2	15	27	80	124	0	0	1	1

The D. Smith & Associates

Cat Cnt	Organization	Depart	Manager	Function	HL&P		Contractors				HL&P Open	
					Mgt	Clerks	Mgt	Clerks	ST	LT	ST	LT

487	16	34	260	310	1	6	25	29	116	177	0	0	25	28
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Total Nuclear Engineering

Nuclear Support

170	Ind Sfty & Hlth	Ind Sfty													
170	Ind Sfty & Hlth	Ind Sfty													

- 899 Information Rsr
- 960 Information Pprs
- 858 Information Rsr
- 206 Information Rsr
- 967 Information Rsr
- 943 Information Rsr
- 987 Information Rsr
- 972 Information Rsr
- 959 Information Rsr

2	1	0	2	0	0	0	0	0	0	0	0	0	0	0
33	0	31	31	0	1	1	0	0	2	0	0	0	1	1
5	4	0	5	0	0	0	0	0	0	0	0	0	0	0
33	0	24	25	0	2	0	0	6	6	0	0	0	0	0
41	1	28	30	0	0	0	0	11	11	0	0	0	0	0
23	0	18	20	0	3	0	0	3	3	0	0	0	0	0
27	0	15	10	25	0	2	0	2	2	0	0	0	0	0
30	1	19	21	0	0	0	3	6	9	0	0	0	0	0
11	2	4	7	0	0	0	0	4	4	0	0	0	0	0
205	9	23	134	166	0	6	3	3	27	39	0	0	1	1

- Facility Maint
- Sfty & Health
- Budget
- Informin Mgt
- Management
- Informin Mgt
- Rcrds/Doc Cnt
- Budget
- Administrt
- Rcrds/Doc Cnt
- Rcrds/Doc Cnt

32 Nuc Support

3	2	1	0	3	0	0	0	0	0	0	0	0	0	0
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- Management

- 942 Site Facilities
- 870 Site Facilities
- 940 Site Facilities
- 940 Site Facilities
- 789 Site Facilities

16	0	4	12	16	0	0	0	0	0	0	0	0	0	0
6	0	1	5	6	0	0	0	0	0	0	0	0	1	1
17	1	4	12	17	0	0	0	0	0	0	0	0	0	0
2	1	0	1	2	0	0	0	0	0	0	0	0	0	0
166	2	0	12	14	0	2	11	139	152	0	0	0	0	0
207	4	9	42	55	0	2	11	139	152	0	0	0	1	1

- Communication
- Administrt
- Facility Maint
- Facility Maint
- Facility Maint

STAFFING BY STP ORGANIZATION

Tim D. Martin & Associates

Cat Cnt	Organization	Depart	Manager	Function	Grand Total	HL&P				Contractors					HL&P Open			
						Mgt	Clerks	Staff	Total	Mgt	Clerks ST LT	Staff ST LT	Total	Mgt	Clerks	Staff	Total	

Total Nuclear Support

429	15	34	185	234	0	6	5	14	170	195	0	0	3	3
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Other Nuclear Groups

- 172 Human Resources Person Rel
- 173 Human Resources HR Nuc
- 186 Human Resources Compensation
- 171 Human Resources Empl Recruit

Humn Res	13	0	3	5	8	0	0	0	0	5	5	0	0	0	0
Humn Res	5	0	1	4	5	0	0	0	0	0	0	0	0	0	0
Humn Res	3	0	0	3	3	0	0	0	0	0	0	0	0	0	0
Humn Res	14	0	5	7	12	0	2	0	0	0	2	0	0	0	0
	35	0	9	19	28	0	2	0	0	5	7	0	0	0	0

- 958 Nuc Assurance Audit/Assessment
- 958 Nuc Assurance Audit/Assessment
- 957 Nuc Assurance Quality Eng
- 954 Nuc Assurance Insp & Surv
- 950 Nuc Assurance Nuc Assur Mgt
- 893 Nuc Assurance Speakout

OA	14	0	1	13	14	0	0	0	0	0	0	0	0	0	0
OC	8	0	0	8	8	0	0	0	0	0	0	0	0	0	0
OA	18	0	2	16	18	0	0	0	0	0	0	0	0	0	0
QC	42	1	2	39	42	0	0	0	0	0	0	0	0	1	1
QA	5	2	1	2	5	0	0	0	0	0	0	0	0	0	0
QA	3	0	1	2	3	0	0	0	0	0	0	0	0	0	0
	90	3	7	80	90	0	0	0	0	0	0	0	0	1	1

- 787 Nuc Licensing MSRB
- 961 Nuc Licensing ISEG
- 936 Nuc Licensing Licensing
- 935 Nuc Licensing Licensing
- 936 Nuc Licensing Licensing
- 933 Nuc Licensing Emerg Prep

Nuc Sfty Rvw	2	0	1	1	2	0	0	0	0	0	0	0	0	0	0
Nuc Sfty Rvw	6	0	1	5	6	0	0	0	0	0	0	0	0	1	1
Emergency Prep	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0
Licensing	17	0	5	12	17	0	0	0	0	0	0	0	0	0	0
Nuc Sfty Rvw	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0
Emergency Prep	9	0	1	4	5	0	0	0	3	1	4	0	0	2	2
	36	0	8	24	32	0	0	0	3	1	4	0	0	3	3

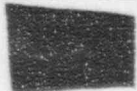
- 938 Planning & Assmt Assessment

Plan/Schd	4	0	1	2	3	0	1	0	0	0	1	0	0	0	0
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The D. Martin & Associates

Cell Unit	Organization	Depart	Manager	Function	Grand Total	HL&P				Contractors					HL&P Open			
						Mgt	Clerks	Staff	Total	Mgt	Clerks ST LT	Staff ST LT	Total	Mgt	Clerks	Staff	Total	

938 Planning & Assmt Assessment
 938 Planning & Assmt Assessment



Administrt
 Nuc Sfty Rvw

2	0	0	2	2	0	0	0	0	0	0	0	0	0	0	2	2
4	0	1	3	4	0	0	0	0	0	0	0	0	0	0	0	0
10	0	2	7	9	0	1	0	0	0	1	0	0	0	2	2	

Total Other Nuclear Organizations

171	3	26	130	159	0	3	0	3	6	12	0	0	6	6
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GRAND TOTAL

2767	87	149	1350	1586	2	34	55	352	738	1181	0	0	92	95
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Houston Lighting & Power Company

OFFICE MEMORANDUM

To: [REDACTED]

From: [REDACTED]

Subject: Conditions For Return to Work
South Texas Project Electric Generating Station

On [REDACTED] during a meeting to discuss work objectives with your Supervisor, [REDACTED] you lost your composure and demonstrated behavior which adversely affected your performance and disrupted your work area. This disruptive and inappropriate behavior cannot be tolerated.

Additionally, you have been counseled about outbursts in the past and have received three Written Reminders (February [REDACTED] September [REDACTED] and June [REDACTED] for poor performance.

Please consider your current suspension a Decision Making Leave. This is to advise you of the expectations and conditions should you decide to return to work. You will be returned to work on the condition that you will be referred to the Employee Assistance Counselor, or his designee, for evaluation and that you will follow any recommendations he makes

In the future you must accept direction from your supervisor and improve your performance, including attendance and tardiness, in compliance with the Constructive Discipline Program you are under.

The above requirements are a condition of your return to work and continued employment with Houston Lighting & Power Company. Should you decide to continue to work for the organization, you will accept these conditions and improve your conduct and performance.

Information in this record was deleted
in accordance with the Freedom of Information
Act, exemptions 6
FOIA- 93-642

CONFIDENTIAL
DO NOT TYPE

HOUSTON LIGHTING & POWER COMPANY
SPECIAL PERFORMANCE PROFILE

Name _____ Employee No. _____ Title _____
Dept./Div./Section _____ Occupational Category _____
Location _____

FOLLOW THE SPECIAL PERFORMANCE PROFILE
INSTRUCTIONS IN COMPLETING THIS FORM.

Evaluation of performance in present job function. Consider knowledge, skills, and experience; quantity and quality of work; effectiveness in performing the job.

Unsatisfactory		Marginal		Average		Above Average		Outstanding		
0	1	2	3	4	5	6	7	8	9	10

COMMENTS: _____
_____ + _____

Evaluation of job-related personal characteristics. Consider reliability, communication skills, judgment, planning and organizing abilities, analytical skills, decision-making, interface with others, willingness to perform beyond routine requirements of current job.

Marginal		Average		Above Average	
0	1	2	3	4	5

COMMENTS: _____
_____ + _____

Evaluation of special skills. Consider uniqueness of skills, education, or training.

Non-Critical		Critical	
0	1	2	3

COMMENTS: _____
_____ + _____

Evaluation of potential to perform another job function within functional area. Consider transferability of job knowledge or experience, multiple skills.

Marginal		Average		Above Average	
0	1	2	3		

COMMENTS: _____
_____ + _____

Evaluation of other job-related factors. Consider other factor(s), such as absenteeism, active discipline, job-related achievements, current critical assignment, recent change to present position. Indicate factor(s) below, reason considered, and value (+ or -) assigned to the factor. Total value may not be lower than -4 or higher than +4.

COMMENTS: _____
_____ + or - _____

Date of Evaluation _____

Total Points Awarded = _____

Cost Center Manager Signature _____

Next Level Cost Center Manager Signature
(Division Manager or Above) _____

The Light company

Houston Lighting & Power

South Texas Project Electric Generating Station P. O. Box 289 Wadsworth, Texas 77483

February 2, 1993

File No.: G3.12
10CFR50

U. S. Nuclear Regulatory Commission
Attention: Document Control Desk
Washington, DC 20555

South Texas Project
Units 1 and 2
Docket Nos. STN 50-498, STN 50-499
Clarification of Information in Inspection Report 91-21

Reference: Letter from [redacted] NRC, to [redacted] dated
November 5, 1991 Inspection Report 91-21

The Office of Inspector General (OIG) of the Nuclear Regulatory Commission (NRC) has been conducting an investigation of activities at the South Texas Project. As part of the investigation, between July and November 1992 OIG conducted interviews with a number of present and former employees of Houston Lighting & Power Company (HL&P). During the interviews, questions were raised about the accuracy of various statements in NRC Inspection Report 91-21, which documented the results of a NRC inspection conducted in August 1991. As a result of those questions, HL&P reviewed the statements of fact in Inspection Report 91-21 in detail and identified statements of fact that are inaccurate. The inaccuracies range from misspelling of names and incorrect job titles to potentially substantive matters that should be clarified. A record of the identified inaccuracies is available at the South Texas Project for NRC review. The clarifications are provided below.

Item 3.e. on page 6 of Appendix B of the referenced Inspection Report discusses a test of the security power system conducted in August 1991. The NRC discussion should be clarified as noted below.

1. NRC Statement: "...due to recent battery replacements, the capacity of the batteries was rapidly diminished."

HL&P Comment: The difficulty with the batteries was due to damage to two battery cells, and not due to battery replacements.

Information in this record was released
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Act, exemptions 6

FOIA- 93-642
IR 92-21.12

A Subsidiary of Houston Industries Incorporated

9302110131

92-0182

47/46
A-45.1 168

2. NRC Statement: HL&P's investigation "on a preliminary basis reported that the last diesel test was in March 1991."

HL&P Comment: The NRC statement implies that the diesel was out of service since March, 1991, due to its output breaker being mispositioned. HL&P records indicate that the breaker was shown to have been positioned properly during an incomplete test of the security lighting diesel in May 1991.

Item 4 on page 8 of Appendix B of the referenced Inspection Report discusses an HL&P investigation of the modification of the security force handguns. The NRC Inspection Report states that the HL&P investigation concluded that "the altered weapons were made less safe in an unauthorized manner." HL&P's investigation concluded that the alteration made the handguns less safe, but did not find that the alterations were done in an unauthorized manner.

Item 5.a. on page 9 of App. B of the referenced Inspection Report discusses an incident in which safeguards information (SGI) was left unattended for a short period of time. The NRC discussion should be clarified as noted below.

1. NRC Statement: "Safeguards Event Logs reflect that the event... was reported".


HL&P Comment: The Safeguards Event Logs do not mention the event. The event was reported promptly to HL&P Security management and documented in a Security Incident Report (SIR). The SIR and the investigation files indicate that HL&P determined the event was neither reportable nor loggable because the SGI was not compromised, and that this was discussed with the NRC Senior Resident Inspector.

2. NRC Statement: "The document was left unattended in an office for approximately 18 minutes".

HL&P Comment: The SIR indicates the document was unattended for approximately 28 minutes.


3. NRC Statement: "In front of the office sits the [redacted] to the security force..."

HL&P Comment: At the Nuclear Security Department offices were arranged at the time, a [redacted] did not sit in front of the office in which the [redacted]

The HL&P investigations and disposition of the event take no credit for the presence of a 

4. NRC Statement: "...the office is located inside the security building which is inside the protected area".


HL&P Comment: The office was not in the "security building". It was one of the Nuclear Security Department offices located in what was at that time the Administration Building. The building was (and is now) inside the protected area.

If you have any questions regarding these comments, please contact  at (512) 972-7298 or me at (512) 972-7921.



Nuclear Generation




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Revised 01/25/93

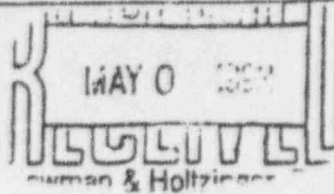
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The Light company

Houston Lighting & Power

South Texas Project Electric Generating Station P. O. Box 289 Wadsworth, Texas 77483



April 24, 1992

File No. G25
10CFR50

U. S. Nuclear Regulatory Commission
Attention: Document Control Desk
Washington, DC 20555

South Texas Project
Units 1 and 2
Docket Nos. STN 50-498, STN 50-499
Discontinuance of Nuclear Security Department
Internal Assessment Program

Reference: Letter from [redacted] to USNRC dated
June 22, 1988 [redacted]

Houston Lighting & Power Company (HL&P) plans to discontinue the Nuclear Security Internal Assessment Program described in Appendix F of the referenced correspondence. This Internal Assessment Program is unique to Nuclear Security. It was established at a time when substantial upgrades were being done to the STPEGS Security Program. Those conditions no longer exist, and such a program is no longer needed.

The annual audit of Nuclear Security by Quality Assurance and the periodic surveillances of Nuclear Security by Quality Assurance provide an adequate assessment of security activities. Also, the oversight performed by Quality Assurance is independent in nature. This provides a more objective perspective than an internal assessment, and the results are more available for station management review. Elimination of the redundant assessment program in Nuclear Security will allow HL&P to allocate resources to activities where they will be more effective.

This change is also consistent with action HL&P is taking to organize the Nuclear Security Department so that it is more focused on the physical security of the facility and not burdened with ancillary tasks.

Information in this record was deleted
in accordance with the Freedom of Information
Act, exemptions 6
FOIA- 23-642

WISC\92-096.001

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4205040029

This change does not affect any of the STP Security Plans.
[REDACTED] is the point of contact on this matter and
can be reached at [REDACTED]

[REDACTED]

[REDACTED]

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Revised 10/11/91

[LA/NRC/]

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