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Encl. (2)

CONFIDENTIAL

METROPOLITAN EDISON COMPANY

Subsidiary of General Public Utilities Corporation

Subject: SHIFT SUPERVISORS TRAINING PROGRAM

Location: The Nuclear Sta.
Middletown, Pa.
Date: March 22, 1977

To: MR. J.G. HERGEN

1. Greg Hitz has been selected to enter the Shift Supervisors Training Program. (See Enclosure 1)
2. Request your approval to formally ask Greg to participate in the program.
3. At 30 day intervals during the program (total length approximately 16 weeks) both Unit Superintendents will sit down with Greg to discuss his progress in the program. Also included in the program are weekly evaluations.
4. Following completion of the program, the Unit Superintendents will make final recommendation.
5. Following this, he will complete requirements necessary for obtaining a cross-license.
6. I propose offer be made next Monday 3-23-77 and commence program on 4-4-77.
7. Upon Greg's acceptance into the program, we will transfer J. Yorgan to Unit 1 based on discussion 3-22-77.
8. J.J. Colitz and G.P. Miller agree to the above course of action.

G.P. Miller
G.P. Miller
Unit 2 Superintendent

WV/cn
cc: J.J. Colitz
M.L. Beers
J.J. Chwastyk
M.J. Ross
B.G. Smith
V.M. Zewe
File
Tickler 3-23-77

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INTER-OFFICE MEMORANDUM

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SHIFT SUPERVISOR TRAINING PROGRAM

Supervisory personnel selected for Shift Supervisor training will enter a comprehensive training program administered by the Operation Supervisors.

The program will include periodic evaluation of the candidates performance by the Unit Superintendents. The evaluation will be used as a means of determining whether the candidate should continue in the program or whether it would be in the best interest of both parties for the candidate to return to his previously held position.

The training program will provide the following training as outlined below, but may be modified as needed to accommodate the individuals strengths and/or weaknesses.

ProgramA. On Job Training - 1st Month (See Attachment 1)

1. Candidate will work one week on all three (3) shifts (7-3, 3-11 and 11-7).
 - a. Candidate will work with three different Shift Supervisors to gain insight into the duties and responsibilities of the Shift Supervisors.
 - b. When possible the Shift Supervisor will allow the candidate to handle various Shift Supervisor situations. This will allow him to get a "feel" for the job and allow the Shift Supervisor to evaluate his actions.
 - c. The Shift Supervisor will submit a weekly evaluation of the candidate to the Unit Superintendents.
 - d. During this period the Shift Supervisor will try and develop the following areas:
 1. Unit 1/Unit 2 coordination - including both day-to-day and emergency conditions.
 2. Shift Supervisor to Shift Foreman relationships
 3. Management/Union relationship
 4. Unit Differences
 5. Set of Priorities
 6. Interdepartmental coordination - day-to-day and outages

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7. Administration Responsibilities of Shift Supervisors
8. Security Interface - Unit 1/Unit 2
9. Technical Specifications and Environmental Aspects
10. Station Emergencies (releases, flood, etc.)

2. As schedule permits the candidate will work with both Supervisors of Operations...

B. Other Unit Training (approximately 10 weeks)

1. Spend 10 weeks of comprehensive in plant and classroom training on the Unit not presently licensed.
2. Training Department to supply a program consistent with candidates needs for cross-licensing training. (See attached schedule Attachment 2)
3. Each week an evaluation is made and sent to the Unit Superintendents.
4. At the end of this training period the Unit Superintendents will meet with candidate to discuss progress and evaluations.

C. Return to OJT (approximately 3 weeks)

1. Candidate will return to work with the 2 remaining Shift Supervisors not previously worked with.
2. Again evaluations are made each week.

D. Additional Training (1 week)

1. Labor Relations (1 day)
 - a. Review Contract.
 - b. Call-outs
 - c. Specific Agreements
 - d. Manning Requirements - Each Department
 - e. Final Discussion with W.S. Poyck and G.L. Nahn
2. Stores Procedures (1 day)
 - a. Review Spare Parts Program
 - b. Purchase Orders
 - c. Drawing Materials/Returning Materials

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- d. Vendor/Warehouse Interface
- e. Final Discussion with R.O. Doty
- 3. Security - (1 day) 6:00 - 1:00
 - a. Go over Security Procedures relative to Unit 1/Unit 2
 - b. Final Discussion with J.A. Reverling
- 4. Outage Coordination (4 hours)
 - a. Discussion with Outage Coordinator
- 5. Budget (4 hours) 6:00 - 10:00
 - a. Discussion with J.L. Seelinger and R.G. Hedges
- E. Final Discussion
 - 1. Interview and discussion with Unit Superintendents to evaluate a need or desire for additional training.
 - 2. If additional training is required, it will be formulated at this time to meet the needs of the candidate.

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(ATTACHMENT 1)

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(ATTACHMENT 2)

OFF SHIFT TRAINING

R.W. Zechman is currently putting a 10 week training schedule together. It will be completed by 3-25-77. His program will work in existing training scheduled the next couple of months. (Westinghouse Turbine Training, Simulator, STS, etc.)

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