

April 9, 1984

MEMORANDUM FOR: Patricia G. Norry, Director
Office of Administration

FROM: Ben B. Hayes, Director
Office of Investigations

SUBJECT: FY-84 FTE WORKYEAR CEILING MANAGEMENT

This is the FTE quarterly report for the second quarter, subject as above.

Any assistance you could give us in finding a way to manage in an FTE basis will be appreciated.

Attachment:
as stated

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FY-84 FTE MANAGEMENT PROJECTIONS

	PFT On Board 10/2/83	PROJECTIONS PFT				OPFT Liability at 10/2/83	Projected Total Use at 9/29/84, Absent Hires	FY-84 Ceiling	Staff Availab Hire
		FY-84 Attrition	Gains From Other NRC Offices	Losses to Other NRC Offices	On Board 9/29/84 Absent Hires				
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Staff	35	1	0	2	38	---	38	---	---
FTE	35	1	0	2	38	0	35	44	9

INSTRUCTIONS FOR COMPLETION

Column 1. Numbers furnished by O&P.

2. For "Staff" figure, insert your best estimate of the number of your office employees to be separated from the Agency during the fiscal year. For the associated FTE number, FY 81-83 experience indicates that the figure should be shown as 50% of the "Staff" figure.

3. and 4. For "Staff" figure, insert your best estimate of the number of employees you expect your Office to gain and lose from/to other NRC Offices/Regions during the fiscal year. For associated FTE number, data available to date indicates that the figure should be shown as 50% of the "Staff" figure.

5. Enter the algebraic sum of Columns 1,2,3, and 4 for both "Staff" and "FTE" figures.

6. "Staff" figure not applicable. For "FTE" figure, include the workyear total of all your Office's part-time permanent, temporary, term, WAE, and limited appointments based on work schedules and expiration of appointments. Add workyears associated with anticipated consultant usage based on best estimate. If preferred and considered appropriate, in lieu of the above computation, use prior year consumption figure furnished in year-end FTE report for period ending October 1, 1983.

7. Enter sum of columns 5 and 6 for both Staff and FTE figures.

8. Furnished by O&P. "Staff" figure not applicable.

9. "Staff" figure not applicable. For FTE figure, enter the algebraic result of subtracting column 7 FTE figure from column 8 FTE figure.