

**REQUEST FOR BOARD ACTION**

**Title of Action Document:**

**Complete Review By:**

RFBA by OGM to add one additional contract HR specialist

**Brief Description of Purpose:**

OGM submits this RFBA in support of one additional contract HR specialist to support the following HR Operations:

1. Implementing the myriad of tasks required by the just-announced DNFSB reorganization;
2. Bringing HR staffing and recruitment functions in house to expedite the posting of job announcements. [Note: OPM will no longer process requests for DNFSB, on a contract basis, during FY 18 due to OPM backlogs].
3. Expediting revisions and updates to HR policies.
4. Allowing HR to actively engage in functions relative to:
  - Improving customer service, clarifying roles and responsibilities, and cleaning up HR data.
  - Workforce planning
  - Position management
  - Implementing succession planning program once approved by the Board

**Justification:** n/a

**Relevant Background Information Attached (initial):** n/a

**Summarize any staff difference of opinion regarding the proposed action:** None

**Summarize any time sensitive considerations:** n/a

**Requester Signature:**

 8/17/18

**Responsible Office Director Signature:**

 8/17/18

**Executive Secretary Signature:**

 8/17/18

**AFFIRMATION OF BOARD VOTING RECORD**

**SUBJECT: RFBA by OGM to add one additional contract HR specialist**

**Doc Control#2018-300-089**


The Board, with Board Member(s) Bruce Hamilton, Jessie H. Roberson, Daniel J. Santos, Joyce L. Connery *approving*, Board Member(s) none *disapproving*, Board Member(s) none *abstaining*, and Board Member(s) none *not participating*, has voted to approve the above document on September 4, 2018.

The votes were recorded as:

	APRVD	DISAPRVD	ABSTAIN	NOT PARTICIPATING*	COMMENT	DATE
Bruce Hamilton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/04/18
Jessie H. Roberson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/04/18
Daniel J. Santos	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/04/18
Joyce L. Connery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/04/18

\*Reason for Not Participating:

This Record contains a summary of voting on this matter together with the individual vote sheets, views and comments of the Board Members.

  
Executive Secretary to the Board

Attachments:

1. Voting Summary
2. Board Member Vote Sheets

cc: Board Members  
OGC  
OGM Records Officer  
OTD

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD  
NOTATIONAL VOTE RESPONSE SHEET**

**FROM:** Bruce Hamilton

**SUBJECT:** RFBA by OGM to add one additional contract HR specialist

**Doc Control#2018-300-089**

**Approved**   X                        **Disapproved**                             **Abstain**       

**Recusal – Not Participating**       

**COMMENTS:**      **Below**             **Attached**                             **None**   X  

  
**Bruce Hamilton**

  4 SEPT 2018    
**Date**

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD**

**NOTATIONAL VOTE RESPONSE SHEET**

**FROM: Jessie H. Roberson**

**SUBJECT: RFBA by OGM to add one additional contract HR specialist**

**Doc Control#2018-300-089**

**Approved** X                      **Disapproved** \_\_\_\_\_                      **Abstain** \_\_\_\_\_  
**Recusal – Not Participating** \_\_\_\_\_

**COMMENTS:**      **Below** \_\_\_\_\_      **Attached** \_\_\_\_\_      **None** X

Jessie H. Roberson  
**Jessie H. Roberson**  
Sept 4, 2018  
**Date**

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD**  
**NOTATIONAL VOTE RESPONSE SHEET**


**FROM: Daniel J. Santos**

**SUBJECT: RFBA by OGM to add one additional contract HR specialist**

**Doc Control#2018-300-089**

Approved  Disapproved \_\_\_\_\_ Abstain \_\_\_\_\_  
Recusal - Not Participating \_\_\_\_\_

COMMENTS: Below \_\_\_\_\_ Attached \_\_\_\_\_ None

  
\_\_\_\_\_  
Daniel J. Santos  
9/4/18  
\_\_\_\_\_  
Date

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD**

**NOTATIONAL VOTE RESPONSE SHEET**

**FROM:** Joyce L. Connery

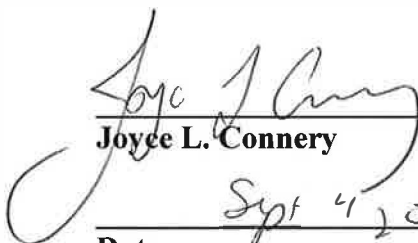
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Approved  Disapproved  Abstain

Recusal – Not Participating

**COMMENTS:** Below  Attached  None

  
\_\_\_\_\_  
Joyce L. Connery  
\_\_\_\_\_  
Date *Sept 4 2018*