

HERMAN E. SHELTON, PMP

Aurora, IL

SUMMARY

Program Specialist with demonstrated experience in coordinating strategic projects across multiple stations across the Exelon Fleet with and without assigned teams. Experience includes developing detailed project management plans, change management plans and project charters using the principles of the Project Management Institute. Possess experience in evaluating organizational alignment with regulatory requirements and governing procedures. I ensure organizational alignment through identifying gaps with governing requirements and by developing corrective actions, cultivating buy-in and developing performance indicators as needed to achieve desired goals. I have extensive experience in developing performance indicators, monitoring performance and creating actions to improve performance.

AREAS OF SPECIALIZATION:

- Operations
- Change Management
- Program Administration
- Process Development
- Project Management
- Root Cause Analysis
- Human Performance
- Licensing
- Emergency Preparedness
- Corrective Action Program
- Nuclear Oversight
- Training
- Security
- Process Improvement

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EDUCATION, CERTIFICATIONS & LICENSES

Project Management Professional (PMP) – PMP# 1472167

DeVry University – Bachelor in Technical Management
SRO License, Docket #55-30029, SOP-30536 - D.C. Cook
RO License, Docket #55-30029, OP-30122 - D.C. Cook

Certification Date – December 10, 2012

Graduated: June. 2014
1985
1983

PROFESSIONAL EXPERIENCE

Exelon Corporation (Corporate Offices) – Warrenville, IL

Sr. Emergency Preparedness Specialist (November 2007 – July 2010)

Sr. Emergency Preparedness/Security Specialist (July 2010 – March 2012)

EP Security Emergency Preparedness Specialist 2012 - Present)

Emergency Preparedness Regulatory Compliance

- 50.54(q) Qualified– Performed over 350 50.54(q) evaluations.
- EP Fleet Corrective Action Program Coordinator
- Self-Assessment Coordinator
- Midwest 50.54(q) Subject Matter Expert

Security Department Regulatory Compliance

- Generic Security Plan Development for Exelon Fleet
- Rewrote Security Operations Procedures (101/102 Series)
- Reportability Determinations
- Security CAPCo
- Security Investigations

EP Project Management:

- Northeast Sites Inventory Procedure Integration Initiative
- Midwest and Mid-Atlantic Inventory Procedure Integration Project
- Project Coordinator for the initial approval of the Nuclear Accident Reporting System (NARS) replacement project.
- Project Manager for the Unified RASCAL Interface, dose assessment program, for Exelon Fleet to support Power Uprate. Successfully, coordinated the fleet implementation date for all 10 sites.
- Project Manager for the Exelon Fleet Emergency Preparedness Hostile Action Event program implementation. Successfully, created and coordinated implementation of the program for Security, Operations and Emergency Preparedness.
- Developed, managed and implemented INPO initiative 10-007 Equipment Important to EP for fleet.
- Managed and implemented the WebEOC initiative for Electronic NARS.

- **Assessment:** Two years of experience as a qualified Audit Lead in Nuclear Oversight for both Operations and Security. Additional experience includes numerous self-assessments in Operations, Security Operations and Security Access and Emergency Preparedness. Developed and implemented the Zion Station Operations Management Monitoring Program. This accomplishment was one of the First
- **Corrective Action Program:** Over 22 years of experience, this includes over 500 Root Cause investigations at two different utilities and three different stations. Qualified in: 1) Systematic Approach to Problem Solving, 2) Failure Prevention International Techniques and 3) Tap Root, 4) Common Cause Analysis and 5) Human Error Reduction. Positions include Lead Operations Root Cause investigator and CAPCO for Operations, Nuclear Oversight, Training, Security and Emergency Preparedness (backup).
- **Licensing Related:** As part of EP, routinely conduct 10 CFR 50.54(q) evaluations for numerous EP implementing procedures and checklist. Developed the generic Security Plan for the Exelon Fleet. Specifically, implemented the Byron specific Security Plan (10 CFR 50.54(p)) and implementing procedures. Experience includes developing over 100 Licensing Event Reports (LER), numerous LER Reportability determinations, and LER reviews. Drafted the core Notice of Violation responses for Corporate Lawyers of the Zion Station February 21, 1997 Reactivity Event. 1996 - Assisted Corporate Licensing in the Zion Station NRC Enforcement response by conducting a Common Cause Analysis. 1995 – Conducted an emergency common mode failure analysis of six LER events that assisted Corporate to meet NRC enforcement related commitment.
- **Operations:** Twenty plus years of experience from an Equipment Operator in the field to an SRO in the Control Room. Responded to several Reactor Trips and two Safety Injections. Participated in numerous plant startups and shutdowns and routine equipment surveillances. Administration includes operations procedure development, revision and administrative procedure development. Participated in the developing the first Configuration Control procedure for ComEd.
- **Performance Indicators:** Experience in the development of performance indicators and overseeing departmental performance indicators. Experience includes developing the first Operations Configuration Control and Clearance Tagging performance indicators in ComEd. Developed Operations Scorecard Program indicators that were embedded with crosscutting human performance tools. Designed and implemented a positive Human Performance Enhancement Program titled, "Days of Success." The Program included a formal policy, daily performance posting, tracking and trending graphs and a color-coded key indicator matrix.
- **Security:** Approximately 10 years of direct and indirect Security experience through Nuclear Oversight, Training Department (backup Security CAPCO), Emergency Preparedness (Hostile Action Drills) and positions in Security. Specifically, held both the Operations and Access Security Analyst positions. Qualifications include Safeguards and pistol qualification.

EARLY CAREER PROGRESSION

Exelon – Byron, IL

Operations Security Analyst

Assistant Learning Services Assistant Manager (Training Department)

Lead Assessor Nuclear Oversight (Quality Assurance)

September 2003 – June 2005

January 2002 – September 2003

July 2000 – January 2002

ComEd

Operations Specialist – Byron, IL

Operations Human Performance Monitoring – Zion, IL

Operation's Root Cause Team Lead Investigator – Zion, IL

April 1998 – July 2000

November 1996 – January 1998

June 1996 – November 1996