

# HERMAN E. SHELTON, PMP

Aurora, IL

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## SUMMARY

**Senior Emergency Preparedness Process and Human Performance Specialist**, - I have demonstrated strengths in project management, Operations, Security and Emergency Preparedness. Expertise includes setting strategic direction, and implementing initiatives in changing regulatory environments that enhance corporate performance, in an expanding company.

### AREAS OF SPECIALIZATION:

- Project Management
- Change Management
- Program Administration
- Process Development
- Process Improvement
- Corrective Action Processes
- Root Cause Analysis
- Human Performance Improvement
- Quality Assurance
- Operations
- Emergency Preparedness
- Security
- Training

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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

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## PROFESSIONAL EXPERIENCE

### Utilities

Exelon Corporation/Commonwealth Edison/ /Texas Utilities /American Electric Power

Exelon Corporation (Corporate Offices) – Warrenville, IL

### **Sr. Emergency Preparedness/Security Programs Specialist** (November 2007 – Present)

- Emergency Preparedness – Program revision and design of Exelon Fleet procedures in Emergency Plan Maintenance and Administration, Procedure Changes, 50.54q, Drill and Exercise, ERO Checklists, FLEX Implementation and Hostile Action Events.
- Evaluated approximately 70 Drills and Exercises throughout the Exelon Fleet
- Assistant to the Director of Exelon EP in the Operational Services Agreement for transitioning the Fort Calhoun Station to the Exelon EP Model. Developed a Fort Calhoun specific EP Program for both administrative and E-Plan implementing procedures. Developed transition plan for OPPD and Exelon Senior Management.
- Project Manager for the Nuclear Accident Reporting System (NARS) replacement project. Project approved through PRC and scheduled awaiting execution.
- 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 the Exelon fleet.
- Developed the actions necessary to revise Emergency Preparedness procedures to transition to the NRC Emergency Response Data System (ERDS) Virtual Private Network (VPN) configuration in 2010. Additionally, conducted a detail analysis of Exelon Emergency Preparedness procedures for final transition of all 10 sites.

**Security Analyst – Byron, IL (June 2005 – November 2007)**

- Managed and supervised the overall administration of the Access Authorization Program and Fitness For Duty Program for Byron Station including routine and outage in processing.
  - Managed and supervised several outages and in-processing teams (25 – 35 individuals) for Byron Station. Duties included outage in processing planning and execution within Exelon budget and performance indicators.
  - Routine duties included managing, for-cause drug and alcohol testing and ensuring individuals were badged in accordance with Federal Regulations. Supervised station departments to ensure individuals with unescorted access to meet the requirements for continued access and; terminated access as required.
  - **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 ScoreCard Programs in the Industry.
  - **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.
  - **Training:** Qualification includes: 1) Instructor Qualified, 2) Training System Development training from INPO (SAT) and Training System Development from Exelon. Experience includes developing the D.C. Cook Non-Licensed Operator Training Program. Overseeing and redesigning Exelon’s Supervisory Development Program which was SLP. Other experience includes overseeing the both NGET and NEIT for Byron Station.
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**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