



## Department of Energy

Bonneville Power Administration  
P.O. Box 3621  
Portland, Oregon 97208-3621

FREEDOM OF INFORMATION ACT/PRIVACY PROGRAM

September 14, 2023

In reply refer to: FOIA #BPA-2021-01148-F

SENT VIA EMAIL ONLY TO: (b) (6)

Joshua Dodge

(b) (6)

Dear Mr. Dodge,

This communication is the Bonneville Power Administration's (BPA) final response to your request for agency records made under the Freedom of Information Act, 5 U.S.C. § 552 (FOIA). Your request was received on September 29, 2021, and formally acknowledged on October 12, 2021.

### Request

"Emails between The Administrator, Senior Executive Service Employees and GS- 15 Managers related to implementation of Executive Order 14043 to include information about disciplinary action related to Federal Employees who choose not to be vaccinated or that choose not to disclose vaccine status."

### Response

The agency's Cyber Forensics team searched for and gathered records responsive to your request. BPA collected 1,554 pages of responsive records from the agency's email archives. Those 1,554 pages accompany this communication with redactions made under the following permitted or required FOIA exemptions:

- Two pages with exemptions applied under 5 U.S.C. § 552(b)(4) (Exemption 4)
- 153 pages with exemptions applied under 5 U.S.C. § 552(b)(5) (Exemption 5)
- 458 pages with exemptions applied under 5 U.S.C. § 552(b)(6) (Exemption 6)

A more detailed explanation of the applied exemptions follows.

### Explanation of Exemptions

The FOIA generally requires the release of all agency records upon request. However, the FOIA permits or requires withholding certain limited information that falls under one or more of nine

statutory exemptions (5 U.S.C. §§ 552(b)(1-9)). Further, section (b) of the FOIA, which contains the FOIA's nine statutory exemptions, also directs agencies to publicly release any reasonably segregable, non-exempt information that is contained in those records.

#### **Exemption 4**

Exemption 4 protects “trade secrets and commercial or financial information obtained from a person [that is] privileged or confidential.” (5 U.S.C. § 552(b)(4)). Information is considered commercial or financial in nature if it relates to business or trade. This exemption serves to protect the interests of both the agency and third party submitters of information. Based on guidance available from the U.S. Department of Justice, BPA is withholding from public release the details of meetings with certain Transmission customers. These data are not related to the subject of your request, and the FOIA does not permit a discretionary release of information otherwise protected by Exemption 4.

#### **Exemption 5**

Exemption 5 protects “inter-agency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency.” (5 U.S.C. § 552(b)(5)). In plain language, the exemption protects privileged records.

#### **Deliberative Process Privilege**

The FOIA's Exemption 5 deliberative process privilege protects records showing the deliberative or decision-making processes of government agencies. Records protectable under this privilege must be both pre-decisional and deliberative. A record is pre-decisional if it is generated before the adoption of an agency policy. A record is deliberative if it reflects the give-and-take of the consultative process, either by assessing the merits of a particular viewpoint, or by articulating the process used by the agency to formulate a decision. Here, BPA relies on Exemption 5 here to protect pre-decisional discussions about:

- [Guidance to employees for submitting reasonable accommodations;](#)
- [data collection related to employee testing for the coronavirus;](#)
- [strategies for encouraging employees to get vaccinations and report their status;](#)
- [disciplinary actions related to projected non-compliance with testing and reporting; and](#)
- [contingency planning to address potential workforce reduction due to coronavirus cases.](#)

BPA here concludes that release of the records described above would harm the agency's ability to discuss sensitive topics and have a chilling effect on agency management's ability to make future decisions and create policies.

Records protected by Exemption 5 may be discretionarily released. BPA has considered and declined a discretionary release of some pre-decisional and deliberative information in the responsive records set because disclosure of that information would harm the interests and protections encouraged by Exemption 5.

### **Attorney-Client Privilege**

Attorney-client privilege protects confidential communications between an attorney and a client relating to a legal matter for which the client has sought professional advice. The privilege encompasses facts provided by the client and opinions provided by the attorney. In this case, BPA asserts Exemption 5 to protect [attorney advice provided to management on providing responses to employee questions about reasonable accommodations and coronavirus testing](#).

### **Exemption 6**

Exemption 6 serves to protect Personally Identifiable Information (PII) contained in agency records when no overriding public interest in the information exists. BPA does not find an overriding public interest in a release of the information redacted under Exemption 6—specifically: [personal conversations not related to agency business, mobile phone numbers, personal phone numbers, and personal email addresses](#). Further, the names and identifying details of certain employees were redacted when they were attached to:

- [Specific questions about reasonable accommodation requests;](#)
- [statements of intent to file reasonable accommodation requests;](#)
- [specific questions about vaccinations; and](#)
- [personal opinions, views or beliefs about vaccinations.](#)

[BPA finds a privacy interest in these names and identifying details because they may reveal medical information or opinions about personal medical decisions. The names do not reveal how BPA conducts agency business and sheds no light on the executive functions of the agency;](#) therefore, BPA finds no overriding public interest in its release. BPA cannot waive these redactions, as the protections afforded by Exemption 6 belong to individuals and not to the agency.

Lastly, as required by 5 U.S.C. § 552(a)(8)(A), information has been withheld only in instances where (1) disclosure is prohibited by statute, or (2) BPA foresees that disclosure would harm an interest protected by the exemption cited for the record. When full disclosure of a record is not possible, the FOIA statute further requires that BPA take reasonable steps to segregate and release nonexempt information. The agency has determined that in certain instances partial disclosure is possible, and has accordingly segregated the records into exempt and non-exempt portions.

### **Fees**

There are no fees associated with processing your FOIA request.

**Certification**

Pursuant to 10 C.F.R. § 1004.7(b)(2), I am the individual responsible for the records search and information release described above. BPA-2021-01148-F is now closed with the responsive agency information provided.

**Appeal**

Note that the records release certified above is final. Pursuant to 10 C.F.R. § 1004.8, you may appeal the adequacy of the records search, and the completeness of this final records release, within 90 calendar days from the date of this communication. Appeals should be addressed to:

Director, Office of Hearings and Appeals  
HG-1, L'Enfant Plaza  
U.S. Department of Energy  
1000 Independence Avenue, S.W.  
Washington, D.C. 20585-1615

The written appeal, including the envelope, must clearly indicate that a FOIA appeal is being made. You may also submit your appeal by e-mail to [OHA.filings@hq.doe.gov](mailto:OHA.filings@hq.doe.gov), including the phrase "Freedom of Information Appeal" in the subject line. (The Office of Hearings and Appeals prefers to receive appeals by email.) The appeal must contain all the elements required by 10 C.F.R. § 1004.8, including a copy of the determination letter. Thereafter, judicial review will be available to you in the Federal District Court either (1) in the district where you reside, (2) where you have your principal place of business, (3) where DOE's records are situated, or (4) in the District of Columbia.

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows:

Office of Government Information Services  
National Archives and Records Administration  
8601 Adelphi Road-OGIS  
College Park, Maryland 20740-6001  
E-mail: [ogis@nara.gov](mailto:ogis@nara.gov)  
Phone: 202-741-5770  
Toll-free: 1-877-684-6448  
Fax: 202-741-5769

Questions about this communication may be directed to James King, FOIA Public Liaison, at [jjking@bpa.gov](mailto:jjking@bpa.gov) or 503-230-7621. Questions may also be directed to FOIA Program Lead Jason Taylor at [jetaylor@bpa.gov](mailto:jetaylor@bpa.gov) or 503-230-3537. Thank you for your interest in the Bonneville Power Administration.

Sincerely,

**RACHEL HULL** Digitally signed by RACHEL HULL  
Date: 2023.09.14 14:30:21 -07'00'

Rachel L. Hull

Freedom of Information/Privacy Act Officer

[Responsive agency information accompanies this communication.](#)

From: Fickes, Anne Macron (BPA) - NH-1

Sent: Wed Sep 15 09:07:09 2021

To: Scruggs, Joel L (BPA) - DK-7; Helwig, Heidi Y (BPA) - DKS-7; Paynter, Julie A (BPA) - DKS-7; Wingert, Kevin M (BPA) - DKP-7

Subject: FW: Updated OMB COVID Safety Policies

Importance: Normal

FYI that a DOECAST will be coming with more info

**From:** Lee, Terri <terri.lee@hq.doe.gov>

**Sent:** Wednesday, September 15, 2021 8:42 AM

**To:** Wech, Michael S <mike.wech@swpa.gov>; Hobbs, Virgil <Virgil.Hobbs@Sepa.doe.gov>; LeBeau, Tracey <lebeau@wapa.gov>; Hairston, John L (BPA) - A-7 <jlhairston@bpa.gov>; Smith, Barbara L <barbara.smith@swpa.gov>; Thompson, Dionne E <dthompson@wapa.gov>; Baskerville, Sonya L (BPA) - DIN-WASH <slbaskerville@bpa.gov>; Tyer, Katherine M <tyer@wapa.gov>

**Cc:** Hoffman, Patricia <pat.hoffman@hq.doe.gov>; Muse, Whitney <whitney.muse@hq.doe.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>; Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Fickes, Anne Macron (BPA) - NH-1 <acmacron@bpa.gov>; Laylo, Sarah M (BPA) - NN-1 <smlaylo@bpa.gov>; Rodgers, Jennifer R <jroddgers@wapa.gov>; Ardis, Melissa H <ardis@wapa.gov>; Brown Shute, Theresa <theresa.brownshute@hq.doe.gov>; Lyles, Chris J <lyles@wapa.gov>

**Subject:** [EXTERNAL] RE: Updated OMB COVID Safety Policies

Good morning,

As you all know, the President signed the Executive Order on September 9<sup>th</sup> that mandates COVID-19 vaccination for federal executive branch employees. The Safer Federal Workforce Task Force is tasked to provide an implementation framework within seven days from September 9. As of yesterday below is what I'm aware of but as like every update there are many other details to follow.

- (1) The OCIO is actively and expeditiously working to provide access to DOE's attestation data contained in MyEnergy. Notifications to staff identified for access will be made once the system is available. As a reminder, staff can update their attestation at any time.
- (2) November 22 is the deadline for all federal employees to be "fully" vaccinated. Walking back from that date, the last shot of two (Pfizer & Moderna) and the one shot for J&J, will have to be administered by Nov. 8 to allow for the two weeks for the vaccine to be effective. You can find more details from the latest updated COVID-19 guidance here, [Protecting the Federal Workforce During the COVID-19 Pandemic | Safer Federal Workforce](#).
- (3) For clarity, DOE will not need to have a COVID testing program due to the vaccine mandate.

(4) (b) (5) [REDACTED]

(5) We are working to draft a DOECAST which we hope will be released this week/early next week explaining the vaccine mandate for all federal employees [REDACTED]. Details on this process are to follow.

As like you, we in the DOE COVID Coordination Team have a lot of questions, and we have and will continue to

raise them with OMB and the DOE leadership. Please don't hesitate to share your questions and I will try to answer the ones I can and bring the others that I can't to other's attention.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)



**From:** Lee, Terri

**Sent:** Tuesday, September 7, 2021 2:53 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jrodgers@wapa.gov](mailto:jrodgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

This is a quick update for the week as of today.

Regarding the September 20<sup>th</sup> deadline, consider that as a marker towards the October 18<sup>th</sup> date when all sites will need to have their testing plan ready to use (for the interim until the nation-wide federal plan is rolled out). Therefore, you are not expected to have a plan completed by September 20<sup>th</sup>.

Between now and October 18, we're asking the sites to think through any potential gaps that will need to be addressed. As I noted last Thursday, you are welcome to use the DOE HQ's plan when it's released later this month and tailor it to your needs. This hopefully can lessen the burden for you have to create something from whole cloth for temporary use. In the meantime, one thing you can research if you haven't done so already is identify testing sites close to your work locations. I know there are locations in the DC Metropolitan area that offer free testing as well. I understand availability of testing varies widely across the country and are limited in remote places. According to the Safer Workplace FAQs, "In most circumstances, agencies should authorize employees to take no more than one hour to travel to the testing site, complete testing, and return to work. Agencies should

require employees taking longer than one hour to document the reasons for the additional time.”

While many details regarding testing continue to be fleshed out, [REDACTED] (b) (5) [REDACTED] I've alerted the CFO and DOE's COVID Coordination Team about your non-reimbursable restrictions and they are looking into how to resolve the issue, if in fact it is an issue.

Lastly, your office should have received a request from the CHCO last week confirming the names of the few staff that will be given access to the attestation data on MyEnergy. If this has not happened, please reach out to your HC POC. Once you have insight on the numbers, the data will help inform your testing and management plans.

As always, please don't hesitate to reach out if you have any questions.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Thursday, September 2, 2021 7:06 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone,

I wanted to provide a little more clarity on my message from yesterday as well as from today's noon COVID office hour call.

(b) (5)

As you are thinking through how to put in place your specific testing plan, you may want to consider using the DOE HQ's plan as a starting point so you don't need to create one from scratch. (b) (5) Once that's available, you're welcome to use that as a model with the ability to adjust specific to each of your site(s). I'll keep you posted on DOE's progress and timing.

Also from today's call, October 18<sup>th</sup> is the date in which OMB has identified that all agencies will need to implement their testing plan. Between that date and until OMB puts in place the nation-wide program that we can all use free of charge, all federal and site support service contractors will be reimbursed for their weekly test through a system that the CFO is in the process of putting in place. However, once the government-wide contract is effective, it will only cover federal employees and not our site support service contractors. This is what we're calling the "interim" step leading up to the nation-wide program.

Things continue to be fluid with many different moving parts. As such, everything is subject to change. For now, this is where we're heading.

As always, don't hesitate send me your questions.

Have a good evening.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Wednesday, September 1, 2021 3:23 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jrodgers@wapa.gov](mailto:jrodgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Good Afternoon Everyone,

This is my weekly update. To start off, I believe your HCAs (Heads of Contracting Activities) received (attached) a signed memo from John Bashista, DOE's Senior Procurement Executive and Keith Hamilton, NNSA's Senior Procurement Executive, setting forth the requirement for DOE and NNSA HCAs to direct their Contracting Officers (COs) to send letters using the attached template (attached) to Support Service Contractors (SSC) who have employees that work on any DOE/NNSA site or in any DOE/NNSA controlled facility. The template provides information on the DOE/NNSA COVID-19 vaccination attestation process for onsite SSC and their employees. Separate guidance was provided for Management and Operating (M&O) and Major Site and Facility Contractors.

This guidance implements the Administration's Safer Federal Workforce Task Force issued COVID-19 Workplace Safety: Agency Model Safety Principles (Agency Model Safety Principles or AMSP) which was issued on July 29, 2021. The AMSP directs agencies to ask about the vaccination status of Federal employees, contractor employees, and visitors to Federal buildings and sites and requires that respondents attest to the truthfulness of their response. Further information regarding testing requirements will be provided by the Contracting Officer.

I'm told that additional FAQs regarding contractors will be forthcoming and I will share those once released.

In addition, we were informed by the OMB Task Force that all agencies should begin COVID-19 testing starting September 20<sup>th</sup>. This does not mean all testing is required starting September 20<sup>th</sup> but more so to have a plan in place for testing. (b) (5)

However, given the diversity of the DOE complex, each site has a range of flexibility on how they plan to implement their testing program. If you haven't already, please start developing your implementation plan for how your site(s) will manage testing. As a reminder, those that do not respond to the vaccination attestation will be treated as unvaccinated and will be required to be tested. I want to emphasize that there is no federal mandate for vaccination and therefore vaccination is not a condition of employment.

As the guidance states, the federal government will be paying for testing for all federal employees. The CFO is in the process of developing guidance for reimbursement, including how that will work for the PMAs.

If you'd like assistance in developing your site testing plan, please let me know and I can pull a few people together from the EM, NNSA and SC sites that have experience due to their existing COVID testing program recently developed or developed in the earlier days of the pandemic.

As always, please don't hesitate to send me any questions you may have.

Best,

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

██████████ (03) ██████████



**From:** Lee, Terri

**Sent:** Wednesday, August 25, 2021 2:15 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone,

For a quick update, the Secretary's Townhall is being moved from what was planned for tomorrow to Friday, 8/27/21, 2:30 pm – 3:45 pm. This is subject to change like all things related to COVID right now.

Due to procurement sensitivities and to avoid getting ahead of the process, I'm not going to go into any details but I do however want to make you aware that our COVID Coordination Team is working with DOE's and NNSA's HCAs (Head of Contracting Agency), John Bashista and Keith Hamilton respectively, as well as other contracting experts in DOE's programs to develop guidance for contractors (M&Os, prime & site support service) regarding vaccinations. Juston Fontaine may likely touch on this at his standing Thursday noon office hours, which many of you call in for. Don't hesitate to ask questions at that time and as always you can send questions to me as they come up.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Tuesday, August 17, 2021 5:01 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[sibaskerville@bpa.gov](mailto:sibaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wileady@bpa.gov](mailto:wileady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

For your awareness, there are no new guidance from OMB as of today. I'm providing below a quick update on planned DOE announcements later this week.

- (1) DOE's electronic system for vaccination attestation for federal and onsite support service contractors is targeted to be operational this Friday, August 20.
- (2) We are working on finalizing instructions for visitors to fill out the attestation forms.
- (3) DOE's Procurement Office is currently drafting guidance that will be sent to the M&Os (date TBD) on how to manage the attestation process.
- (4) A DOECAST will be released this Friday announcing the Secretary's Townhall scheduled for next Thursday, August 26, at 11:00 am EST, with a focus on the attestation guidance. The message will also include the updated Safety Protocol Plan.

(b) (5)

That's all I know as of today. Please let me know if you have any questions.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Thursday, August 12, 2021 1:23 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyler, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

To All:

To follow-up from today's "COVID Office Hour" meeting regarding testing, Todd Shrader from EM has shared (attached) their West Valley site employee testing approach for your consideration as you plan to implement testing at your site(s). West Valley is scheduled to institute the program starting Monday. At West Valley, there are about 100 workers who will fall under this program. The cost of the tests are about \$25 a piece with some additional program administration costs.

The attached presentation is a high level summary. If anyone wants more detailed information, Todd and I can get the right people connected.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

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Executive Assistant

Mona-Lisa Bloomfield

[REDACTED] (b) (6)

**From:** Lee, Terri <[terri.lee@hq.doe.gov](mailto:terri.lee@hq.doe.gov)>

**Sent:** Tuesday, August 10, 2021 9:06 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[pat.hoffman@hq.doe.gov](mailto:pat.hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[theresa.brownshute@hq.doe.gov](mailto:theresa.brownshute@hq.doe.gov)>

**Subject:** Re: Updated OMB COVID Safety Policies

Apologies for the additional email but I thought it was important to share the latest information I received today regarding the attestation process. Please know that no DOE final decisions have been made since we're still working through the technical and administrative details and therefore what I describe below is subject to change. Our hope to be able to put something in place very soon, likely sometime next week, maybe sooner if all the stars align.

We are in the process of working with our CIO office to determine the best IT system approach to automate the attestation process. One that may be the most feasible is a SharePoint like system that the CIO has been developing to automate fillable forms for all federal staff to access and update when necessary. (b) (5)

Rather than each DOE program develop its own process, all DOE federal and support service contractor staff will be given access to the system once a decision is made on which system DOE will use.

As for outside visitors to a DOE facility, the form will be made available on the DOE website and at the front desk of the DOE check-in. The visitor will be responsible for filling out the form and keeping it with them during their visit if asked for verification. The visitor will also be responsible for disposing of the form. DOE will not be collecting the information. The DOE program host will be responsible for informing the visitor(s) of the process. This process will have to be followed by each visitor for every visit.

With regards to COVID testing (b) (5) [REDACTED] [REDACTED]. I'll share the information once it's available. It should not be a surprise to anyone that we are not permitted to implement our re-entry plan until the details of the testing protocols have been established. As such, the re-entry plan continues to be hold until all details have been worked out.

Our DOE COVID Coordination Team is working to update and release shortly the Safety Protocol Plan to reflect much of these and other changes, including the removal of the 25% occupancy restriction. We originally had planned to release it with the re-entry plan. Given the delay due to these policy changes, we believe it's necessary to separate the two documents in order provide everyone the latest Safety Protocol Plan as soon as possible.

Please do not hesitate to send me any questions you may have. I will answer those that I can and maintain a list of those unanswered until further information is available for me to respond or be included in future updates to our FAQs.

Thank you and good evening.

Terri



Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Mona-Lisa Bloomfield

Executive Assistant

(202) 586-8121 (O)

██████████ (b) (5) (C)

**From:** "Lee, Terri" <[terri.lee@hq.doe.gov](mailto:terri.lee@hq.doe.gov)>

**Date:** Monday, August 9, 2021 at 5:23 PM

**To:** "Wech, Michael S" <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>, "Hobbs, Virgil" <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>, "LeBeau, Tracey"

<[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>, "Hairston, John L" <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>, "Smith, Barbara L" <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>, "Thompson, Dionne E" <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>, "Baskerville, Sonya L" <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>, "Tyer, Katherine M" <[tyer@wapa.gov](mailto:tyer@wapa.gov)>  
**Cc:** Pat Hoffman <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>, "Muse, Whitney" <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>, "Leady, William J" <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>, "Hall, Lee J" <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>, "Capps, Stephan A" <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>, "Fickes, Anne Macron" <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>, "Laylo, Sarah M" <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>, "Rodgers, Jennifer R" <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>, "Ardis, Melissa H" <[ardis@wapa.gov](mailto:ardis@wapa.gov)>, "Brown Shute, Theresa" <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>  
**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone:

Last Friday the Safer Federal Workforce Task Force published the new Frequently Asked Questions (FAQs) related to vaccination attestation that you can find here: <https://www.saferfederalworkforce.gov/new/>. We will be working to update the DOE Safety Plan consistent with the new process. In the meantime, you can begin to update your site plans accordingly. I'm sure you'll have questions that we may or may not be able to answer right now but please share them so that we can work to address them as soon as possible.

As of now, there are no details regards the process for testing. I'll share them once they're made available.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Tuesday, August 3, 2021 12:41 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[sibaskerville@bpa.gov](mailto:sibaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>

**Subject:** Updated OMB COVID Safety Policies

Hi Everyone,

Attached for your reference is the updated safety protocols from OMB from last week if you or your staff have not seen them yet. I want to point out that we are waiting for OMB guidance on the process for executing some of the new policies, particularly ones regarding vaccination verification and testing. We will update the DOE guidance consistent with OMB's direction once it's made available. In the meantime, we remain on maximum telework and continue to follow the May 24, 2021 DOE COVID Safety Plan in addition to last week's mask wearing update. You can find all of this information on the DOE Powerpedia, <https://powerpedia.energy.gov/wiki/Portal:COVID-19>.

As a reminder, the updated mask mandate is not a blanket mandate. For those vaccinated, masks are only required in high transmission areas. Please use the CDC guidelines to determine areas of high transmission. If you have neighboring areas where one has high transmission and the other has moderate transmission, and the majority of those workers come to the same work site, err on the conservative side.

Also, the re-entry plan is on hold until the process to implement the new protocols announced last Thursday are put in place.

Lastly, if you have any questions regarding federal COVID safety protocols versus local or state level protocols, please let me know and I can schedule a meeting with GC and our COVID Coordinating Team to resolve the issue.

As always, please don't hesitate to reach out to me if you have any other questions.

Thank you. Take care and stay safe.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

**(b) (6)**

From: Kuhn,Shana L (BPA) - NS-4400-LL

Sent: Fri Sep 24 10:13:23 2021

To: Capps,Stephan A (BPA) - NW-1; Cathcart,Michelle M (BPA) - TO-DITT-2

Cc: Shaheen,Richard L (BPA) - T-DITT-2

Subject: RE: Messaging

Importance: Normal

On your first topic, I recommend as Steve also does that you engage with ER/LR as well as legal on this messaging. They should be supportive and help to ensure you don't go too far at this point in the process. I have found them to support strong clear messaging, but have some nuances they can help with.

On the topic of religious exemptions, I learned two things this week on the DOE chief human capital call. 1. Employees can simultaneously request a religious and a medical exemption if they feel that would be appropriate. 2. The RA policy that came out from DOE includes a form for religious exemptions. The employee should just start the process in the same way they typically would and the RA program will work through the process. My understanding is that this type of exemption would require a signature from a religious leader at their church, but I am not an expert in this area by any means...

Any employee awaiting final decision on a RA would be put into an "interim exemption" category. We would not start any progressive discipline until there was a final decision on the RA.

For awareness – we currently have one person in HR that does RA work full time as we typically only have a handful of these in process at any given time. I do think others are trained for this type of work, but also do ER work. I think we need to consider a contingency plan on that front as well and will be sure Anne is thinking about this.

Hope this helps.

Shana

**From:** Capps,Stephan A (BPA) - NW-1 <sacapps@bpa.gov>  
**Sent:** Friday, September 24, 2021 9:59 AM  
**To:** Cathcart,Michelle M (BPA) - TO-DITT-2 <mmcathcart@bpa.gov>; Kuhn,Shana L (BPA) - NS-4400-LL <slkuhn@bpa.gov>  
**Cc:** Shaheen,Richard L (BPA) - T-DITT-2 <rishaheen@bpa.gov>  
**Subject:** RE: Messaging

Some initial thoughts on this.....

I'm sure that other work groups are getting the same feedback. It would be good to have the language synched with LR and the lawyers. A stern message is good.

**From:** Cathcart,Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>  
**Sent:** Friday, September 24, 2021 9:43 AM  
**To:** Kuhn,Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>; Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>  
**Cc:** Shaheen,Richard L (BPA) - T-DITT-2 <[rishaheen@bpa.gov](mailto:rishaheen@bpa.gov)>  
**Subject:** Messaging

Hi Shana,

(b) (5)



(b) (5)





(b) (5)

Thank you!

**Michelle Cathcart** (She/Her/Hers)

Vice President | Transmission System Operations

**Bonneville Power Administration**

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(b)

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From: Fickes, Anne Macron (BPA) - NH-1

Sent: Thu Sep 16 10:13:27 2021

To: Kuhn, Shana L (BPA) - NS-4400-LL; Mosley, James G (BPA) - NHE-1

Cc: Wright, Colleen C F (BPA) - NHQ-1

Subject: My notes

Importance: Normal

Here are my notes....

- DOE: 86% responded with 84% vaccinated
- Continue doing attestations
- PMC – Multiple meetings over next 2 weeks – RA and enforcement; Carl and his team on it but not much info; want to standardize process across Dept as much as possible;
  - o Medical documentation template in new RA policy – can start using now but may create one for vaccine and religious; more to come
- Progressive discipline – standardize across DOE as much as possible
  - o For example, LOR then XX then XX then removal
- Must get first shot by Oct 11 (verifying date) if doing Pfizer/Moderna to meet deadline for full vaccination by Nov 22

- Condition of employment – waiting for language from OPM on what to put in JOAs; looking into if not vaccinated, can we bring them on board?
- Stand down on testing programs
- Appears we will need to get proof of vaccination and not just rely on attestations; CHCO pushing back
- Today is the 7<sup>th</sup> day from when EO issued; Fed Task Force (OMB) due to provide agency guidance today
- RA approved exemptions – if required to come on site; proof of negative test within 72 hours (just like a visitor)
- System will stay open, especially since we may use it for loading vaccination proof
- If vaccinated, don't have to get tested before coming on site
- Approved RA request and need them to come on site, Dept must pay for tests
- Agencies will not have access to national database
- Vaccinations and testing are normal duty time now – not ADM
- Who see results of COVID tests? Pending
- Remote workers still need vaccinations, even if remote work PRIOR to COVID
- DOE is finalizing an updated telework form, remote work form, and interim policy

**Q: Should agencies allow employees to undertake any required testing on duty time?**

A: Yes. When a federal employee is required to be tested pursuant to an agency's testing program, the time the employee spends obtaining the test (including travel time) from a site preapproved by the agency is duty time; thus, there is no need for the employee to take administrative leave for such time during the employee's basic tour of duty. An agency should only authorize an employee to spend time obtaining a test during the employee's basic tour of duty hours and only for the amount of time necessary to obtain the test. In most circumstances, agencies should authorize employees to take no more than one hour to travel to the testing site, complete testing, and return to work. Agencies should require employees taking longer than one hour to document the reasons for the additional time. If, due to unforeseen circumstances, the employee is unable to obtain the test during basic tour of duty hours, the normal overtime hours of work rules apply.

Reasonable travel costs that are incurred as a result of obtaining the test from a site preapproved by the agency should be handled the same way as local travel or temporary duty (TDY) cost reimbursement is handled based on agency policy and the Federal Travel Regulation.

When an employee is not required to be tested but decides to obtain a COVID-19 test during basic tour of duty hours at the employee's own initiative, the employee may request sick leave or other available paid time off for that situation.

**Anne Fickes**

*Acting Director | Human Resources Service Center*

*Bonneville Power Administration*

*U.S. Department of Energy*

*503.230.3240*



**From:** Hull,Michael J (BPA) - TEV-CSB-1

**Sent:** Fri Sep 24 10:20:24 2021

**To:** Burt,Jason R (BPA) - TEZ-MANGAN

**Subject:** RE: Assignment from Joel Cook

**Importance:** Normal

I had a serious week. Ready for some fun I guess.

**From:** Burt,Jason R (BPA) - TEZ-MANGAN <jrburt@bpa.gov>

**Sent:** Friday, September 24, 2021 10:20 AM

**To:** Hull,Michael J (BPA) - TEV-CSB-1 <mjhull@bpa.gov>

**Subject:** RE: Assignment from Joel Cook

You're on fire!

**From:** Hull,Michael J (BPA) - TEV-CSB-1 <[mjhull@bpa.gov](mailto:mjhull@bpa.gov)>

**Sent:** Friday, September 24, 2021 10:17 AM

**To:** Kirkland,Matthew C (BPA) - TER-3 <[mckirkland@bpa.gov](mailto:mckirkland@bpa.gov)>; Burt,Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>

**Subject:** RE: Assignment from Joel Cook

Then he would have 1.43 pounds left. Enough to be a manager.

**From:** Kirkland, Matthew C (BPA) - TER-3 <[mckirkland@bpa.gov](mailto:mckirkland@bpa.gov)>  
**Sent:** Friday, September 24, 2021 10:16 AM  
**To:** Burt, Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** RE: Assignment from Joel Cook

I think Jason's brain is closer to 4.43 pounds....

**From:** Burt, Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>  
**Sent:** Friday, September 24, 2021 9:37 AM  
**To:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** RE: Assignment from Joel Cook

Richard makes a fair point about whether we're actually likely to lose a significant number of folks. Since we're asked to think about the worst case scenario where people do what they say they will do, this is a case of "plan for the worst and hope for the best". If we have fewer voluntary separations than we feared, that's a good thing.

There's a joke I remember from Physics where we had to consider the effect of air resistance on a cow falling out of a plane; "Consider the cow to a perfect sphere." We all know that assumption is bad, but because the actual cow shape is extremely complex, it's easier to just consider the sphere. Similarly, losing "10% of the workforce" is a "peanut-butter" model. It implies that any 1% is like any other 1%, and that there's no "disparate effect", and that folks leave as a discrete pulse. These assumptions can drive our planning so I want to address them.

Losing 10% of the TEZ workforce would be like me losing 10% of my body weight – it critically depends what 10% we're talking about. To make the math easy, let's say I weigh 200 lbs. If I lost 20 lbs of fat, that'd be great! If I lost my 3 lb brain, that'd be bad. To extend the analogy, the hiring freezes and retirements over the last decade [1779 BFTE in 2006 and 1602 BFTE today (90%) ] mean there's not much fat, so we're just talking about losing 20 lbs of organs, muscle or bone. This is why the "peanut butter" 10% is hard to answer. We all know that losing one specific FTE in our group would be vastly different than losing another specific FTE.

When we talk about voluntary separation due to vaccination requirement, we're much more likely to lose the experienced and tenured folks near retirement than we are the new folks who are still in training. The two populations simply have vastly different personal and financial impacts from leaving a steady job. "What's the impact of losing your six most tenured people?" is a different question than a random 10% of the workforce, but much more likely to happen. The impact to our products and services is also typically much more severe when we lose experienced folks than when we lose new folks.

Finally, the assumption about the "pulse" is that on 11/22/2021, 10% of the folks will simply not show up to work and cleanly resign. It's much more likely that 10% of the workforce will fight their management chain over RA rules, or pretend to get the vaccine with false documentation, or grieve discipline for conduct with their union, or just delay and document and use the bureaucratic morass to bury their supervisor in paperwork. Anyone who



worked through Employee Relations with one employee will shudder at the idea of going through it with a significant fraction of the workforce, which is an impact separate and apart from actually losing the FTE itself! It's probably the case that, instead of a pulse, we'd lose people for one reason or another over one to nine months as these processes play out, and of course we can't backfill the position as the FTE self-immolates. Again, there's an impact from the loss of the worker and there's also an impact to management from the bureaucratic tsunami.

Now that I've spent a page arguing with the question, I can address TEZ. My team has about sixty people, so losing 10% is about six people. Technical Services has some folks that are very tenured, with deep experience in specific technologies and little or no backup. Losing someone like (b) (6) would immediately and drastically reduce our support for the Field for their support areas. We also have some newer engineers, and losing them would mean starting over with the training and knowledge transfer process, without a severe immediate impact but all the problems of "eating our seed corn." Since Tech Services hires internally more than externally, personnel losses in our group would probably cascade through the organization as people move into the vacated slots, impacting other groups much more than TEZ. I remember from HR documentation that Hiring processes about four times as many internal vacancies as external, so if that held true in the "Vaccinalypse" then our 10% loss would be a 50% position turnover, which is sobering.

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Sent:** Thursday, September 23, 2021 3:09 PM  
**To:** TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** Assignment from Joel Cook

We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending

on how many people actually end up not getting vaccinated.

Here is the assignment and this is not scientific, just gut feel and ideas needed:

- 1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level.
- 2) What impact would a loss of 10% have on your delivery of products and services?
- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire? (Overtime, reduce work intake,...)

Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike

**From:** Cook,Jeffrey W (BPA) - TP-DITT-2

**Sent:** Tue Sep 21 16:19:35 2021

**To:** Johnson,Kelly G (BPA) - TPC-TPP-4

**Subject:** RE: For awareness

**Importance:** Normal

Thanks Kelly and WOW

I am sure it will make its way through BPA but appreciate the heads up since I am sure I will hear from Richard J

I like you hope that the discipline portion is done equitable across BPA – whatever that ultimately is. This has divided America, families, and certainly BPA.

Jeffrey W. Cook, PE

VP Transmission Planning and Asset Management

Bonneville Power Administration

360-418-8981

(b) (6) (cell)

**From:** Johnson,Kelly G (BPA) - TPC-TPP-4 <kgjohnson@bpa.gov>

**Sent:** Tuesday, September 21, 2021 4:00 PM  
**To:** Cook, Jeffrey W (BPA) - TP-DITT-2 <jwcook@bpa.gov>  
**Subject:** For awareness

This needs to be confidential. The new vaccine mandate is going to create some challenges as you are aware. Obviously there are a lot of questions about the RA process now. The TPC supervisor team took the new training and we went over it at this past Monday's team meeting.

(b) (5), (b) (6)

A large rectangular area of the document is redacted with a solid black background. The text "(b) (5), (b) (6)" is visible in the top-left corner of this redacted area.

I'm also attaching a sample of the communications each supervisor had sent to their respective teams. This one was Kevlyn's but they used this as a template. Employee relations applauded how we have been messaging this as we discussed what we had been doing.

(b) (5), (b) (6)

A large rectangular area of the document is redacted with a solid black background. The text "(b) (5), (b) (6)" is visible in the top-left corner of this redacted area.

(b) (5), (b) (5)

A large rectangular area of the document is completely redacted with a solid black fill. The text "(b) (5), (b) (5)" is visible in the top-left corner of this redacted area.

Anyway, I assumed it was only a matter of time before you got this email or versions of it via other forums and wanted to get ahead of it. We are going strictly by the book. We are not responding in any way to the email.

(b) (5), (b) (6)

A large rectangular area of the document is completely redacted with a solid black fill. The text "(b) (5), (b) (6)" is visible in the top-left corner of this redacted area.

Thanks for always listening Jeff

Kelly

**From:** Hall, Lee J (BPA) - PES-6

**Sent:** Thu Sep 09 15:31:41 2021

**To:** Capps, Stephan A (BPA) - NW-1; Leady Jr, William J (BPA) - K-7; Hall, Lee J (BPA) - PES-6

**Subject:** New Policy Group Slide Deck

**Importance:** High

**Attachments:** Policy Group 9.9.2021 V1.pptx

Steve, what do you think of this deck?

# Policy Group Meeting

Sept 9, 2021



## Update

### *Topics*

- ✓ Latest information from Executive Orders
- ✓ Vaccination Attestation Information
- ✓ Communications with the Workforce
- ✓ Questions

## Executive Order Sept 9, 2021

**Sec. 2.** Mandatory Coronavirus Disease 2019 Vaccination for Federal Employees. Each agency shall implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for all of its Federal employees, with exceptions only as required by law. The Task Force shall issue guidance within 7 days of the date of this order on agency implementation of this requirement for all agencies covered by this order.

**Complete EO:**

[Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees | The White House](#)

## *Executive Order 9/9/2021*

- ✓ Requires Vaccination of all Federal workers and contractors
- ✓ DOE Covid Coordination Team – work with OMB (“Task Force”) on follow-on details/implementation (OMB issue guidance within 7 days)
- ✓ DOE and BPA continue to plan for Covid testing
  - ✓ Access to Vaccine Attestation data (it will be “soon”) - DOE CIO
  - ✓ Type of tests to administer
  - ✓ Scope/details likely to change due to EO
- ✓ Union coordination

## Communications: Proposed Language for John's Friday Message

*As we saw yesterday, President Biden signed executive orders that mandate COVID-19 vaccinations for federal employees and contractors working with federal entities. I realize that this mandate raises some questions about the Department of Energy's COVID-19 vaccination attestation requirements and testing program. But at this point I would ask for your patience as we await additional guidance from DOE on how to implement these new executive orders. As soon as we know more, we will share that information with you.*

## Additional News Reports about WH Plan

School Children: “The president also announced measures to ensure kids are adequately protected in classrooms, as he aims to make more testing available.”

Teachers and Staff: “He's also urging states to require vaccinations for all school teachers and staffs.”

Vaccine Production: “Mr. Biden also said he's using the Defense Production Act to ramp up the production of rapid COVID-19 tests, and at-home rapid tests will be available at major pharmacies over the next several months at cost.”

Exceptions: “White House press secretary Jen Psaki said earlier Thursday there will be limited disability and religious exceptions to the federal employee vaccine requirement. Those who are not exempt and do not comply will be subject to disciplinary action, including possible termination, she said.”

# Questions

From: Baskerville, Sonya L (BPA) - DIN-WASH

Sent: Wed Sep 22 17:56:44 2021

To: Furrer, Robin R (BPA) - N-7

Subject: FW: Policy Group Awareness - Mandatory Attestations

Importance: Normal

Yep. Apparently agencies are supposed to be engaging their internal counsel on the appropriate disciplinary actions and stages, while guidance will be coming.

Sonya Baskerville  
BPA National Relations  
202.253.7352 m

On Sep 22, 2021 8:32 PM, "Furrer, Robin R (BPA) - N-7" <rrfurrer@bpa.gov> wrote:

I received a list of employee names/occupations for the 632 missing attestations.

Erin Moore's folks are working to get us more information for the 332 who declined to respond, and the 98 not vaccinated.

Worst case (and not at all likely), all 632 and the 332 and the 98 all refuse to vax by Nov 22. Or approx. 1/3 of the workforce.

According the Executive Order (but still pending specific information on disciplinary processes and other specifics like i&I with unions) I would expect BPA to begin taking actions consistent with DOE policy to meet the executive order. Yes, it will take time to process but that's what we are ordered to do.

**From:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>  
**Sent:** Wednesday, September 22, 2021 4:49 PM  
**Subject:** Policy Group Awareness - Mandatory Attestations

Team,

This is a heads up on a message that will be sent from the front office tomorrow (Thursday).

Previously, we've communicated that the DOE attestation system was voluntary. With the new executive orders, this is now a mandatory requirement for BFTEs. Today, we received the roll up (below) and names (this is controlled information – only 4 senior leaders have the list of names). The target to have BFTE staff to complete a mandatory attestation in the system is Friday 9/24.

Tomorrow, the front office will send an email to employees who have not completed attestation, to notify them that the form is now mandatory and directing them to go into the MyEnergy system. Expect questions from your teams on this. For now, the message is that it is mandatory. We're working on the process to share the names with you. We are still waiting on additional guidance on reasonable accommodations, disciplinary actions, and other issues.

Declined to respond



Fully Vaccinated

Not vaccinated

Partially Vaccinated

Missing

Total

332

1966

98

56

632

3084

Thanks -- Lee, Steve and Bill

**From:** Shaheen, Richard L (BPA) - T-DITT-2

**Sent:** Mon Sep 27 09:45:24 2021

**To:** Cathcart, Michelle M (BPA) - TO-DITT-2

**Subject:** RE: message to staff

**Importance:** Normal

Good messaging...thanks.

**From:** Cathcart, Michelle M (BPA) - TO-DITT-2 <mmcathcart@bpa.gov>

**Sent:** Friday, September 24, 2021 3:26 PM

**To:** TVPs <tvps@BPASite1.bpa.gov>

**Subject:** FYI: message to staff

FYI on a message I'm planning to send to my staff next week, subject to approval from LR/ER on it.

**From:** Cathcart, Michelle M (BPA) - TO-DITT-2

**Sent:** Friday, September 24, 2021 3:23 PM

**To:** Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>

**Cc:** Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>

**Subject:** PLEASE REVIEW: message to staff

Hi James,

Would you please review the message below that I would like to send to my team next week, and see if you have any concerns with it from an LR/ER perspective? I'm copying Shana too, since I had mentioned to her that I was drafting something around this.

Thank you!

Michelle

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As more information has come out about the vaccine mandate in the past couple of weeks, I have been hearing more questions about contingency plans if we lose significant portions of our workforce. As you have heard me say many times before, safety and reliability of our transmission system are the highest priorities for our organization. Safety of our workforce includes taking necessary steps to protect our people against COVID-19, especially with the more contagious delta variation. President Biden, as supported by all of your leadership here at BPA, have made it clear that the science points to vaccines as the most effective way to protect our workforce, and the executive orders mandating vaccination for [federal workers](#) and [contractors](#) are taken very seriously. Exceptions to this mandate will be limited to only those required by law, such as medical reasons or sincerely held religious beliefs. The [Reasonable Accommodation process](#) includes forms for both medical and religious requests.

I do understand that there are members of our current workforce who may still choose not to be vaccinated and do not qualify for these limited exceptions. Employees who refuse to be vaccinated or provide proof of vaccination and are not approved for an exception may choose to leave federal service or will face disciplinary measures, up to

and including removal from Federal service. With this in mind, leadership is solidifying contingency plans to continue to operate our transmission system safely and reliably under varying levels of attrition. While some of the plans could impact strategic objectives, capital execution, or overtime, the leadership team is committed to doing what is necessary to protect the safety of the workforce and continue to maintain reliability. I am hopeful that the majority of the workforce will comply with the vaccine mandate and these plans will be unnecessary, but I did want to assuage fears about our ability to continue to meet our mission.

**Michelle Cathcart** (She/Her/Hers)

Vice President | Transmission System Operations

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-418-8775 | C (b) (6)

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From: Yannello,Alisa J (BPA) - NH-1

Sent: Wed Sep 22 09:03:29 2021

To: Leady Jr,William J (BPA) - K-7; Wingert,Kevin M (BPA) - DKP-7; Kuhn,Shana L (BPA) - NS-4400-LL; Hall, Lee J (BPA) - PES-6

Subject: RE: Updated COVID Safety Policies

Importance: Normal


Thanks Bill and yes, understood. Just wanted you to see a flavor of what's coming in and to support a proactive communication approach as best that we possibly can. Appreciate all the work that this team does to think ahead, be decisive and informative!

**Alisa J. Yannello, SPHR**

Director I HR Advisory Services and Culture Enrichment NH-1

**Bonneville Power Administration**

U.S. Department of Energy

ajyannello@ bpa.gov | P 503-230-3581 | C 

<https://connection.bud.bpa.gov/workplace-resources/branding-toolbox/PublishingImages/Icons/Icon-Strategic-Goal-5-VALUE.png>

[HR Customer Experience Survey](#) – Let us know how we're doing!

**From:** Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>

**Sent:** Tuesday, September 21, 2021 10:31 PM

**To:** Yannello, Alisa J (BPA) - NH-1 <ajyannello@bpa.gov>; Wingert, Kevin M (BPA) - DKP-7 <kwingert@bpa.gov>; Kuhn, Shana L (BPA) - NS-4400-LL <slkuhn@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Subject:** RE: Updated COVID Safety Policies

Alisa,

All valid questions, we have the answers to many of them now, some are still TBD

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)

**From:** Yannello, Alisa J (BPA) - NH-1 <[ajyannello@bpa.gov](mailto:ajyannello@bpa.gov)>

**Sent:** Tuesday, September 21, 2021 6:51 PM

**To:** Leady Jr, William J (BPA) - K-7 <[wileady@bpa.gov](mailto:wileady@bpa.gov)>; Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[skuhn@bpa.gov](mailto:skuhn@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Cc:** Yannello, Alisa J (BPA) - NH-1 <[ajyannello@bpa.gov](mailto:ajyannello@bpa.gov)>

**Subject:** RE: Updated COVID Safety Policies

Thanks Bill and these are some of the questions we heard this morning – FYI in case you were curious:

1. Where do we send RA request to?
2. If an employee is awaiting an RA decision, but is denied near or after the Nov deadline, how much time will they have in order to get vaccinated after that decision is rendered?

RA's can take up to 30 days or longer and if the approval has not yet been completed by the dates provided, will the employee still face disciplinary actions? or what happens if someone is disapproved after the dates given?

3. Info needed re: Duty Time for Federal Employees -

In most circumstances, agencies should authorize employees to take up to four hours to travel to the vaccination site, complete a vaccination dose, and return to work—for example, up to eight hours of duty time for employees receiving two doses. (If an employee needs to spend less time getting the vaccine, only the needed amount of duty time should be granted.)

- Agencies should require employees taking longer than four hours to document the reasons for the additional time (e.g., they may need to travel long distances to get the vaccine). If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours, the normal overtime hours of work rules apply.

- Reasonable transportation costs that are incurred as a result of obtaining the vaccine from a site preapproved by the agency should be handled the same way as local travel or temporary duty (TDY) cost reimbursement is handled based on agency policy and the Federal Travel Regulation.

4. What is the disciplinary action being taken?

5. So does this mean that all DOE employees will have to have the booster shots in the future and at what point does this stop?

6. I have the same question about the boosters. I thought FDA didn't recommend them for everyone?

7. When do you anticipate the exemption form will be available?



8. When is it expected department elements receive the reporting from the attestation data as collected?
9. Will the attestation form be available for new hires in the pre-employment process to confirm their vaccination status and upload their vaccine record?
10. If a new hire from another agency had an approved reasonable accommodation exemption in their previous agency, will we need to consider that in bringing them onboard here? Assuming they would go through the full process here as well, but would we consider it for hiring them on the front end.
11. Will there be a confirmation that you have provided adequate proof of vaccination after we submit it? Like to avoid being disciplined if I think I've provided sufficient proof, but in fact, did not.
12. Will boosters be required?
13. Hires post 11/22, will new hires have a specific timeline to be vaccinated by (i.e., 60 days from date of hire)?
14. Postponing an EOD for a new hire from outside the Gov't - would 6 weeks be the "reasonable" expectation?

15. When will the complete list of required documents be provided to employees (e.g. what other paperwork besides the vaccination card, if any)?


16. Based upon past decision based upon your professional knowledge how likely is this mandate to stand before the supreme court?

**Alisa J. Yannello, SPHR**

Director | HR Advisory Services and Culture Enrichment NH-1

**Bonneville Power Administration**

U.S. Department of Energy

ajyannello@ bpa.gov | P 503-230-3581 | C 

<https://connection.bud.bpa.gov/workplace-resources/branding-toolbox/PublishingImages/Icons/Icon-Strategic-Goal-5-VALUE.png>

[HR Customer Experience Survey](#) – Let us know how we're doing!

**From:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>  
**Sent:** Tuesday, September 21, 2021 1:13 PM  
**To:** Yannello, Alisa J (BPA) - NH-1 <[ajyannello@bpa.gov](mailto:ajyannello@bpa.gov)>; Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>;  
Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>  
**Subject:** FW: Updated COVID Safety Policies

As discussed on the call

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**


[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)

**From:** Lee, Terri <[terri.lee@hq.doe.gov](mailto:terri.lee@hq.doe.gov)>  
**Sent:** Tuesday, September 21, 2021 1:02 PM  
**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L (BPA) - A-7 <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L (BPA) - DIN-WASH <[sjbaskerville@bpa.gov](mailto:sjbaskerville@bpa.gov)>; Tyler, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>  
**Cc:** Hoffman, Patricia <[pat.hoffman@hq.doe.gov](mailto:pat.hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M (BPA) - NN-1 <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jrodgers@wapa.gov](mailto:jrodgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[theresa.brownshute@hq.doe.gov](mailto:theresa.brownshute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>  
**Subject:** [EXTERNAL] RE: Updated COVID Safety Policies

Hi Everyone,

In addition to today's attached DOECAST regarding the vaccination mandate, I'd like to provide you more insight on the developments. First, we continue to work with DOE's OCIO to enhance the capabilities/functionalities of the MyEnergy.gov system to comply with confirmation of vaccination by enabling all DOE federal employees to upload their vaccination card as well as include other information related to the reasonable accommodation process. All federal agencies, including DOE are required to submit their first report on vaccination status tomorrow and with regular updates to follow.

With regards to reasonable accommodations, (b) (5)



DOE recently decided that we will not be using MyEnergy.gov to collect attestations from site support service contractors due to the technical complexity. They will be treated like visitors where they will have to attest and show proof of vaccination or a negative test before they can enter the building. A memo is being drafted on the process for managing visitors which we anticipate to be released soon.

(b) (5)



Lastly, HC plans to send out to each DOE organization tomorrow a list of their employees that have not yet attested.

As in all updates, more details are to come as we continue to work through the details on implementation and administration of President Biden's Executive Order.

Please continue to send me any questions you have and I'll try to answer the ones I can as soon as I can.

Best,

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

 (b) (6)

**From:** Lee, Terri

**Sent:** Wednesday, September 15, 2021 11:42 AM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey

<[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[sibaskerville@bpa.gov](mailto:sibaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Good morning,

As you all know, the President signed the Executive Order on September 9<sup>th</sup> that mandates COVID-19 vaccination for federal executive branch employees. The Safer Federal Workforce Task Force is tasked to provide an implementation framework within seven days from September 9. As of yesterday below is what I'm aware of but as like every update there are many other details to follow.

- (1) The OCIO is actively and expeditiously working to provide access to DOE's attestation data contained in MyEnergy. Notifications to staff identified for access will be made once the system is available. As a reminder, staff can update their attestation at any time.
- (2) November 22 is the deadline for all federal employees to be "fully" vaccinated. Walking back from that date, the last shot of two (Pfizer & Moderna) and the one shot for J&J, will have to be administered by Nov. 8 to allow for the two weeks for the vaccine to be effective. You can find more details from the latest updated COVID-19 guidance here, [Protecting the Federal Workforce During the COVID-19 Pandemic | Safer Federal Workforce](#).
- (3) For clarity, DOE will not need to have a COVID testing program due to the vaccine mandate.

(4) (b) (5)

(5) We are working to draft a DOECAST which we hope will be released this week/early next week explaining the vaccine mandate for all federal employees

As like you, we in the DOE COVID Coordination Team have a lot of questions, and we have and will continue to raise them with OMB and the DOE leadership. Please don't hesitate to share your questions and I will try to answer the ones I can and bring the others that I can't to other's attention.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity



U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Tuesday, September 7, 2021 2:53 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyler, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

This is a quick update for the week as of today.

Regarding the September 20<sup>th</sup> deadline, consider that as a marker towards the October 18<sup>th</sup> date when all sites will need to have their testing plan ready to use (for the interim until the nation-wide federal plan is rolled out). Therefore, you are not expected to have a plan completed by September 20<sup>th</sup>.

Between now and October 18, we're asking the sites to think through any potential gaps that will need to be addressed. As I noted last Thursday, you are welcome to use the DOE HQ's plan when it's released later this month and tailor it to your needs. This hopefully can lessen the burden for you have to create something from whole cloth for temporary use. In the meantime, one thing you can research if you haven't done so already is identify testing sites close to your work locations. I know there are locations in the DC Metropolitan area that offer free testing as well. I understand availability of testing varies widely across the country and are limited in remote places. According to the Safer Workplace FAQs, "In most circumstances, agencies should authorize employees to take no more than one hour to travel to the testing site, complete testing, and return to work. Agencies should require employees taking longer than one hour to document the reasons for the additional time."

While many details regarding testing continue to be fleshed out, (b) (5) I've alerted the CFO and DOE's COVID Coordination Team about your non-reimbursable restrictions and they are looking into how to resolve the issue, if in fact it is an issue.

Lastly, your office should have received a request from the CHCO last week confirming the names of the few staff that will be given access to the attestation data on MyEnergy. If this has not happened, please reach out to your HC POC. Once you have insight on the numbers, the data will help inform your testing and management plans.

As always, please don't hesitate to reach out if you have any questions.

Thank you.

Terri

Terri Lee

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Executive Assistant

Mona-Lisa Bloomfield

██████████ (03) ██████████

**From:** Lee, Terri

**Sent:** Thursday, September 2, 2021 7:06 PM

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**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone,

I wanted to provide a little more clarity on my message from yesterday as well as from today's noon COVID office hour call.

(b) (5)



As you are thinking through how to put in place your specific testing plan, you may want to consider using the DOE

HQ's plan as a starting point so you don't need to create one from scratch. (b) (3)  
Once that's available, you're welcome to use that as a model with the ability to adjust specific to each of your site(s). I'll keep you posted on DOE's progress and timing.

Also from today's call, October 18<sup>th</sup> is the date in which OMB has identified that all agencies will need to implement their testing plan. Between that date and until OMB puts in place the nation-wide program that we can all use free of charge, all federal and site support service contractors will be reimbursed for their weekly test through a system that the CFO is in the process of putting in place. However, once the government-wide contract is effective, it will only cover federal employees and not our site support service contractors. This is what we're calling the "interim" step leading up to the nation-wide program.

Things continue to be fluid with many different moving parts. As such, everything is subject to change. For now, this is where we're heading.

As always, don't hesitate send me your questions.

Have a good evening.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

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Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Wednesday, September 1, 2021 3:23 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Good Afternoon Everyone,

This is my weekly update. To start off, I believe your HCAs (Heads of Contracting Activities) received (attached) a signed memo from John Bashista, DOE's Senior Procurement Executive and Keith Hamilton, NNSA's Senior Procurement Executive, setting forth the requirement for DOE and NNSA HCAs to direct their Contracting Officers (COs) to send letters using the attached template (attached) to Support Service Contractors (SSC) who have employees that work on any DOE/NNSA site or in any DOE/NNSA controlled facility. The template provides information on the DOE/NNSA COVID-19 vaccination attestation process for onsite SSC and their employees. Separate guidance was provided for Management and Operating (M&O) and Major Site and Facility Contractors.

This guidance implements the Administration's Safer Federal Workforce Task Force issued COVID-19 Workplace Safety: Agency Model Safety Principles (Agency Model Safety Principles or AMSP) which was issued on July 29, 2021. The AMSP directs agencies to ask about the vaccination status of Federal employees, contractor employees, and visitors to Federal buildings and sites and requires that respondents attest to the truthfulness of their response. Further information regarding testing requirements will be provided by the Contracting Officer.

I'm told that additional FAQs regarding contractors will be forthcoming and I will share those once released.

In addition, we were informed by the OMB Task Force that all agencies should begin COVID-19 testing starting September 20<sup>th</sup>. This does not mean all testing is required starting September 20<sup>th</sup> but more so to have a plan in place for testing. (b) (5) [REDACTED] [REDACTED] [REDACTED] However, given the diversity of the DOE complex, each site has a range of flexibility on how they plan to implement their testing program. If you haven't already, please start developing your implementation plan for how your site(s) will manage testing. As a reminder, those that do not respond to the vaccination attestation will be

treated as unvaccinated and will be required to be tested. I want to emphasize that there is no federal mandate for vaccination and therefore vaccination is not a condition of employment.

As the guidance states, the federal government will be paying for testing for all federal employees. The CFO is in the process of developing guidance for reimbursement, including how that will work for the PMAs.

If you'd like assistance in developing your site testing plan, please let me know and I can pull a few people together from the EM, NNSA and SC sites that have experience due to their existing COVID testing program recently developed or developed in the earlier days of the pandemic.

As always, please don't hesitate to send me any questions you may have.

Best,

Terri

Terri Lee

Chief Operating Officer

Office of Electricity



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Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Wednesday, August 25, 2021 2:15 PM

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**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone,

For a quick update, the Secretary's Townhall is being moved from what was planned for tomorrow to Friday, 8/27/21, 2:30 pm – 3:45 pm. This is subject to change like all things related to COVID right now.

Due to procurement sensitivities and to avoid getting ahead of the process, I'm not going to go into any details but I do however want to make you aware that our COVID Coordination Team is working with DOE's and NNSA's HCAs (Head of Contracting Agency), John Bashista and Keith Hamilton respectively, as well as other contracting experts in DOE's programs to develop guidance for contractors (M&Os, prime & site support service) regarding vaccinations. Juston Fontaine may likely touch on this at his standing Thursday noon office hours, which many of you call in for. Don't hesitate to ask questions at that time and as always you can send questions to me as they come up.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

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(b) (6)

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**Sent:** Tuesday, August 17, 2021 5:01 PM

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**Subject:** RE: Updated OMB COVID Safety Policies

For your awareness, there are no new guidance from OMB as of today. I'm providing below a quick update on planned DOE announcements later this week.

- (1) DOE's electronic system for vaccination attestation for federal and onsite support service contractors is targeted to be operational this Friday, August 20.
- (2) We are working on finalizing instructions for visitors to fill out the attestation forms.

(3) DOE's Procurement Office is currently drafting guidance that will be sent to the M&Os (date TBD) on how to manage the attestation process.

(4) A DOECAST will be released this Friday announcing the Secretary's Townhall scheduled for next Thursday, August 26, at 11:00 am EST, with a focus on the attestation guidance. The message will also include the updated Safety Protocol Plan.

(b) (5)

That's all I know as of today. Please let me know if you have any questions.

Thank you.

Terri

Terri Lee

Chief Operating Officer

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**From:** Lee, Terri

**Sent:** Thursday, August 12, 2021 1:23 PM

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**Subject:** RE: Updated OMB COVID Safety Policies

To All:

To follow-up from today's "COVID Office Hour" meeting regarding testing, Todd Shrader from EM has shared (attached) their West Valley site employee testing approach for your consideration as you plan to implement testing at your site(s). West Valley is scheduled to institute the program starting Monday. At West Valley, there are about 100 workers who will fall under this program. The cost of the tests are about \$25 a piece with some additional program administration costs.

The attached presentation is a high level summary. If anyone wants more detailed information, Todd and I can get the right people connected.

Thank you.

Terri

Terri Lee

Chief Operating Officer

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**From:** Lee, Terri <[terri.lee@hq.doe.gov](mailto:terri.lee@hq.doe.gov)>

**Sent:** Tuesday, August 10, 2021 9:06 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[sibaskerville@bpa.gov](mailto:sibaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[pat.hoffman@hq.doe.gov](mailto:pat.hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jrodgers@wapa.gov](mailto:jrodgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[theresa.brownshute@hq.doe.gov](mailto:theresa.brownshute@hq.doe.gov)>

**Subject:** Re: Updated OMB COVID Safety Policies

Apologies for the additional email but I thought it was important to share the latest information I received today regarding the attestation process. Please know that no DOE final decisions have been made since we're still working through the technical and administrative details and therefore what I describe below is subject to change. Our hope to be able to put something in place very soon, likely sometime next week, maybe sooner if all the stars align.

We are in the process of working with our CIO office to determine the best IT system approach to automate the attestation process. One that may be the most feasible is a SharePoint like system that the CIO has been developing to automate fillable forms for all federal staff to access and update when necessary. [REDACTED]

Rather than each DOE program develop its own process, all DOE federal and support service contractor staff will be given access to the system once a decision is made on which system DOE will use.

As for outside visitors to a DOE facility, the form will be made available on the DOE website and at the front desk of the DOE check-in. The visitor will be responsible for filling out the form and keeping it with them during their visit if asked for verification. The visitor will also be responsible for disposing of the form. DOE will not be collecting the information. The DOE program host will be responsible for informing the visitor(s) of the process. This process will have to be followed by each visitor for every visit.

With regards to COVID testing, (b) (5) [REDACTED]. I'll share the information once it's available. It should not be a surprise to anyone that we are not permitted to implement our re-entry plan until the details of the testing protocols have been established. As such, the re-entry plan continues to be hold until all details have been worked out.

Our DOE COVID Coordination Team is working to update and release shortly the Safety Protocol Plan to reflect



much of these and other changes, including the removal of the 25% occupancy restriction. We originally had planned to release it with the re-entry plan. Given the delay due to these policy changes, we believe it's necessary to separate the two documents in order provide everyone the latest Safety Protocol Plan as soon as possible.

Please do not hesitate to send me any questions you may have. I will answer those that I can and maintain a list of those unanswered until further information is available for me to respond or be included in future updates to our FAQs.

Thank you and good evening.

Terri

Terri Lee

Chief Operating Officer

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Mona-Lisa Bloomfield

Executive Assistant

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(b) (5) (C)

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**Date:** Monday, August 9, 2021 at 5:23 PM

**To:** "Wech, Michael S" <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>, "Hobbs, Virgil" <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>, "LeBeau, Tracey" <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>, "Hairston, John L" <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>, "Smith, Barbara L" <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>, "Thompson, Dionne E" <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>, "Baskerville, Sonya L" <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>, "Tyer, Katherine M" <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Pat Hoffman <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>, "Muse, Whitney" <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>, "Leady, William J" <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>, "Hall, Lee J" <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>, "Capps, Stephan A" <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>, "Fickes, Anne Macron" <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>, "Laylo, Sarah M" <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>, "Rodgers, Jennifer R" <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>, "Ardis, Melissa H" <[ardis@wapa.gov](mailto:ardis@wapa.gov)>, "Brown Shute, Theresa" <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone:

Last Friday the Safer Federal Workforce Task Force published the new Frequently Asked Questions (FAQs) related to [vaccination attestation](https://www.saferfederalworkforce.gov/new/) that you can find here: <https://www.saferfederalworkforce.gov/new/>. We will be

working to update the DOE Safety Plan consistent with the new process. In the meantime, you can begin to update your site plans accordingly. I'm sure you'll have questions that we may or may not be able to answer right now but please share them so that we can work to address them as soon as possible.

As of now, there are no details regards the process for testing. I'll share them once they're made available.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Tuesday, August 3, 2021 12:41 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>

**Subject:** Updated OMB COVID Safety Policies

Hi Everyone,

Attached for your reference is the updated safety protocols from OMB from last week if you or your staff have not seen them yet. I want to point out that we are waiting for OMB guidance on the process for executing some of the new policies, particularly ones regarding vaccination verification and testing. We will update the DOE guidance consistent with OMB's direction once it's made available. In the meantime, we remain on maximum telework and continue to follow the May 24, 2021 DOE COVID Safety Plan in addition to last week's mask wearing update. You can find all of this information on the DOE Powerpedia, <https://powerpedia.energy.gov/wiki/Portal:COVID-19>.

As a reminder, the updated mask mandate is not a blanket mandate. For those vaccinated, masks are only required in high transmission areas. Please use the CDC guidelines to determine areas of high transmission. If

you have neighboring areas where one has high transmission and the other has moderate transmission, and the majority of those workers come to the same work site, err on the conservative side.

Also, the re-entry plan is on hold until the process to implement the new protocols announced last Thursday are put in place.

Lastly, if you have any questions regarding federal COVID safety protocols versus local or state level protocols, please let me know and I can schedule a meeting with GC and our COVID Coordinating Team to resolve the issue.

As always, please don't hesitate to reach out to me if you have any other questions.

Thank you. Take care and stay safe.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

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Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** James,Daniel M (BPA) - D-7

**Sent:** Thu Sep 16 06:48:39 2021

**To:** Fickes,Anne Macron (BPA) - NH-1

**Subject:** RE: Updated OMB COVID Safety Policies

**Importance:** Normal

Thank you – I got way behind on emails yesterday and I'm just catching up.

DJ

**From:** Fickes,Anne Macron (BPA) - NH-1 <acmacron@bpa.gov>

**Sent:** Wednesday, September 15, 2021 9:06 AM

**To:** Furrer,Robin R (BPA) - N-7 <rrfurrer@bpa.gov>; James,Daniel M (BPA) - D-7 <dmjames@bpa.gov>;

Kuhn,Shana L (BPA) - NS-4400-LL <slkuhn@bpa.gov>

**Subject:** FW: Updated OMB COVID Safety Policies

Good Morning,

Robin and I were discussing vaccine requirements this morning so wanted to be sure to share the latest, which isn't necessarily new.

- Attestation access coming
- To be fully vaccinated by Nov 22 means 2<sup>nd</sup> shot of Pfizer/Moderna or the one JJ shot by Nov 8
- No longer need testing program
- Working on what this means for contractors
- DOECAS coming with more info, RA process and progressive discipline for not getting vaccinated

**From:** Lee, Terri <[terri.lee@hq.doe.gov](mailto:terri.lee@hq.doe.gov)>

**Sent:** Wednesday, September 15, 2021 8:42 AM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L (BPA) - A-7 <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L (BPA) - DIN-WASH <[sibaskerville@bpa.gov](mailto:sibaskerville@bpa.gov)>; Tyler, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[pat.hoffman@hq.doe.gov](mailto:pat.hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M (BPA) - NN-1 <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[theresa.brownshute@hq.doe.gov](mailto:theresa.brownshute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** [EXTERNAL] RE: Updated OMB COVID Safety Policies

Good morning,

As you all know, the President signed the Executive Order on September 9<sup>th</sup> that mandates COVID-19 vaccination



for federal executive branch employees. The Safer Federal Workforce Task Force is tasked to provide an implementation framework within seven days from September 9. As of yesterday below is what I'm aware of but as like every update there are many other details to follow.

- (1) The OCIO is actively and expeditiously working to provide access to DOE's attestation data contained in MyEnergy. Notifications to staff identified for access will be made once the system is available. As a reminder, staff can update their attestation at any time.
- (2) November 22 is the deadline for all federal employees to be "fully" vaccinated. Walking back from that date, the last shot of two (Pfizer & Moderna) and the one shot for J&J, will have to be administered by Nov. 8 to allow for the two weeks for the vaccine to be effective. You can find more details from the latest updated COVID-19 guidance here, [Protecting the Federal Workforce During the COVID-19 Pandemic | Safer Federal Workforce](#).
- (3) For clarity, DOE will not need to have a COVID testing program due to the vaccine mandate.
- (4) (b) (5) [REDACTED]
- (5) We are working to draft a DOECAST which we hope will be released this week/early next week explaining the vaccine mandate for all federal employees. (b) (5) [REDACTED] Details on this process are to follow.

As like you, we in the DOE COVID Coordination Team have a lot of questions, and we have and will continue to raise them with OMB and the DOE leadership. Please don't hesitate to share your questions and I will try to answer the ones I can and bring the others that I can't to other's attention.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

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[REDACTED] (b) (6)

**From:** Lee, Terri

**Sent:** Tuesday, September 7, 2021 2:53 PM

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**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jrodgers@wapa.gov](mailto:jrodgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>  
**Subject:** RE: Updated OMB COVID Safety Policies

This is a quick update for the week as of today.

Regarding the September 20<sup>th</sup> deadline, consider that as a marker towards the October 18<sup>th</sup> date when all sites will need to have their testing plan ready to use (for the interim until the nation-wide federal plan is rolled out). Therefore, you are not expected to have a plan completed by September 20<sup>th</sup>.

Between now and October 18, we're asking the sites to think through any potential gaps that will need to be addressed. As I noted last Thursday, you are welcome to use the DOE HQ's plan when it's released later this month and tailor it to your needs. This hopefully can lessen the burden for you have to create something from whole cloth for temporary use. In the meantime, one thing you can research if you haven't done so already is identify testing sites close to your work locations. I know there are locations in the DC Metropolitan area that offer free testing as well. I understand availability of testing varies widely across the country and are limited in remote places. According to the Safer Workplace FAQs, "In most circumstances, agencies should authorize employees to take no more than one hour to travel to the testing site, complete testing, and return to work. Agencies should require employees taking longer than one hour to document the reasons for the additional time."

While many details regarding testing continue to be fleshed out, (b) (5) I've alerted the CFO and DOE's COVID Coordination Team about your non-reimbursable restrictions and they are looking into how to resolve the issue, if in fact it is an issue.

Lastly, your office should have received a request from the CHCO last week confirming the names of the few staff that will be given access to the attestation data on MyEnergy. If this has not happened, please reach out to your HC POC. Once you have insight on the numbers, the data will help inform your testing and management plans.

As always, please don't hesitate to reach out if you have any questions.

Thank you.

Terri

Terri Lee

Chief Operating Officer

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(b) (6)

**From:** Lee, Terri

**Sent:** Thursday, September 2, 2021 7:06 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jrodgers@wapa.gov](mailto:jrodgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone,

I wanted to provide a little more clarity on my message from yesterday as well as from today's noon COVID office hour call.

(b) (5)



As you are thinking through how to put in place your specific testing plan, you may want to consider using the DOE HQ's plan as a starting point so you don't need to create one from scratch. (b) (5)  
Once that's available, you're welcome to use that as a model with the ability to adjust specific to each of your site(s). I'll keep you posted on DOE's progress and timing.

Also from today's call, October 18<sup>th</sup> is the date in which OMB has identified that all agencies will need to implement their testing plan. Between that date and until OMB puts in place the nation-wide program that we can all use free of charge, all federal and site support service contractors will be reimbursed for their weekly test through a system that the CFO is in the process of putting in place. However, once the government-wide contract is effective, it will only cover federal employees and not our site support service contractors. This is what we're calling the "interim" step leading up to the nation-wide program.

Things continue to be fluid with many different moving parts. As such, everything is subject to change. For now, this is where we're heading.

As always, don't hesitate send me your questions.

Have a good evening.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

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Mona-Lisa Bloomfield

**(b) (5)**

**From:** Lee, Terri

**Sent:** Wednesday, September 1, 2021 3:23 PM

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**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Good Afternoon Everyone,

This is my weekly update. To start off, I believe your HCAs (Heads of Contracting Activities) received (attached) a signed memo from John Bashista, DOE's Senior Procurement Executive and Keith Hamilton, NNSA's Senior Procurement Executive, setting forth the requirement for DOE and NNSA HCAs to direct their Contracting Officers (COs) to send letters using the attached template (attached) to Support Service Contractors (SSC) who have employees that work on any DOE/NNSA site or in any DOE/NNSA controlled facility. The template provides information on the DOE/NNSA COVID-19 vaccination attestation process for onsite SSC and their employees. Separate guidance was provided for Management and Operating (M&O) and Major Site and Facility Contractors.

This guidance implements the Administration's Safer Federal Workforce Task Force issued COVID-19 Workplace Safety: Agency Model Safety Principles (Agency Model Safety Principles or AMSP) which was issued on July 29,



2021. The AMSP directs agencies to ask about the vaccination status of Federal employees, contractor employees, and visitors to Federal buildings and sites and requires that respondents attest to the truthfulness of their response. Further information regarding testing requirements will be provided by the Contracting Officer.

I'm told that additional FAQs regarding contractors will be forthcoming and I will share those once released.

In addition, we were informed by the OMB Task Force that all agencies should begin COVID-19 testing starting September 20<sup>th</sup>. This does not mean all testing is required starting September 20<sup>th</sup> but more so to have a plan in place for testing (b) (5)

However, given the diversity of the DOE complex, each site has a range of flexibility on how they plan to implement their testing program. If you haven't already, please start developing your implementation plan for how your site(s) will manage testing. As a reminder, those that do not respond to the vaccination attestation will be treated as unvaccinated and will be required to be tested. I want to emphasize that there is no federal mandate for vaccination and therefore vaccination is not a condition of employment.

As the guidance states, the federal government will be paying for testing for all federal employees. The CFO is in the process of developing guidance for reimbursement, including how that will work for the PMAs.

If you'd like assistance in developing your site testing plan, please let me know and I can pull a few people together from the EM, NNSA and SC sites that have experience due to their existing COVID testing program recently developed or developed in the earlier days of the pandemic.

As always, please don't hesitate to send me any questions you may have.

Best,

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

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(b) (6)

**From:** Lee, Terri

**Sent:** Wednesday, August 25, 2021 2:15 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone,

For a quick update, the Secretary's Townhall is being moved from what was planned for tomorrow to Friday, 8/27/21, 2:30 pm – 3:45 pm. This is subject to change like all things related to COVID right now.

Due to procurement sensitivities and to avoid getting ahead of the process, I'm not going to go into any details but I do however want to make you aware that our COVID Coordination Team is working with DOE's and NNSA's HCAs (Head of Contracting Agency), John Bashista and Keith Hamilton respectively, as well as other contracting experts in DOE's programs to develop guidance for contractors (M&Os, prime & site support service) regarding vaccinations. Juston Fontaine may likely touch on this at his standing Thursday noon office hours, which many of you call in for. Don't hesitate to ask questions at that time and as always you can send questions to me as they come up.

Thank you.

Terri

Terri Lee

Chief Operating Officer

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Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Tuesday, August 17, 2021 5:01 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne

Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

For your awareness, there are no new guidance from OMB as of today. I'm providing below a quick update on planned DOE announcements later this week.

- (1) DOE's electronic system for vaccination attestation for federal and onsite support service contractors is targeted to be operational this Friday, August 20.
- (2) We are working on finalizing instructions for visitors to fill out the attestation forms.
- (3) DOE's Procurement Office is currently drafting guidance that will be sent to the M&Os (date TBD) on how to manage the attestation process.
- (4) A DOECAST will be released this Friday announcing the Secretary's Townhall scheduled for next Thursday, August 26, at 11:00 am EST, with a focus on the attestation guidance. The message will also include the updated Safety Protocol Plan.

(b) (5)



That's all I know as of today. Please let me know if you have any questions.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

██████████ (03) 155 ██████████

**From:** Lee, Terri

**Sent:** Thursday, August 12, 2021 1:23 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

To All:

To follow-up from today's "COVID Office Hour" meeting regarding testing, Todd Shrader from EM has shared (attached) their West Valley site employee testing approach for your consideration as you plan to implement testing at your site(s). West Valley is scheduled to institute the program starting Monday. At West Valley, there are about 100 workers who will fall under this program. The cost of the tests are about \$25 a piece with some additional program administration costs.

The attached presentation is a high level summary. If anyone wants more detailed information, Todd and I can get the right people connected.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

██████████ (b) (5) ██████████

**From:** Lee, Terri <[terri.lee@hq.doe.gov](mailto:terri.lee@hq.doe.gov)>

**Sent:** Tuesday, August 10, 2021 9:06 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey



<[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[pat.hoffman@hq.doe.gov](mailto:pat.hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[theresa.brownshute@hq.doe.gov](mailto:theresa.brownshute@hq.doe.gov)>

**Subject:** Re: Updated OMB COVID Safety Policies

Apologies for the additional email but I thought it was important to share the latest information I received today regarding the attestation process. Please know that no DOE final decisions have been made since we're still working through the technical and administrative details and therefore what I describe below is subject to change. Our hope to be able to put something in place very soon, likely sometime next week, maybe sooner if all the stars align.

We are in the process of working with our CIO office to determine the best IT system approach to automate the attestation process. One that may be the most feasible is a SharePoint like system that the CIO has been developing to automate fillable forms for all federal staff to access and update when necessary. (b) (5)

Rather than each DOE program develop its own process, all DOE federal and support service contractor staff will be given access to the system once a decision is made on which system DOE will use.

As for outside visitors to a DOE facility, the form will be made available on the DOE website and at the front desk of the DOE check-in. The visitor will be responsible for filling out the form and keeping it with them during their visit if asked for verification. The visitor will also be responsible for disposing of the form. DOE will not be collecting the information. The DOE program host will be responsible for informing the visitor(s) of the process. This process will have to be followed by each visitor for every visit.

With regards to COVID testing, (b) (5) [REDACTED] [REDACTED] I'll share the information once it's available. It should not be a surprise to anyone that we are not permitted to implement our re-entry plan until the details of the testing protocols have been established. As such, the re-entry plan continues to be hold until all details have been worked out.

Our DOE COVID Coordination Team is working to update and release shortly the Safety Protocol Plan to reflect much of these and other changes, including the removal of the 25% occupancy restriction. We originally had planned to release it with the re-entry plan. Given the delay due to these policy changes, we believe it's necessary to separate the two documents in order provide everyone the latest Safety Protocol Plan as soon as possible.

Please do not hesitate to send me any questions you may have. I will answer those that I can and maintain a list of those unanswered until further information is available for me to respond or be included in future updates to our FAQs.

Thank you and good evening.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Mona-Lisa Bloomfield

Executive Assistant

(202) 586-8121 (O)

██████████ (b) (6) ██████████ (C)

**From:** "Lee, Terri" <[terri.lee@hq.doe.gov](mailto:terri.lee@hq.doe.gov)>

**Date:** Monday, August 9, 2021 at 5:23 PM

**To:** "Wech, Michael S" <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>, "Hobbs, Virgil" <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>, "LeBeau, Tracey" <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>, "Hairston, John L" <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>, "Smith, Barbara L" <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>, "Thompson, Dionne E" <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>, "Baskerville, Sonya L" <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>, "Tyer,

Katherine M" <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Pat Hoffman <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>, "Muse, Whitney" <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>, "Leady, William J" <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>, "Hall, Lee J" <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>, "Capps, Stephan A" <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>, "Fickes, Anne Macron" <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>, "Laylo, Sarah M" <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>, "Rodgers, Jennifer R" <[jrodgers@wapa.gov](mailto:jrodgers@wapa.gov)>, "Ardis, Melissa H" <[ardis@wapa.gov](mailto:ardis@wapa.gov)>, "Brown Shute, Theresa" <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone:

Last Friday the Safer Federal Workforce Task Force published the new Frequently Asked Questions (FAQs) related to [vaccination attestation](#) that you can find here: <https://www.saferfederalworkforce.gov/new/>. We will be working to update the DOE Safety Plan consistent with the new process. In the meantime, you can begin to update your site plans accordingly. I'm sure you'll have questions that we may or may not be able to answer right now but please share them so that we can work to address them as soon as possible.

As of now, there are no details regards the process for testing. I'll share them once they're made available.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Tuesday, August 3, 2021 12:41 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>

**Subject:** Updated OMB COVID Safety Policies

Hi Everyone,

Attached for your reference is the updated safety protocols from OMB from last week if you or your staff have not seen them yet. I want to point out that we are waiting for OMB guidance on the process for executing some of the new policies, particularly ones regarding vaccination verification and testing. We will update the DOE guidance consistent with OMB's direction once it's made available. In the meantime, we remain on maximum telework and continue to follow the May 24, 2021 DOE COVID Safety Plan in addition to last week's mask wearing update. You can find all of this information on the DOE Powerpedia, <https://powerpedia.energy.gov/wiki/Portal:COVID-19>.

As a reminder, the updated mask mandate is not a blanket mandate. For those vaccinated, masks are only required in high transmission areas. Please use the CDC guidelines to determine areas of high transmission. If you have neighboring areas where one has high transmission and the other has moderate transmission, and the majority of those workers come to the same work site, err on the conservative side.

Also, the re-entry plan is on hold until the process to implement the new protocols announced last Thursday are put in place.

Lastly, if you have any questions regarding federal COVID safety protocols versus local or state level protocols, please let me know and I can schedule a meeting with GC and our COVID Coordinating Team to resolve the issue.

As always, please don't hesitate to reach out to me if you have any other questions.

Thank you. Take care and stay safe.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

From: Browning-Craig,Hilary (BPA) - LG-7

Sent: Fri Sep 10 09:12:15 2021

To: Capps,Stephan A (BPA) - NW-1; Leady Jr,William J (BPA) - K-7; Hall,Lee J (BPA) - PES-6; Hawkins,Sarah T (BPA) - LG-7; Hull,Rachel L (BPA) - LG-7

Subject: RE: Closing the loop on Home Test Kits

Importance: Normal

Just a couple of clarifications –

(b) (5) [Redacted]

(b) (5) [Redacted]

(b) (5) [Redacted]

From: Capps,Stephan A (BPA) - NW-1 <sacapps@bpa.gov>



**Sent:** Friday, September 10, 2021 7:50 AM

**To:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Browning-Craig, Hilary (BPA) - LG-7 <[hxbrowning-craig@bpa.gov](mailto:hxbrowning-craig@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Hull, Rachel L (BPA) - LG-7 <[rlhull@bpa.gov](mailto:rlhull@bpa.gov)>

**Subject:** RE: Closing the loop on Home Test Kits

My thoughts in red below. We'll have lots of discussions on this.

**From:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>

**Sent:** Friday, September 10, 2021 7:22 AM

**To:** Browning-Craig, Hilary (BPA) - LG-7 <[hxbrowning-craig@bpa.gov](mailto:hxbrowning-craig@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Hull, Rachel L (BPA) - LG-7 <[rlhull@bpa.gov](mailto:rlhull@bpa.gov)>

**Subject:** RE: Closing the loop on Home Test Kits

All,



**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)

**From:** Browning-Craig, Hilary (BPA) - LG-7 <[hxbrowning-craig@bpa.gov](mailto:hxbrowning-craig@bpa.gov)>

**Sent:** Friday, September 10, 2021 7:09 AM

**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Hull, Rachel L (BPA) - LG-7 <[rhull@bpa.gov](mailto:rhull@bpa.gov)>

**Subject:** Closing the loop on Home Test Kits

Hi all –

I just got off the phone with Susan Beard (b) (5)

[REDACTED]

(b) (5)

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

(b) (5)

[Redacted text]

[Redacted text]

Thanks!  
Hilary

**Hilary Browning-Craig**  
Assistant General Counsel | Office of General Counsel

**Bonneville Power Administration**  
[bpa.gov](http://bpa.gov) | P 503-230-4052

From: Capps,Stephan A (BPA) - NW-1

Sent: Thu Sep 16 17:59:08 2021

To: Furrer,Robin R (BPA) - N-7

Subject: Fwd: FW: Updated from the Safer Federal Workforce (16 SEPT)

Importance: Normal

Fyi - we'll assess in the AM

Sent from Workspace ONE Boxer

----- Forwarded message -----

From: "Leady Jr,William J (BPA) - K-7" <wjleady@bpa.gov>

Date: Sep 16, 2021 3:51 PM

Subject: FW: Updated from the Safer Federal Workforce (16 SEPT)

To: "Capps,Stephan A (BPA) - NW-1" <sacapps@bpa.gov>

Cc:

I sent this to Joel,

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) [REDACTED]

**From:** Leady Jr,William J (BPA) - K-7  
**Sent:** Thursday, September 16, 2021 3:49 PM  
**To:** Cook,Joel D (BPA) - K-7 <jdcook@bpa.gov>  
**Subject:** Updated from the Safer Federal Workforce (16 SEPT)

Sir,

The Safer Federal Workforce Website was updated this afternoon. Lots of new stuff, below I tried to provide a concise view of some to the most relevant updates or completely new information below. The full version is at: [Vaccinations | Safer Federal Workforce](#)

-----  
**Q: By what date do individuals who start their government service after November 22, 2021 need to be fully vaccinated?**

A: Individuals who start their government service after November 22, 2021, need to be [fully vaccinated](#) prior to their start date, except in limited circumstances ....

**Q: Does the requirement to be vaccinated apply to Federal employees who are not reporting to the worksite (e.g., are on maximum telework or working remotely)?**

A: Yes. ....

**Q: Must agencies require documentation from employees to prove vaccination status?**

A: Yes, agencies must require documentation from employees to prove vaccination, even if an employee has previously attested to their vaccination status. Employees may provide a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records .....

**Q: How should agencies maintain documentation provided by employees regarding vaccination?**

A: Agencies must collect certain information necessary to verify that an employee is fully vaccinated. This includes the type of vaccine administered, the number of doses received, date of administration of each dose, and the submission of an approved form of required documentation, as set forth in this guidance. .... agencies may develop and use new processes, systems, tools, and applications to collect and maintain the required information or choose to leverage existing processes, systems, tools, .... The collection and use of this information for many agencies is subject to the OPM/GOVT-10 Employee Medical File system of records notice (SORN) and OPM regulations (5 C.F.R. part 293, subpart E

**Q: Are there exceptions to the requirement for all employees to be fully vaccinated?**

A: Federal employees must be fully vaccinated other than in limited circumstances where the law requires an exception. In particular, an agency may be required to provide a reasonable accommodation to employees who communicate to the agency that they are not vaccinated against COVID-19 because of a disability or because of a sincerely held religious belief, practice, or observance. .... Additional guidance on legally required exceptions will be forthcoming.

**Q: What steps may an agency take if a Federal employee refuses to be vaccinated or provide proof of vaccination?**

A: As an initial matter, an agency should provide employees with information regarding [the benefits of](#)

[vaccination](#) and [ways to obtain the vaccine](#). If the individual continues to refuse to be vaccinated or provide proof of vaccination, the agency should pursue disciplinary measures, up to and including removal from Federal service. In pursuing any adverse action, the agency must provide the required procedural rights to an employee and follow normal processes, including any agency policies or collective bargaining agreement requirements concerning disciplinary matters. Employees should not be placed on administrative leave while pursuing an adverse action for refusal to be vaccinated, but will be required to follow safety protocols for employees who are not fully vaccinated when reporting to agency worksites.

**Q: Should agencies discuss vaccination plans with their employee unions?**

A: Yes .....

**Q: Are agencies required to establish different safety protocols for fully vaccinated and not fully vaccinated individuals?**

A: Yes. [Fully vaccinated individuals](#) do not need to physically distance or have restrictions on their official travel (although they still must comply with any local requirements and relevant CDC guidance for fully vaccinated individuals while traveling). Fully vaccinated individuals in areas of substantial or high transmission (see the [CDC COVID-19 Data Tracker County View](#)) need to wear a mask in public indoor settings. Fully vaccinated individuals in areas of low or moderate transmission do not need to wear a mask, unless required by state or local regulations or laws.

Some employees will not be vaccinated because they are legally entitled to a reasonable accommodation. .... Individuals who are not fully vaccinated or who decline to provide information about their vaccination status must wear masks regardless of community transmission level, physically distance, and comply with travel requirements for not fully vaccinated individuals .

-----



**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)

**From:** Freel,Dean M (BPA) - TEP-TPP-1

**Sent:** Fri Sep 24 12:42:46 2021

**To:** Kirkland,Matthew C (BPA) - TER-3; Burt,Jason R (BPA) - TEZ-MANGAN; TE Tier III Managers; mlstaats@bpa.gov; rabeckerjr@bpa.gov; dmfreel@bpa.gov; mjhull@bpa.gov; axsinha@bpa.gov; mlwilber@bpa.gov; dshunter@bpa.gov; jsbrown@bpa.gov; mpmiller@bpa.gov

**Subject:** RE: Assignment from Joel Cook

**Importance:** Normal

My perspective is probably not politically correct....(that's typically a given)

But, when you recognize drama as drams.... Then it's funny!

**From:** Kirkland,Matthew C (BPA) - TER-3 <mckirkland@bpa.gov>

**Sent:** Friday, September 24, 2021 10:44 AM

**To:** Burt,Jason R (BPA) - TEZ-MANGAN <jrburt@bpa.gov>; TE Tier III Managers <TETierIIIManagers@bpa.gov>

**Subject:** RE: Assignment from Joel Cook

Management is fun....

**From:** Burt, Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>  
**Sent:** Friday, September 24, 2021 10:19 AM  
**To:** Kirkland, Matthew C (BPA) - TER-3 <[mckirkland@bpa.gov](mailto:mckirkland@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** RE: Assignment from Joel Cook

We won't really know until the autopsy, although I assume the cause of death will be something involving fighting a huge group of bad guys to save a puppy.

**From:** Kirkland, Matthew C (BPA) - TER-3 <[mckirkland@bpa.gov](mailto:mckirkland@bpa.gov)>  
**Sent:** Friday, September 24, 2021 10:16 AM  
**To:** Burt, Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** RE: Assignment from Joel Cook

I think Jason's brain is closer to 4.43 pounds....

**From:** Burt, Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>  
**Sent:** Friday, September 24, 2021 9:37 AM  
**To:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** RE: Assignment from Joel Cook

Richard makes a fair point about whether we're actually likely to lose a significant number of folks. Since we're asked to think about the worst case scenario where people do what they say they will do, this is a case of "plan for the worst and hope for the best". If we have fewer voluntary separations than we feared, that's a good thing.

There's a joke I remember from Physics where we had to consider the effect of air resistance on a cow falling out of a plane; "Consider the cow to a perfect sphere." We all know that assumption is bad, but because the actual cow shape is extremely complex, it's easier to just consider the sphere. Similarly, losing "10% of the workforce" is a "peanut-butter" model. It implies that any 1% is like any other 1%, and that there's no "disparate effect", and that folks leave as a discrete pulse. These assumptions can drive our planning so I want to address them.

Losing 10% of the TEZ workforce would be like me losing 10% of my body weight – it critically depends what 10% we're talking about. To make the math easy, let's say I weigh 200 lbs. If I lost 20 lbs of fat, that'd be great! If I lost my 3 lb brain, that'd be bad. To extend the analogy, the hiring freezes and retirements over the last decade [1779 BFTE in 2006 and 1602 BFTE today (90%)] mean there's not much fat, so we're just talking about losing 20 lbs of organs, muscle or bone. This is why the "peanut butter" 10% is hard to answer. We all know that losing one specific FTE in our group would be vastly different than losing another specific FTE.

When we talk about voluntary separation due to vaccination requirement, we're much more likely to lose the experienced and tenured folks near retirement than we are the new folks who are still in training. The two populations simply have vastly different personal and financial impacts from leaving a steady job. "What's the impact of losing your six most tenured people?" is a different question than a random 10% of the workforce, but much more likely to happen. The impact to our products and services is also typically much more severe when we lose experienced folks than when we lose new folks.

Finally, the assumption about the "pulse" is that on 11/22/2021, 10% of the folks will simply not show up to work and cleanly resign. It's much more likely that 10% of the workforce will fight their management chain over RA rules, or pretend to get the vaccine with false documentation, or grieve discipline for conduct with their union, or just delay and document and use the bureaucratic morass to bury their supervisor in paperwork. Anyone who worked through Employee Relations with one employee will shudder at the idea of going through it with a significant fraction of the workforce, which is an impact separate and apart from actually losing the FTE itself! It's probably the case that, instead of a pulse, we'd lose people for one reason or another over one to nine months as these processes play out, and of course we can't backfill the position as the FTE self-immolates. Again, there's an impact from the loss of the worker and there's also an impact to management from the bureaucratic tsunami.

Now that I've spent a page arguing with the question, I can address TEZ. My team has about sixty people, so losing 10% is about six people. Technical Services has some folks that are very tenured, with deep experience in specific technologies and little or no backup. Losing someone like (b) (6) would immediately and drastically reduce our support for the Field for their support areas. We also have some newer engineers, and losing them would mean starting over with the training and knowledge transfer process, without a severe immediate impact but all the problems of "eating our seed corn." Since Tech Services hires internally more than externally, personnel losses in our group would probably cascade through the organization as people move into the vacated slots, impacting other groups much more than TEZ. I remember from HR documentation that Hiring processes about four times as many internal vacancies as external, so if that held true in the "Vaccinalypse" then

our 10% loss would be a 50% position turnover, which is sobering.

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Sent:** Thursday, September 23, 2021 3:09 PM  
**To:** TE Tier III Managers <[TETierIIIManagers@bpasite1.bpa.gov](mailto:TETierIIIManagers@bpasite1.bpa.gov)>  
**Subject:** Assignment from Joel Cook

We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending on how many people actually end up not getting vaccinated.

Here is the assignment and this is not scientific, just gut feel and ideas needed:

- 1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level.
- 2) What impact would a loss of 10% have on your delivery of products and services?
- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire? (Overtime, reduce work intake,...)

Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike

**From:** Hall, Lee J (BPA) - PES-6

**Sent:** Wed Sep 22 08:41:18 2021

**To:** Capps, Stephan A (BPA) - NW-1; Leady Jr, William J (BPA) - K-7

**Subject:** RE: 0830 Topics

**Importance:** Normal

Brad Bea said this in BPA connection:

Robin Furrer wrote to us last week about the DOE attestation process. BPA's Safety Organization will work with DOE to oversee the implementation of the [COVID-19 vaccination attestation program](#). In the meantime, continue to take precautions that will help limit the spread.

**From:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Sent:** Wednesday, September 22, 2021 7:56 AM

**To:** Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Subject:** 0830 Topics

Topics:



1. COO/CAO/CWSO Hotwash.
  
2. Alisa's questions and suggestion for "all hands" or other "listening sessions."
  
3. HCM's overall responsibility – umbrella for most issues (attestation, vaccine documentation, RA, new hires, disciplinary) – discussion.
  - a. Attestation names: How to get information to VP's and managers? Priority: TO, TF, PG, PT (MEF)
  - b. Union coordination on these issues? Mainly policies within HCM....
  
4. Next steps? Communications?

From: Lahti,John A (BPA) - TF-DITT-2

Sent: Wed Sep 22 22:49:12 2021

To: Cathcart,Michelle M (BPA) - TO-DITT-2; Capps,Stephan A (BPA) - NW-1

Subject: RE: Policy Group Awareness - Mandatory Attestations

Importance: Normal

Target to get these completed by Friday – reminder that much of the TF org works 4-10s and will be off on Friday, so that may be difficult.

**From:** Cathcart,Michelle M (BPA) - TO-DITT-2 <mmcathcart@bpa.gov>

**Sent:** Wednesday, September 22, 2021 7:00 PM

**To:** Lahti,John A (BPA) - TF-DITT-2 <jalahti@bpa.gov>; Capps,Stephan A (BPA) - NW-1 <sacapps@bpa.gov>

**Subject:** FW: Policy Group Awareness - Mandatory Attestations

Thank you Steve, this is helpful. To be clear, this is the number of people that did not respond, not the people that said they were not vaccinated? And did this confirm against the people that said they got the reminder even after they submitted?

Sent from Workspace ONE Boxer

On Sep 22, 2021 4:54 PM, "Capps,Stephan A (BPA) - NW-1" <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)> wrote:

FYI only. Please don't share too widely.

Shana did a quick sort of the data and shared a roll up of the no responses by org/occupation. Bill, Lee and I can't see the entire data set.

steve

**Organization/Occupation**

**Count**

SPECIALTY SERVICES

32

APPRENTICES

30

CENTRAL ELECTRICAL SERVICES

26

TRANSMISSION STUDENT DEVELOPMENT

18

DITTMER DISPATCH

16

CORPORATE & INFRASTRUCTURE

11

MOBILE EQUIPMENT MAINTENANCE

11

TLM BELL

7

CONTRACT ADMINISTRATION

6

MUNRO DISPATCH

6

EASTERN ENGINEERING

5

FIELD SAFETY

5

INTERNAL OPERATIONS

5

OUTAGE OFFICE

5

SUBSTATION MAINT ROSS

5

SUBSTATION MAINT THE DALLES

5

SUBSTATION OPS CELILO

5

SYSTEMS ADMINISTRATION

5

TLM COVINGTON

5

TLM IDAHO FALLS

5

TLM KALISPELL

5

WAREHOUSE MANAGEMENT

5

CLASSIFICATION & POSITION MGMT

4

HR SYSTEMS & AUTOMATION

4

OPERATIONS CONTROL

4

OPERATIONS PLANNING

4

PROGRAM IMPLEMENTATION

4

PSC IDAHO FALLS

4

5

REAL PROPERTY FIELD SERVICES

4

SPC LEWISTON

4

SUBSTATION MAINT NORTH BEND

4

SUBSTATION MAINT PASCO

4

TLM PASCO

4

TRANSMISSION ACCOUNT SERVICES

4

TRANSMISSION EIM SETTLEMENTS

4

ASSET MGMT & ENGINEERING

3

CAPITAL INVESTMENT

3

COMMUNICATIONS/CONTROL PLNG

3

CONSTRUCTION & MAINTENANCE SVCS

3

CONVERGED INFRASTRUCTURE

3

CUSTOMER BILLING-PORTLAND

3

CUSTOMER CONTRACT SUPPORT

3

DIAGNOSTICS, METROLOGY & LABS

3

DIGITAL MEDIA & VISUAL DESIGN

3

ENTERPRISE RISK MANAGEMENT

7



3

FIELD STRATEGY & OP EX

3

IT PROJECT MANAGEMENT

3

PROGRAM COORD & VALUATION

3

PSC KALISPELL

3

REAL TIME

3

RECRUITMENT & PLACEMENT

3

SCHEDULING

3

SUBSTATION MAINT BELL

3

SUBSTATION MAINT BURLEY

3

SUBSTATION MAINT CHEMAWA

3

SUBSTATION MAINT COVINGTON

3

SUBSTATION MAINT LONGVIEW

3

SUBSTATION OPS BELL

3

SYSTEM DEVELOPMENT AND SUPPORT

3

TLM CHEMAWA

3

TLM GRAND COULEE

3

TRANS STRUCTURAL & CIVIL ENG

3

TRANSMISSION CHIEF OF STAFF

3

UNIFIED COMMUNICATIONS

3

BENEFITS & PROCESSING

2

BUDGET OPERATIONS

2

BUSINESS CONTROLS & INFO

2

CHIEF ADMINISTRATIVE OFFICE

2

CONSTRUCTION MGMT & INSPECTION

2

CONTINUITY OF OPERATIONS

2

CONTRACT ADMINISTRATION AND SETTLEMENTS

2

CONTROL CENTER COMM OPS

2

CRITICAL BUS SYS DEVELOPMENT

2

CRITICAL BUS SYS OPS & DEV

2

CUSTOMER BILLING - VANCOUVER

2

CYBER SECURITY

2

DATA INTEGRATION & REPORTING

2

DEBT & LIQUIDITY MGMT

2

DUTY SCHEDULING

2

EASTERN POWER ACCOUNT SERVICES

2

EF&W & COMMODITY INVESTMENT

2

EMPLOYEE AND LABOR RELATIONS

2

ENERGY INFRASTRUCTURE DELIVERY

2

ENVIRON. COMP. CULTURAL RES.

2

FACILITIES PLANNING & PROJECTS

2

FIN SYSTEMS & AUTOMATION

2

FINANCE OPERATIONS

2

GENERAL ACCOUNTING

2

GENERATION SUPPORT

2

LEARNING & WORKFORCE DEVELOP

2

LOAD FORECASTING & ANALYSIS

2

MAIL AND MEDIA SERVICES

2

MONTANA/IDAHO IMPLEMENTATION

2

MUNRO SCHEDULING

2

NATURAL RESOURCES

2

OREGON IMPLEMENTATION

2

POWER

2

POWER RATES

2

POWER STUDENT DEVELOPMENT

2

PROJECT SCOPING

2

PROTECTION & CONTROL

2

QUALITY CONTROL

2

REAL TIME OPERATIONS

2

REAL TIME STUDY DESK

2

SPC CELILO

2

SPC FRANKLIN

2

SPC IDAHO FALLS

2

SPC MCNARY

2

SPC NORTH BEND

2

STRATEGIC COMMS & ENGAGEMENT

2

STRATEGIC DELIVERY & OVERSIGHT



2

SUBSTATION MAINT ALVEY

2

SUBSTATION MAINT KALISPELL

2

SUBSTATION MAINT LEWISTON

2

SUBSTATION MAINT SICKLER

2

SUBSTATION OPERATIONS

2

SUBSTATION OPS CHEMAWA

2

SUBSTATION OPS OLYMPIA

2

SUBSTATION OPS REDMOND

2

TARIFF

2

TECH & STRATEGIC PLANNING

2

TECHNICAL & REGIONAL SERVICES

2

TECHNOLOGY SERVICES SUPPORT

2

THE DALLES EAST SPC

2

TLM ALVEY

2

TLM CHEHALIS

2

TLM ELLENSBURG

2

TLM OLYMPIA

2

TLM REDMOND

2

TLM ROSS

2

TRANS LINE & CIVIL WORKS ENG

2

TRANS PROJECT ENGINEERING

2

TRANSMISSION GRID MODELING

2

TRANSMISSION SALES

2

TT PROGRAM MGMT & GOVERNANCE

2

TT WORK PLANNING & DELIVERY

2

VEGETATION MGMT & FORESTRY

2

WORK PLANNING & EVALUATION

2

ACCOUNTING

1

AGENCY COMMERCIAL SYSTEMS

1

ANALYSIS & FORCASTING

1

APPLICATION ENG & ANALYTICS

1

ASSET MGMT BUS DELIVER & PERF

1

ASSET RELIABILITY & MAINT

1

BUSINESS APPLICATIONS

1

BUSINESS INTEL & INTEGRITY

1

BUSINESS OPERATIONS & SERVICES

1

BUSINESS OPERATIONS SUPPORT

1

COMPL RESP & REMDTN

1

CONTRACT GENERATING RESOURCES

1

CUSTOMER BILLING

1

DESKTOP DELIVERY

1

DISTRIBUTED ENERGY RESOURCES

1

DITTMER SCHEDULING

1

END USER SERVICES

1

ENERGY EFFICIENCY

1

ENT TECHNLOGY OPERATIONS SVCS

1

ENTERPRISE APPLICATIONS SPPT

1

EQUIPMENT AND TOOL LOAN POOL

1

FACILITIES O&M

1

FACILITY MAINT COVINGTON

1

FACILITY MAINT REDMOND

1

FEDERAL HYDRO PROJECTS OPS

1

FERC COMPLIANCE

1

FIELD SUPPORT SERVICES

1

FINANCIAL PLANNING & ANALYSIS

1

FLEET EQUIP ANALYSIS & POLICY

1

GENERAL

1

GENERATING ASSETS

1

GOVERNANCE & CONTROLS

1

IDAHO FALLS DISTRICT

1

INFORMATION GOVERNANCE

1

INFORMATION TECHNOLOGY

1

INFRASTRUCTURE SERVICES

1

KALISPELL DISTRICT

1

LEGAL SUPPORT

1

LONG TERM SALES AND PURCHASES



1

MCC SITE OPS SVCS

1

MEDIA, POLICY & WRITING

1

METERING SERVICES

1

OASIS MANAGEMENT

1

OPERATIONAL VIRTUALIZATION

1

ORG. DELIVERY & PERFORMANCE

1

PERSONNEL AND INFORMATION SECURITY

1

PLANNING & ASSET MANAGEMENT

1

POLICY AND PLANNING

1

POLLUTION PREVENT. & ABATEMENT

1

POWER ACCOUNT SERVICES

1

POWER BUSINESS OPERATIONS

1

PROD MGMT AND MARKET ANALYSIS

1

PROGRAMS

1

PROJECT ENGINEERING TELECOM

1

PSC ALVEY

1

PSC ASHE

1

PSC BELL

1

PSC LEWISTON

1

PSC LONGVIEW

1

PSC MCNARY

1

PSC OLYMPIA

1

PSC REDMOND

1

PSC SICKLER

1

PSC THE DALLES

1

PURCHASING/PROPERTY GOVERNANCE

1

RAS ENGINEERING

1

REAL PROPERTY SVCS

1

REV REQ, REPMT & FIN STRATEGY

1

ROSS O&M

1

SAFETY

1

SALEM DISTRICT

1

SCHEDULING COORDINATION

1

SHORT TERM PLANNING

1

SLICE OPERATIONS & MANAGEMENT

1

SPACE MANAGEMENT

1

SPC ALVEY

1

SPC ASHE

1

SPC BELL

1

SPC CHEMAWA

1

SPC KALISPELL

1

SPC KITSAP

1

SPC MALIN

1

SPC SICKLER

1

SUBSTATION DESIGN

1

SUBSTATION MAINT CELILO

1

SUBSTATION MAINT GARRISON

1

SUBSTATION MAINT IDAHO FALLS

1

SUBSTATION MAINT MALIN

1

SUBSTATION MAINT MCNARY

1

SUBSTATION MAINT SNOHOMISH

1

SUBSTATION OPS FRANKLIN

1

SUBSTATION OPS IDAHO FALLS

1

SUBSTATION OPS KALISPELL

1

SUBSTATION OPS LONGVIEW

1

SUBSTATION OPS NORTH BEND

1

SUBSTATION OPS ROSS

1

SUBSTATION OPS SICKLER

1

SUPP LABOR MANAGEMENT OFFICE

1

SYSTEMS & COMM TESTING

1

TECHNICAL TRAINING

1

TECHNOLOGY INNOVATION

1

TECHNOLOGY PLANNING

1

TEST & EVALUATION

1

TESTING & ENERGIZATION

1

TLM NORTH BEND



1

TLM SNOHOMISH

1

TRANS COMM BUS RATES & REVENUE

1

TRANS COMMERCIAL PLANNING

1

TRANS COMMRL SYS PROCESS&IMP

1

TRANS COMMRL SYS PROD SUPPORT

1

TRANS INFRASTRUCTURE DEV PLAN

1

TRANS LINE ENGINEERING

1

TRANS LONG TERM ENGINEERING

1

TRANSFER SERVICES

1

TRANSMISSION

1

TRANSMISSION PLANNING

1

TRANSMISSION SERV PLAN

1

TRAVEL & PAYROLL

1

TRI-CITIES DISTRICT

1

WASHINGTON IMPLEMENTATION

1

WEATHER & STREAMFLOW FORECASTING

1

WESTERN ENGINEERING

1

632

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Sent:** Wednesday, September 22, 2021 4:49 PM  
**To:** Hairston, John L (BPA) - A-7 <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Furrer, Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>; Cook, Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>; James, Daniel M (BPA) - D-7 <[dmjames@bpa.gov](mailto:dmjames@bpa.gov)>; Shaheen, Richard L (BPA) - T-DITT-2 <[rlshaheen@bpa.gov](mailto:rlshaheen@bpa.gov)>; Cooper, Suzanne B (BPA) - P-6 <[sbcooper@bpa.gov](mailto:sbcooper@bpa.gov)>; Cathcart, Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>; Lahti, John A (BPA) - TF-DITT-2 <[jalahti@bpa.gov](mailto:jalahti@bpa.gov)>; Harris, Marcus A (BPA) - F-2 <[maharris@bpa.gov](mailto:maharris@bpa.gov)>; Berry, Benjamin L (BPA) - J-3 <[blberry@bpa.gov](mailto:blberry@bpa.gov)>; Scruggs, Joel L (BPA) - DK-7 <[jlscruggs@bpa.gov](mailto:jlscruggs@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Chong Tim, Marcus H (BPA) - L-7 <[mhchongtim@bpa.gov](mailto:mhchongtim@bpa.gov)>  
**Cc:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>; Laylo, Sarah M (BPA) - NN-1 <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>  
**Subject:** Policy Group Awareness - Mandatory Attestations

Team,

This is a heads up on a message that will be sent from the front office tomorrow (Thursday).

Previously, we've communicated that the DOE attestation system was voluntary. With the new executive orders, this is now a mandatory requirement for BFTEs. Today, we received the roll up (below) and names (this is controlled information – only 4 senior leaders have the list of names). The target to have BFTE staff to complete a mandatory attestation in the system is Friday 9/24.

Tomorrow, the front office will send an email to employees who have not completed attestation, to notify them that the form is now mandatory and directing them to go into the MyEnergy system. Expect questions from your teams on this. For now, the message is that it is mandatory. We're working on the process to share the names with you. We are still waiting on additional guidance on reasonable accommodations, disciplinary actions, and other issues.

Declined to respond

Fully Vaccinated

Not vaccinated

Partially Vaccinated

Missing

Total

332

1966

98

56

632

3084

Thanks -- Lee, Steve and Bill

**From:** Cathcart,Michelle M (BPA) - TO-DITT-2

**Sent:** Tue Sep 28 07:46:37 2021

**To:** Ko,Tina G (BPA) - TS-DITT-2

**Subject:** RE: message to staff

**Importance:** Normal

So I had to leave the T2 meeting early and missed the conversation. Richard just told me it was good; he didn't tell me whether the expectation was that others do the same. You might ask Mike?

**From:** Ko,Tina G (BPA) - TS-DITT-2 <tgko@bpa.gov>

**Sent:** Tuesday, September 28, 2021 7:18 AM

**To:** Cathcart,Michelle M (BPA) - TO-DITT-2 <mmcathcart@bpa.gov>

**Subject:** RE: message to staff

Good morning!

Rebecca sent me a follow up note that all the TVPs were sending out a similar (or same?) message. Could you confirm expectation?

Thank you!

Tina

**Tina G. Ko**

Vice President, Transmission Marketing & Sales

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360.418.2601 | C (b) (6)

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**From:** Cathcart,Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>

**Sent:** Friday, September 24, 2021 3:26 PM

**To:** TVPs <[typs@BPASite1.bpa.gov](mailto:typs@BPASite1.bpa.gov)>

**Subject:** FYI: message to staff

FYI on a message I'm planning to send to my staff next week, subject to approval from LR/ER on it.

**From:** Cathcart,Michelle M (BPA) - TO-DITT-2

**Sent:** Friday, September 24, 2021 3:23 PM

**To:** Mosley,James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>

**Cc:** Kuhn,Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>

**Subject:** PLEASE REVIEW: message to staff

Hi James,

Would you please review the message below that I would like to send to my team next week, and see if you have any concerns with it from an LR/ER perspective? I'm copying Shana too, since I had mentioned to her that I was drafting something around this.

Thank you!

Michelle

---

As more information has come out about the vaccine mandate in the past couple of weeks, I have been hearing more questions about contingency plans if we lose significant portions of our workforce. As you have heard me say many times before, safety and reliability of our transmission system are the highest priorities for our organization. Safety of our workforce includes taking necessary steps to protect our people against COVID-19, especially with the more contagious delta variation. President Biden, as supported by all of your leadership here at BPA, have made it clear that the science points to vaccines as the most effective way to protect our workforce, and the executive orders mandating vaccination for [federal workers](#) and [contractors](#) are taken very seriously. Exceptions to this mandate will be limited to only those required by law, such as medical reasons or sincerely held religious beliefs. The [Reasonable Accommodation process](#) includes forms for both medical and religious requests.

I do understand that there are members of our current workforce who may still choose not to be vaccinated and do not qualify for these limited exceptions. Employees who refuse to be vaccinated or provide proof of vaccination

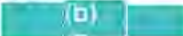


and are not approved for an exception may choose to leave federal service or will face disciplinary measures, up to and including removal from Federal service. With this in mind, leadership is solidifying contingency plans to continue to operate our transmission system safely and reliably under varying levels of attrition. While some of the plans could impact strategic objectives, capital execution, or overtime, the leadership team is committed to doing what is necessary to protect the safety of the workforce and continue to maintain reliability. I am hopeful that the majority of the workforce will comply with the vaccine mandate and these plans will be unnecessary, but I did want to assuage fears about our ability to continue to meet our mission.

**Michelle Cathcart** (She/Her/Hers)

Vice President | Transmission System Operations

**Bonneville Power Administration**

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# Transition Team Update

Sept 16, 2021

*Planning Team*

- Lee Hall
- Steve Capps
- Bill Leady
- Sarah Laylo
- Shana Kuhn

*79<sup>th</sup> week of telework*

## *Transition Team Update*

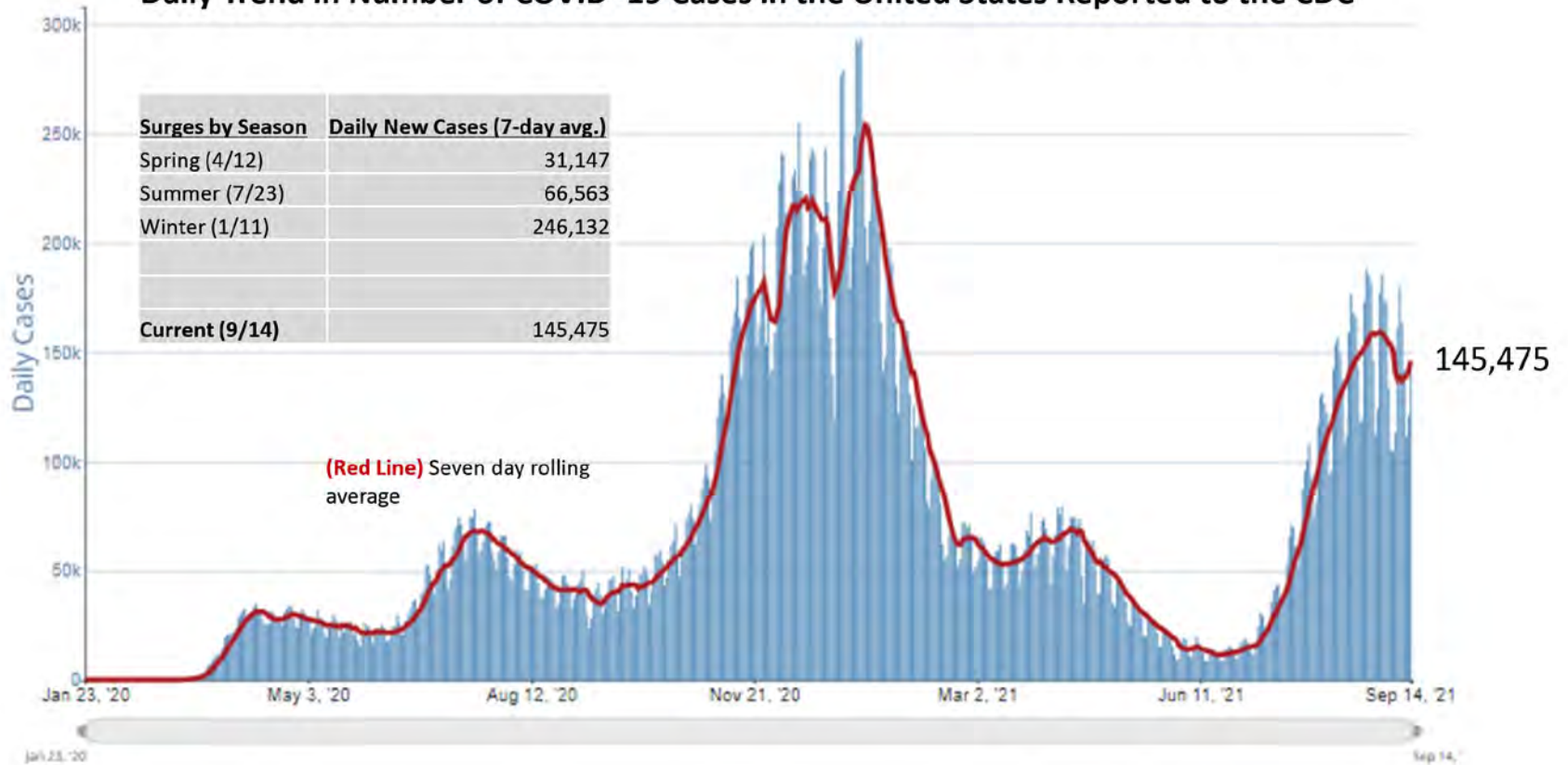
### *Topics*

- ✓ COVID Status
- ✓ Safer Federal Workforce TF and DOE updates
- ✓ Local / partner benchmarking
- ✓ Timeline
- ✓ Questions

## COVID Status – National Trend

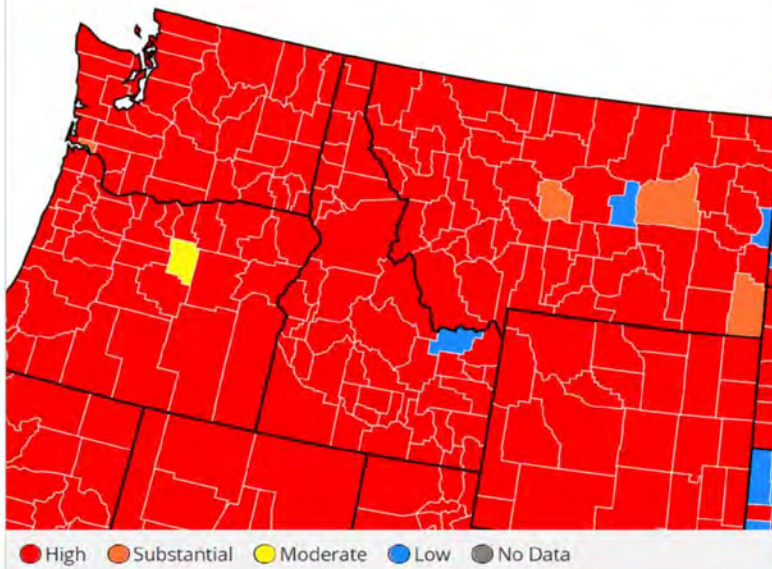
[CDC COVID Data Tracker](#)

**Daily Trend in Number of COVID -19 Cases in the United States Reported to the CDC**

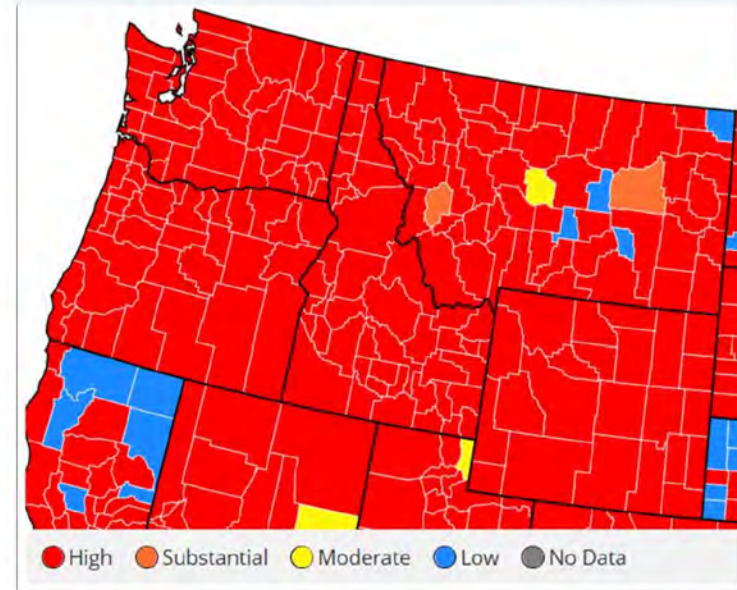


## COVID Status – Regional Transmission Rates

Time Period: Sat Aug 28 2021 - Fri Sep 03 2021



Time Period: Sun Sep 05 2021 - Sat Sep 11 2021



Indicator - If the two indicators suggest different transmission levels, the higher level is selected	Low Transmission Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
Total new cases per 100,000 persons in the past 7 days	0-9.99	10-49.99	50-99.99	≥100
Percentage of NAATs <sup>1</sup> that are positive during the past 7 days	0-4.99%	5-7.99%	8-9.99%	≥10.0%

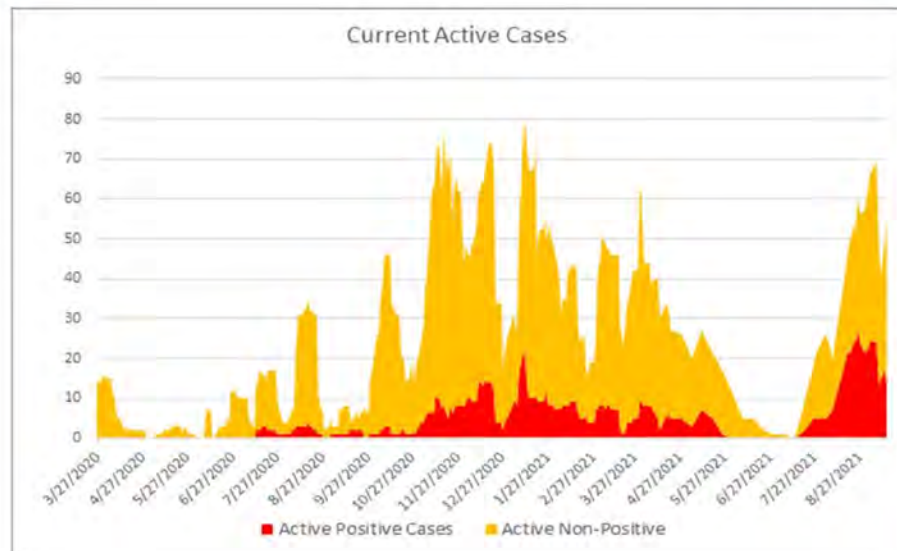
## COVID Status – BPA Self-quarantine

### 8 Sept 2021

- Tracking **69** Active COVID Reports
- **1.6%** of BPA Population (69 of 4,168)
- Cautionary: **30**
- Symptomatic: **15**
- Tested Positive: **24**

### 15 Sept 2021

- Tracking **53** Active COVID Reports
- **1.3%** of BPA Population (53 of 4,168)
- Cautionary: **31**
- Symptomatic: **12**
- Tested Positive: **10**



## *Safer Federal Workforce Task Force*

Agency Model Safety Principles Last Updated September 13, 2021 (Previously Updated July 29, 2021)

### *Recent Updates*

- ✓ Executive Branch employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than **November 22, 2021**.
- ✓ With the government-wide adoption and implementation of these vaccination requirements, **agencies are no longer required to establish a screening testing program for employees or onsite contractor employees who are not fully vaccinated**, although they may do so.
- ✓ Federal contractor employees will be required to be vaccinated. Prior to being contractually required to be vaccinated, onsite contractor employees who are not fully vaccinated and are not part of an agency testing program must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building

## Attestation Update

- ✓ Currently BPA does not have access to DOE's Attestation data base
- ✓ Continuing to push for access. Have also asked for the BPA data that is in the system.
  - As of September 9, 1802 employees and 805 contractors have submitted data
- ✓ September 15<sup>th</sup> DOE reported "The OCIO is actively and expeditiously working to provide access to DOE's attestation data contained in MyEnergy. Notifications to staff identified for access will be made once the system is available.
- ✓ As a reminder, staff can update their attestation at any time.

**Related issue** – Will attestation's be considered proof of vaccination?

[Vaccinations | Safer Federal Workforce](#) *(September 13 update)*

**Q: Must agencies collect proof of employee vaccination status?**

A: Yes. Agencies will need to collect proof of employee vaccination status in order to ensure compliance with the vaccination requirement for federal employees. The Task Force will provide further guidance regarding the types of documentation that employees should provide.



## Timeline

Specified dates:

- ✓ **September 16 (Thursday):** Expecting more detailed guidance on vaccinations for federal employees from the Safer Federal Workforce Tasks Force (Task Force)
- ✓ **September 24 (Friday):** Expecting more detailed guidance on vaccinations for on-site federal contractors from the Task Force
- ✓ **November 22 (Monday):** Federal executive branch workers must be fully vaccinated
  - OPM is working on “progressive discipline” scheme for those choosing not to vaccinate. No further details have been received.

# Questions

From: Capps,Stephan A (BPA) - NW-1

Sent: Tue Sep 28 16:16:46 2021

To: Hawkins,Sarah T (BPA) - LG-7; Hall, Lee J (BPA) - PES-6; Wingert, Kevin M (BPA) - DKP-7; Mosley, James G (BPA) - NHE-1; Leady Jr, William J (BPA) - K-7; Paynter, Julie A (BPA) - DKS-7; Fickes, Anne Macron (BPA) - NH-1

Cc: Hester, Shane H (BPA) - TFAW-DOB-1

Subject: RE: NEW Q&A for Only vaccination mandate (and related)

Importance: Normal

Agree – especially with the 2<sup>nd</sup> paragraph – 4<sup>th</sup> sentence.

**From:** Hawkins, Sarah T (BPA) - LG-7 <sthawkins@bpa.gov>

**Sent:** Tuesday, September 28, 2021 3:03 PM

**To:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>; Wingert, Kevin M (BPA) - DKP-7 <kwingert@bpa.gov>; Mosley, James G (BPA) - NHE-1 <jgmosley@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Paynter, Julie A (BPA) - DKS-7 <japaynter@bpa.gov>; Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Fickes, Anne Macron (BPA) - NH-1 <acmacron@bpa.gov>

**Cc:** Hester, Shane H (BPA) - TFAW-DOB-1 <shhester@bpa.gov>

**Subject:** RE: NEW Q&A for Only vaccination mandate (and related)

These look good to me. Defer to James on RA timelines and language there.

(b) (5)

Sarah

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Sent:** Tuesday, September 28, 2021 2:38 PM

**To:** Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>; Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Paynter, Julie A (BPA) - DKS-7 <[japaynter@bpa.gov](mailto:japaynter@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>

**Cc:** Hester, Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** RE: NEW Q&A for Only vaccination mandate (and related)

Here is a "first bunch" of questions, we were working for an employee on Robin's behalf. The need a bit of work in terms of making the questions and answers a bit more general, and readability. Kevin and Julie – your help would be appreciated.

**Questions and Answers from the proposed (b) (6) email:**

When is the deadline to submit an exemption?

You can submit a reasonable accommodation (RA) request now. Please start by contacting your supervisor and the reasonable accommodations office.

When is the deadline to receive a response to my exemption, if I choose to submit one?

BPA and your manager will process the RA as fast as possible with employee assistance during the interactive phase. *This will need updating.*

If an exemption is granted, what will the next step be specifically? If testing is required, what type of test will that be and how often will it be performed? Will a saliva or temperature test be acceptable for those who are not comfortable with an invasive test?

The extent of future testing programs is still to be determined. If granted as part of an RA, specific next steps will be outlined in the accommodation decision.

Since it is now confirmed that the vaccinated carry the same or even more viral load in their nasal passages and

can acquire and transmit the virus as well, will they be required to submit to mandatory testing if they work onsite as well? If not, please explain the scientific data in support of this.

The extent of future testing programs is still to be determined. Personal questions on epidemiological and virology data should be directed to your health care professional.

If testing is required, how long will it be required?

The extent of future testing programs is still to be determined.

If an exemption is denied and the vaccine is refused, what will be the specific disciplinary protocol/timeline?

If disciplinary action is warranted, it will follow the same process as any other disciplinary action.

Will BPA accept liability if I suffer an adverse event due to this experimental, emergency use vaccine? ~~Is BPA aware that the FDA approval is only for a vaccine by COMIRNATY, which is unavailable for use in the United States at this time?~~

To the extent there is a personal injury from a vaccine shot other than the normal reaction to any vaccine, it will either be a FECA claim (workers' comp for federal employees administered by the Department of Labor) or a Federal Tort Claim Act claim. Please consult with your health care provider on which vaccines are FDA approved.

If I am terminated due to refusal to be vaccinated, and at some point in the future, vaccine mandates are lifted, will I be automatically reinstated?

No. If eligible, you may apply for work at BPA again following the established federal hiring processes.

Will BPA offer early retirement packages to those who are close to retirement, and will be catastrophically effected financially by these unforeseen requirements?

VERA is not being considered at this time.

**From:** Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>

**Sent:** Tuesday, September 28, 2021 2:08 PM

**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>;  
Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>;

Paynter,Julie A (BPA) - DKS-7 <[japaynter@bpa.gov](mailto:japaynter@bpa.gov)>; Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>;  
Fickes,Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>  
**Cc:** Hester,Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>  
**Subject:** RE: NEW Q&A for Only vaccination mandate (and related)



Working it.

Very Respectfully,

**Kevin Wingert**

Communications | Media Relations | Policy

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 503-230-4140 | C  

[cid:image001.jpg@01D52CD7.ECB28190cid:image002.jpg@01D52CD7.ECB28190cid:image003.jpg@01D52CD7.ECB28190cid:image004.jpg@01D52CD7.ECB28190cid:image005.jpg@01D52CD7.ECB28190cid:image006.jpg@01D52CD7.ECB28190](#)

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Sent:** Tuesday, September 28, 2021 2:04 PM

**To:** Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>; Paynter, Julie A (BPA) - DKS-7 <[japaynter@bpa.gov](mailto:japaynter@bpa.gov)>; Capps, Stephan A (BPA) - NW-1



<[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>

**Cc:** Hester, Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>;  
Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** RE: NEW Q&A for Only vaccination mandate (and related)

Sounds like we have agreement. I suggest the following:

- I can send a list of questions / answers to start, from the (b) (6) email.
- If Kevin (or other) can set up a sharepoint site, with draft answers (primarily in the OGC and HCM areas, covering vaccinations) – then we can alert each other when a new question is entered, and needs a review.).
- Then – when we have a good question + answer – we can upload it to a the FAQ section on our BPA internal website.

How does that sound?

**From:** Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>

**Sent:** Tuesday, September 28, 2021 1:52 PM

**To:** Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>;  
Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>; Paynter, Julie A (BPA) - DKS-7 <[japaynter@bpa.gov](mailto:japaynter@bpa.gov)>;  
Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne  
Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>

**Cc:** Hester, Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>

**Subject:** RE: NEW Q&A for Only vaccination mandate (and related)

I agree, but we do need to track these questions (at least HR specifically related) in a SharePoint site to ensure consistency. This is the way we did it back in the start of COVID and it saved us a lot of time and also allowed us to refer back to questions on responses.

James

**From:** Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>  
**Sent:** Tuesday, September 28, 2021 1:27 PM  
**To:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>; Paynter, Julie A (BPA) - DKS-7 <[japaynter@bpa.gov](mailto:japaynter@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>  
**Cc:** Hester, Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>  
**Subject:** RE: NEW Q&A for Only vaccination mandate (and related)

I love the idea, Bill.

Sarah

**From:** Leady Jr,William J (BPA) - K-7 <[wileady@bpa.gov](mailto:wileady@bpa.gov)>

**Sent:** Tuesday, September 28, 2021 1:14 PM

**To:** Wingert,Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>; Paynter,Julie A (BPA) - DKS-7 <[japaynter@bpa.gov](mailto:japaynter@bpa.gov)>; Hall,Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes,Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Hawkins,Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Mosley,James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>

**Cc:** Hester,Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>

**Subject:** NEW Q&A for Only vaccination mandate (and related)

Team,

Suggestion (shoot it down if its dumb, won't be the first time)

We (and LR, OGC) are being overwhelmed with questions on the vaccinate mandate, (possible) testing, RAs, etc...

Each question takes a lot of time (expensive time) and maybe more importantly answering them individually leave room for inconsistency. So, if we developed and NEW Q&A only for the vaccination mandate and related issues (RA, testing, etc) we could reply to all (most) of these questions with a standard email. Something like.

*“Thank you for your question. We will answer your question in the TITLE FAQs, (link). For clarity for all we may merge you questions with similar questions we are receiving but we intend to answer all questions as quickly as we can. “*

Of course we would retain the ability, when we think it appropriate, to simply answer questions directly (e.g. when they are simple)

Thoughts?

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell

(b) [REDACTED]

**From:** Chong Tim, Marcus H (BPA) - L-7

**Sent:** Wed Sep 15 13:04:09 2021

**To:** Legal-Managers; eddye@bpa.gov; aesenters@bpa.gov; mhchongtim@bpa.gov; hxbrowning-craig@bpa.gov; tajohnson@bpa.gov; smkutil@bpa.gov

**Subject:** FW: Vaccination requirement date set, Delta variant impact being felt at BPA

**Importance:** Normal

Please note the reminder to report employee COVID-19 exposures or positive COVID-19 tests to continuity per Robin's message. The employee's personal information is kept confidential but the overall count is kept to track how COVID-19 is affecting our workforce. This factors into decision-making for the appropriate pandemic response.

Thanks!

**Marcus H. Chong Tim**

Acting Executive V.P. and General Counsel

BPA Office of General Counsel  
503-230-4083

**From:** Furrer, Robin R (BPA) - N-7 <rrfurrer@bpa.gov>

**Sent:** Wednesday, September 15, 2021 8:57 AM

**Subject:** Vaccination requirement date set, Delta variant impact being felt at BPA

**TO: All BPA**

We knew this was coming. We could see the rise of COVID-19 cases in our service territory related to the Delta variant of the disease. And the pattern over the past year-and-a-half of seeing a marked increase in the quarantine of members of our workforce within a week or two of a major holiday has unfortunately held true.

Words cannot express my heartbreak at the loss of one of our BPA family to this disease. Katie was a friend and a colleague. She was beautiful and brilliant. I just saw her a few weeks ago at the grocery store and she recognized me through our masks and was her normal friendly, bubbly self. Her loss is so tragic.

As of Monday, some 50 workers were on quarantine as either a cautionary measure or as a result of a positive COVID-19 case. Overnight to Tuesday, a few of those cases completed the quarantine process, but another 19 members of our workforce were added to quarantine following contact tracing from new self-reports. Currently, we have 66 members of the workforce in quarantine – an amount we've not seen since last winter.

In the past month, we've seen an average of 5-7 self-report cases daily. At times, this has placed whole crews within Transmission Field Services on quarantine – a concerning prospect that impacts the timeliness of our ability to respond to emergency outages and starts to stretch our resources. According to an epidemiologist with the Oregon Health & Science University, this upward tick of cases is likely to persist until at least mid-October.

### **Take precautionary measures both at work, home and play**

We must continue to take a disciplined approach to reducing the risk of COVID-19 to our workforce and our mission to deliver power to load. That means wear the mask at BPA facilities or worksites and observe all policies related to our pandemic response, including the use of the self-evaluation questionnaire. Stay home if you're sick or showing symptoms. It also means that you should try to mitigate your risks when away from work. All the precautions that we take at our facilities cannot prevent your potential exposure on personal time if you let your discipline down.

Please remember that we're talking about your safety – and more: Reducing your risk of exposure is a means to protect your family, friends, loved ones and co-workers. The inconvenience we suffer through today may prevent greater suffering of others later.

And if you experience symptoms or become aware of an exposure to someone who is symptomatic or tested positive for COVID-19, report that to your manager or [Continuity@bpa.gov](mailto:Continuity@bpa.gov). Self-reporting is a critically important tool for reducing the spread of COVID in our workforce. Self-reporting saves lives.

### **If you can, get vaccinated by Nov. 22**

As we've heard time and time again from the Centers for Disease Control and Prevention, the single greatest step we can take to reduce the potential that we contract COVID-19 is to get vaccinated. The science has shown that vaccination has another positive impact in that it also has been shown to lessen the chance of a severe case of COVID-19 if a breakthrough infection occurs.

The White House issued two Executive Orders on Sept. 9 that pertain directly to us. The first requires that all Federal employees (GS and Wage Grade) need to be vaccinated by Nov. 22, and the second requires the same for all contractors accessing our facilities. While we are still waiting on the details regarding exceptions, updated contract clauses and other guidance, I highly encourage you to get vaccinated if you can medically do so and haven't already completed the process. Please reach out to your health care providers if there are concerns about the safety and efficacy of the vaccine.

We will weather this current surge together and then look forward to a time when we can resume more normal operations.

As always, please take care of you and yours.

Robin

**From:** Furrer,Robin R (BPA) - N-7

**Sent:** Mon Oct 04 10:58:40 2021

**To:** Shoemaker,Brandee R (BPA) - TFB-DOB1; Bea,Brad A (BPA) - NF-MODW

**Subject:** FW: Safety Concerns & Vax

**Importance:** Normal

Incoming.

Hopefully this is not new news.

I'm going to see how to more generally get info to these types of questions into FAQs.

Good luck getting info to the line crews.....that's a nut I never could figure out how to crack.

**From:** Monroe,Matthew K (BPA) - NFF-MODW <mkmonroe@bpa.gov>

**Sent:** Monday, October 4, 2021 10:06 AM

**To:** Cannon,John D (BPA) - NFC-MODW <jdcannon@bpa.gov>; Bea,Brad A (BPA) - NF-MODW <babea@bpa.gov>; Furrer,Robin R (BPA) - N-7 <rrfurrer@bpa.gov>; Rehbein,Jennifer L (BPA) - NFO-MODW <jlrehbein@bpa.gov>

**Subject:** RE: Safety Concerns & Vax

Last week while on a site visit in Malin there was an impromptu meeting with Redmond TLM crew, Ross TLM crew, Rob Robertsen, and Nate Seabury. Myself and Adam Ewert participated but the request to meet was from the TLM crews to the DM's not Safety. There is a feeling from the TLM crews that they don't have all the information. They



are very distracted by this topic and very passionate as well. They are also concerned with how they will get their jobs done safely if they lose team members and become even more shorthanded.

The main points of the conversation were around what happens if I do not get the vaccine and all the scenarios that can play around that. Here is a sample of the questions I heard. There were allot more but this helps paint a picture of the discussion.

If I request an RA and it is denied will I then have a chance to get the vaccine even if it is after Nov. 22?

If I submit an RA on Nov. 21 but it is not reviewed by the 22<sup>nd</sup> will I be ok on the 23<sup>rd</sup>?

How quick will progressive discipline happen if I choose not to get the vaccine?

What happens if something bad happens to me from the vaccine? Work required me to get it?

I believe the conversation with the DM's went very well. There are still allot of unknowns and the crews seemed to be fine with that answer (We do not know yet) but they appreciated the opportunity to ask it and here that management does not want to lose anyone. I believe the bigger request was to have the Forman be able to ask these questions to the higher level of management or possible some sort of all hands meeting to hear from upper level management.

Regards,

Matt

**From:** Cannon,John D (BPA) - NFC-MODW <[jdcannon@bpa.gov](mailto:jdcannon@bpa.gov)>  
**Sent:** Monday, October 4, 2021 9:30 AM  
**To:** Bea,Brad A (BPA) - NF-MODW <[babea@bpa.gov](mailto:babea@bpa.gov)>; Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>;  
Monroe,Matthew K (BPA) - NFF-MODW <[mkmonroe@bpa.gov](mailto:mkmonroe@bpa.gov)>; Rehbein,Jennifer L (BPA) - NFO-MODW  
<[jlrehbein@bpa.gov](mailto:jlrehbein@bpa.gov)>  
**Subject:** RE: Safety Concerns & Vax

I have only seen the safety concerns that we have been discussing daily as the NFLT but nothing in regards to safety meetings.

**From:** Bea,Brad A (BPA) - NF-MODW <[babea@bpa.gov](mailto:babea@bpa.gov)>  
**Sent:** Monday, October 4, 2021 9:28 AM  
**To:** Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>; Cannon,John D (BPA) - NFC-MODW <[jdcannon@bpa.gov](mailto:jdcannon@bpa.gov)>;  
Monroe,Matthew K (BPA) - NFF-MODW <[mkmonroe@bpa.gov](mailto:mkmonroe@bpa.gov)>; Rehbein,Jennifer L (BPA) - NFO-MODW  
<[jlrehbein@bpa.gov](mailto:jlrehbein@bpa.gov)>  
**Subject:** RE: Safety Concerns & Vax

Several (>6) anonymous safety concerns have come in all discussing the mandatory vaccines. I have not seen any safety meeting minutes reflecting the discussion yet. Other team members may have more data.

Brad

**From:** Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>

**Sent:** Monday, October 4, 2021 9:26 AM

**To:** Bea,Brad A (BPA) - NF-MODW <[babea@bpa.gov](mailto:babea@bpa.gov)>; Cannon,John D (BPA) - NFC-MODW <[jdcannon@bpa.gov](mailto:jdcannon@bpa.gov)>; Monroe,Matthew K (BPA) - NFF-MODW <[mkmonroe@bpa.gov](mailto:mkmonroe@bpa.gov)>; Rehbein,Jennifer L (BPA) - NFO-MODW <[jrehbein@bpa.gov](mailto:jrehbein@bpa.gov)>

**Subject:** Safety Concerns & Vax

I'm hearing chatter that you all are receiving safety concerns about the Executive Orders/vaccinations.

I don't know if it's showing in safety concerns or whether its showing in safety meetings.

Can you elaborate please?

Thx

**From:** Furrer,Robin R (BPA) - N-7

**Sent:** Fri Sep 24 14:45:31 2021

**To:** Cathcart,Michelle M (BPA) - TO-DITT-2

**Subject:** RE: message

**Importance:** Normal

It's good.

You're using language verbatim re: the executive orders and the Federal Task Force so it only reinforces the direction and the contingency planning you are obligated to have ready to meet our mission, and you're not coming across as threatening but only in providing assurance that you will carry out the mission.

**From:** Cathcart,Michelle M (BPA) - TO-DITT-2 <mmcathcart@bpa.gov>

**Sent:** Friday, September 24, 2021 2:07 PM

**To:** Furrer,Robin R (BPA) - N-7 <rrfurrer@bpa.gov>

**Subject:** message

I'm crafting a message for my workforce and wanted to get your feedback on this. Most of it is pretty innocuous in that it is very consistent with existing messages, but in order to get my employees to face the reality that we really would terminate and they're not going to pressure us otherwise, some of my members suggested it would be helpful to reinforce that we really do have contingency plans. I'm going to run this by LR/ER too, but wanted to get your reaction, especially to the highlighted sentence to see if I am going too far.

---

As more information has come out about the vaccine mandate in the past couple of weeks, I have been hearing more questions about contingency plans if we lose significant portions of our workforce. As you have heard me say many times before, safety and reliability of our transmission system are the highest priorities for our organization. Safety of our workforce includes taking necessary steps to protect our people against COVID-19, especially with the more contagious delta variation. President Biden, as supported by all of your leadership here at BPA, have made it clear that the science points to vaccines as the most effective way to protect our workforce, and the executive orders mandating vaccination for [federal workers](#) and [contractors](#) are taken very seriously. Exceptions to this mandate will be limited to only those required by law, such as medical reasons or sincerely held religious beliefs. The [Reasonable Accommodation process](#) includes forms for both medical and religious requests.

I do understand that there are members of our current workforce who will still choose not to be vaccinated and do not qualify for these limited exceptions. Employees who refuse to be vaccinated or provide proof of vaccination and are not approved for an exception may choose to leave federal service or will face disciplinary measures, up to and including removal from Federal service. With this in mind, leadership is solidifying contingency plans to continue to operate our transmission system safely and reliably under varying levels of attrition. While some of the plans could impact strategic objectives, capital execution, or overtime, the leadership team is committed to doing what is necessary to protect the safety of the workforce and continue to maintain reliability. I am hopeful that the majority of the workforce will comply with the vaccine mandate and these plans will be unnecessary, but I did want to assuage fears about our ability to continue to meet our mission.

**Michelle Cathcart** (She/Her/Hers)

Vice President | Transmission System Operations

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-418-8775 | C (b) (6)

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**From:** Staats,Michael L (BPA) - TEE-CSB-1

**Sent:** Tue Oct 05 11:26:43 2021

**To:** Miller, Mike P (BPA) - TE-DITT-2; O'Claire, David E (BPA) - TEEH-CSB-2

**Subject:** RE: Clarification questions regarding attestation

**Importance:** Normal

Got it.

Thanks

Mike Staats

Director, Substation Engineering

Bonneville Power Administration

TEE-CSB-1

360-619-6375 office

(b) (6) cell

**From:** Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>

**Sent:** Tuesday, October 5, 2021 11:12 AM

**To:** O'Claire,David E (BPA) - TEEH-CSB-2 <deoclaire@bpa.gov>; Staats,Michael L (BPA) - TEE-CSB-1 <mlstaats@bpa.gov>

**Subject:** RE: Clarification questions regarding attestation

Mike and Dave,

Please do not respond to this as I will get an official answer from HR.

Mike

**From:** (b) (6) (BPA) - (b) (6) (b) (6)

**Sent:** Tuesday, October 5, 2021 11:05 AM

**To:** Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>

**Cc:** (b) (6) [REDACTED]

**Subject:** Clarification questions regarding attestation

Please provide me with the information such as the BPA or federal policy that addresses the actual informed consent questions as highlighted below.



Q: What authority does BPA as an employer have to “mandate attestation of vaccine status”? What is the exact language in EO 14043 that requires Federal Employees to disclose their vaccination status?

Q: What laws are BPA as an employer operating under to “mandate attestation of vaccine status”?

What is the exact language in EO 14043 that requires Federal Employees to disclose their vaccination status and what LAW gave the executive branch this authority?

Q: What will BPA as an employer do with information furnished through “mandated attestation of vaccine status”? Where will the information go, please provide process diagram or policy etc.?

Q: What certifications/authority does BPA as an employer hold regarding personal health information resulting from “mandated attestation of vaccine status”?

Q: What capacity is BPA as an employer operating as before, currently and after “mandate of attestation of vaccine status”? Is BPA through EO 14043 acting as a medical provider to me in requiring attestation of vaccination against covid-19?

Q: What individual employee at BPA is responsible for personal health information furnished through “mandate of attestation of vaccine status”? Please provide a full list of staff names and contact information of anyone handling my PII for mandated attestation of vaccine status.

Q: What policies and procedures are in place for failure of not providing personal health information through “mandated attestation of vaccine status”? Please provide the BPA policy and procedures for disciplinary actions up to and including removal or termination from Federal service.

Q: What is the professional qualification of the person, individual or team that conducts analysis and verification of results furnished through “mandated attestation of vaccine status”? Please provide the actual DOE/OMB/DOJ guidance regarding proof of vaccination.

Q: What has changed in my personal employment agreement with BPA since Robin Furrer stated that employees are now “mandated to attest to vaccination status”? On what day and time was consideration bargained and or agreed to between President Joe Biden/BPA and I in the modification of my terms of employment?

Q: Please provide meeting notes and contract as signed by me and all relevant parties to the employment agreement.

Q: What language or terms exist in any employment agreement between me and BPA/President Joe Biden that require mandatory disclosure or performance in completing “mandated attestation of vaccine status”?

Q: Is EO 14043 an order from Joe Biden to disclose vaccination status?

All the best,

(b) (5)



**From:** Hull,Michael J (BPA) - TEV-CSB-1

**Sent:** Fri Sep 24 10:09:15 2021

**To:** Brown,Joelle S (BPA) - TET-CSB-1

**Subject:** RE: Assignment from Joel Cook

**Importance:** Normal

I'm an idiot. Not sure how I have a job

**From:** Brown,Joelle S (BPA) - TET-CSB-1 <[jsbrown@bpa.gov](mailto:jsbrown@bpa.gov)>

**Sent:** Friday, September 24, 2021 10:08 AM

**To:** Hull,Michael J (BPA) - TEV-CSB-1 <[mjhull@bpa.gov](mailto:mjhull@bpa.gov)>

**Subject:** RE: Assignment from Joel Cook

LOL!

**From:** Hull,Michael J (BPA) - TEV-CSB-1 <[mjhull@bpa.gov](mailto:mjhull@bpa.gov)>

**Sent:** Friday, September 24, 2021 10:04 AM

**To:** Brown,Joelle S (BPA) - TET-CSB-1 <[jsbrown@bpa.gov](mailto:jsbrown@bpa.gov)>; Burt,Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>; Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>

**Subject:** RE: Assignment from Joel Cook

- 1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level. I have considered it
- 2) What impact would a loss of 10% have on your delivery of products and services? About a 10% reduction
- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire? (Overtime, reduce work intake,...) yes

Ok, I've had my fun. I do agree with Jason "it depends which 10%". I will come up with a useful answer shortly.

**From:** Brown,Joelle S (BPA) - TET-CSB-1 <[jsbrown@bpa.gov](mailto:jsbrown@bpa.gov)>  
**Sent:** Friday, September 24, 2021 9:40 AM  
**To:** Burt,Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>; Miller,Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** RE: Assignment from Joel Cook

Spot on Jason.

**From:** Burt,Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>  
**Sent:** Friday, September 24, 2021 9:37 AM

**To:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** RE: Assignment from Joel Cook

Richard makes a fair point about whether we're actually likely to lose a significant number of folks. Since we're asked to think about the worst case scenario where people do what they say they will do, this is a case of "plan for the worst and hope for the best". If we have fewer voluntary separations than we feared, that's a good thing.

There's a joke I remember from Physics where we had to consider the effect of air resistance on a cow falling out of a plane; "Consider the cow to a perfect sphere." We all know that assumption is bad, but because the actual cow shape is extremely complex, it's easier to just consider the sphere. Similarly, losing "10% of the workforce" is a "peanut-butter" model. It implies that any 1% is like any other 1%, and that there's no "disparate effect", and that folks leave as a discrete pulse. These assumptions can drive our planning so I want to address them.

Losing 10% of the TEZ workforce would be like me losing 10% of my body weight – it critically depends what 10% we're talking about. To make the math easy, let's say I weigh 200 lbs. If I lost 20 lbs of fat, that'd be great! If I lost my 3 lb brain, that'd be bad. To extend the analogy, the hiring freezes and retirements over the last decade [1779 BFTE in 2006 and 1602 BFTE today (90%)] mean there's not much fat, so we're just talking about losing 20 lbs of organs, muscle or bone. This is why the "peanut butter" 10% is hard to answer. We all know that losing one specific FTE in our group would be vastly different than losing another specific FTE.

When we talk about voluntary separation due to vaccination requirement, we're much more likely to lose the experienced and tenured folks near retirement than we are the new folks who are still in training. The two populations simply have vastly different personal and financial impacts from leaving a steady job. "What's the impact of losing your six most tenured people?" is a different question than a random 10% of the workforce, but

much more likely to happen. The impact to our products and services is also typically much more severe when we lose experienced folks than when we lose new folks.

Finally, the assumption about the “pulse” is that on 11/22/2021, 10% of the folks will simply not show up to work and cleanly resign. It’s much more likely that 10% of the workforce will fight their management chain over RA rules, or pretend to get the vaccine with false documentation, or grieve discipline for conduct with their union, or just delay and document and use the bureaucratic morass to bury their supervisor in paperwork. Anyone who worked through Employee Relations with one employee will shudder at the idea of going through it with a significant fraction of the workforce, which is an impact separate and apart from actually losing the FTE itself! It’s probably the case that, instead of a pulse, we’d lose people for one reason or another over one to nine months as these processes play out, and of course we can’t backfill the position as the FTE self-immolates. Again, there’s an impact from the loss of the worker and there’s also an impact to management from the bureaucratic tsunami.

Now that I’ve spent a page arguing with the question, I can address TEZ. My team has about sixty people, so losing 10% is about six people. Technical Services has some folks that are very tenured, with deep experience in specific technologies and little or no backup. Losing someone like (b) (5) would immediately and drastically reduce our support for the Field for their support areas. We also have some newer engineers, and losing them would mean starting over with the training and knowledge transfer process, without a severe immediate impact but all the problems of “eating our seed corn.” Since Tech Services hires internally more than externally, personnel losses in our group would probably cascade through the organization as people move into the vacated slots, impacting other groups much more than TEZ. I remember from HR documentation that Hiring processes about four times as many internal vacancies as external, so if that held true in the “Vaccinalypse” then our 10% loss would be a 50% position turnover, which is sobering.

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>

**Sent:** Thursday, September 23, 2021 3:09 PM  
**To:** TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** Assignment from Joel Cook

We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending on how many people actually end up not getting vaccinated.

Here is the assignment and this is not scientific, just gut feel and ideas needed:

- 1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level.
- 2) What impact would a loss of 10% have on your delivery of products and services?
- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire? (Overtime, reduce work intake,...)

Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike



**From:** Furrer,Robin R (BPA) - N-7

**Sent:** Wed Sep 22 17:32:43 2021

**To:** Baskerville,Sonya L (BPA) - DIN-WASH

**Subject:** FW: Policy Group Awareness - Mandatory Attestations

**Importance:** Normal

I received a list of employee names/occupations for the 632 missing attestations.

Erin Moore's folks are working to get us more information for the 332 who declined to respond, and the 98 not vaccinated.

Worst case (and not at all likely), all 632 and the 332 and the 98 all refuse to vax by Nov 22. Or approx. 1/3 of the workforce.

According the Executive Order (but still pending specific information on disciplinary processes and other specifics like i&l with unions) I would expect BPA to begin taking actions consistent with DOE policy to meet the executive order. Yes, it will take time to process but that's what we are ordered to do.

**From:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Sent:** Wednesday, September 22, 2021 4:49 PM

**Subject:** Policy Group Awareness - Mandatory Attestations

Team,

This is a heads up on a message that will be sent from the front office tomorrow (Thursday).

Previously, we've communicated that the DOE attestation system was voluntary. With the new executive orders, this is now a mandatory requirement for BFTEs. Today, we received the roll up (below) and names (this is controlled information – only 4 senior leaders have the list of names). The target to have BFTE staff to complete a mandatory attestation in the system is Friday 9/24.

Tomorrow, the front office will send an email to employees who have not completed attestation, to notify them that the form is now mandatory and directing them to go into the MyEnergy system. Expect questions from your teams on this. For now, the message is that it is mandatory. We're working on the process to share the names with you. We are still waiting on additional guidance on reasonable accommodations, disciplinary actions, and other issues.

Declined to respond

Fully Vaccinated

Not vaccinated

Partially Vaccinated

Missing

Total

332

1966

98

56

632

3084

Thanks -- Lee, Steve and Bill

**From:** Gill, Yvette R (BPA) - JL-3

**Sent:** Tue Oct 05 07:59:34 2021

**To:** Dodd Jr, Gary A (BPA) - JB-B1

**Subject:** RE: Vaccine Attestations

**Importance:** Normal

(b) (6)  
[Redacted]

**From:** Dodd Jr, Gary A (BPA) - JB-B1 <gadodd@bpa.gov>

**Sent:** Monday, October 4, 2021 6:54 PM

**To:** Gill, Yvette R (BPA) - JL-3 <yrgill@bpa.gov>

**Subject:** RE: Vaccine Attestations

(b) (6)  
(b) (6)  
[Redacted]

**From:** Gill, Yvette R (BPA) - JL-3 <yrgill@bpa.gov>

**Sent:** Monday, October 4, 2021 3:03 PM

**To:** Dodd Jr, Gary A (BPA) - JB-B1 <gadodd@bpa.gov>

**Subject:** RE: Vaccine Attestations

(b) (6)

**From:** Dodd Jr, Gary A (BPA) - JB-B1 <[gadodd@bpa.gov](mailto:gadodd@bpa.gov)>

**Sent:** Monday, October 4, 2021 2:51 PM

**To:** Gill, Yvette R (BPA) - JL-3 <[yrgill@bpa.gov](mailto:yrgill@bpa.gov)>

**Subject:** RE: Vaccine Attestations

(b) (6)

(b) (6)

**From:** Gill, Yvette R (BPA) - JL-3 <[yrgill@bpa.gov](mailto:yrgill@bpa.gov)>

**Sent:** Monday, October 4, 2021 2:33 PM

**To:** Dodd Jr, Gary A (BPA) - JB-B1 <[gadodd@bpa.gov](mailto:gadodd@bpa.gov)>

**Subject:** RE: Vaccine Attestations

(b) (5)



**From:** Dodd Jr, Gary A (BPA) - JB-B1 <[gadodd@bpa.gov](mailto:gadodd@bpa.gov)>  
**Sent:** Saturday, October 2, 2021 3:24 PM  
**To:** Berry, Benjamin L (BPA) - J-3 <[blberry@bpa.gov](mailto:blberry@bpa.gov)>  
**Cc:** Gill, Yvette R (BPA) - JL-3 <[yrgill@bpa.gov](mailto:yrgill@bpa.gov)>  
**Subject:** FW: Vaccine Attestations

Ben,

It doesn't seem like I need to receive a list at this point. My folks aren't MEF or ESA and I'm not sure what I could do at this point in terms of disciplinary action. I'm very uncomfortable with this situation because it involves medical issues and I want to wait for specific guidance before I dive into this. If you are directing me to obtain this list, I need to know what you want me to do once I get it.

In the meantime I'm alerting DOE officials of the need to ensure the cybersecurity of this system BEFORE requiring Privacy Act information. Obviously the attestation is worthless without some level of proof. You might be

able to help by reminding folks that the Privacy Act is a little different than other statutes. Federal employees can face criminal penalties under this Act when normally violations, even willful, are administrative law issues.

“An agency official who improperly discloses records with individually identifiable information or who maintains records without proper notice, is guilty of a **misdemeanor and subject to a fine of up to \$5,000**, if the official acts willfully.”

Proper notice would include registering this as a Privacy Act system with an SOR in the Federal Register, which means a Privacy Impact Assessment, and an SSP and ATO must be filed as well as a SAR.

The Privacy Act requires each **Federal agency to publish** in the Federal Register a System of Records Notice (SORN) identifying and describing each system of records the agency maintains, the purposes for which the Agency uses the Personally Identifiable Information (PII) in the system, the routine uses...

I see no such registration in the Register.

- Gary

**From:** Nice, Lori (BPA) - N-7 <[llnice@bpa.gov](mailto:llnice@bpa.gov)>  
**Sent:** Tuesday, September 28, 2021 8:54 AM  
**To:** Gill, Yvette R (BPA) - JL-3 <[yrgill@bpa.gov](mailto:yrgill@bpa.gov)>  
**Cc:** Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>  
**Subject:** RE: Vaccine Attestations

Good morning, Yvette:

Here is your data set that includes staff in the JL organizations who had not yet responded to the vaccine attestation as of September 10. The intent is to give you awareness and feel free to share with supervisors in your organizations as you think it is important. Our privacy officer asked that we only share the details of the names with those who have a “need to know” and are in the leadership chain of the individual on the list. This means you will need to share subsets of this data as appropriate at the TIII level if you want to distribute further.

A couple key notes:

- One disclaimer, this is only a snapshot in time and is only the list of people who had not completed an attestation as of Sept 10<sup>th</sup>. We do not yet have data on those who did submit an attestation and what they attested to.
- There are some pivot tables that you might find helpful. You also have the raw data on the last tab so you can do whatever you would like to do.
- If you want to share information with people who are not managers, or not within the leadership chain, I recommend copying the charts that do not include employee names. You can share counts of position titles, by org, by location, etc. without any issues. The names connected to the status as a non-responder are the pieces to consider sensitive.
- Per our privacy officer: We don't need to encrypt/password protect these; Infosec and Privacy are in agreement (with IT's input) that internal emails are sufficiently encrypted to protect information.
- Employees and their supervisors on this list received the attached emails respectively from Robin shortly after the all employee email that went out regarding attestation now being mandatory.



Some of these employees may have attempted to submit an attestation, but are having technical issues with the system. Robin's email provides information on how to try and resolve those issues. If they are unable to resolve their technical issues, please let Shana Kuhn know and she will add them to our list.

Let me know if you have questions or if I can help understand the data in any way.

**Lori Nice**

Deputy Chief Administrative Officer (Acting) | Chief Administrative Office (CAO) – N-7

**Bonneville Power Administration**

[lnice@bpa.gov](mailto:lnice@bpa.gov) | Office 503-230-5740 | Cell (b) (6) (b) (6)

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**From:** Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>

**Sent:** Tuesday, September 28, 2021 8:39 AM

**To:** Gill, Yvette R (BPA) - JL-3 <[yrgill@bpa.gov](mailto:yrgill@bpa.gov)>; Nice, Lori (BPA) - N-7 <[lnice@bpa.gov](mailto:lnice@bpa.gov)>

**Subject:** Vaccine Attestations

Good morning!

We only sent specific lists to those T2 managers of MEF and ESA employees on a list provided by continuity. If you do have people on the list, those individuals received a reminder as well as their direct supervisor. If you would like more info, Lori or I could share more details with you. I would have to do it later today.

Thanks,

Shana

Sent from Workspace ONE Boxer

On Sep 28, 2021 8:29 AM, "Gill, Yvette R (BPA) - JL-3" <[yrgill@bpa.gov](mailto:yrgill@bpa.gov)> wrote:

Shana – I heard from some other IT managers that they got a list of staff who have not submitted an attestation. I have not seen one for JL yet. Does that mean we are all covered or did I miss something? Thanks, y

# Transition Team Update

**Dan James, Chief Workforce and Strategy Officer**  
**Robin Furrer, Chief Administrative Officer**  
**Joel Cook, Chief Operating Officer**

**October 6, 2021**

*Planning Team*

- Lee Hall
- Steve Capps
- Bill Leady
- Sarah Laylo
- Shana Kuhn

*82<sup>nd</sup> week of telework*

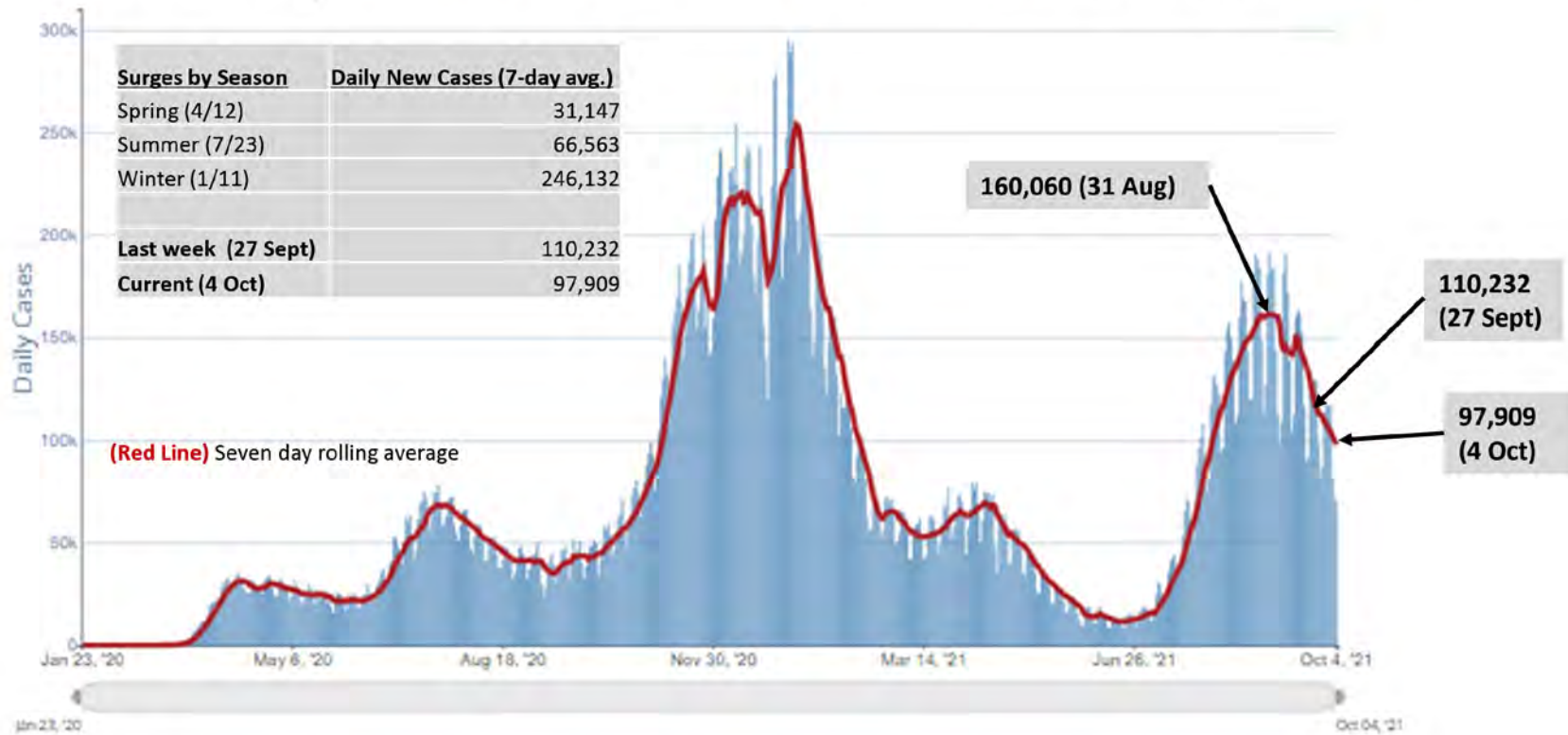
## Transition Team Update

### Topics

- ✓ COVID Status
- ✓ DOE and Safer Federal Workforce TF updates
- ✓ Contractors / contracting
- ✓ Minor Face Mask Change – Industrial areas/Warehouses
- ✓ Risks
- ✓ Key points
- ✓ Questions

## COVID Status – National Trend

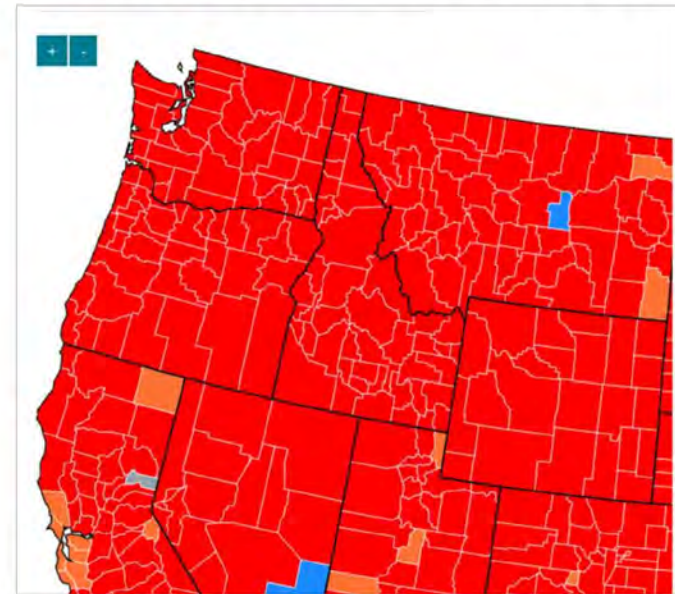
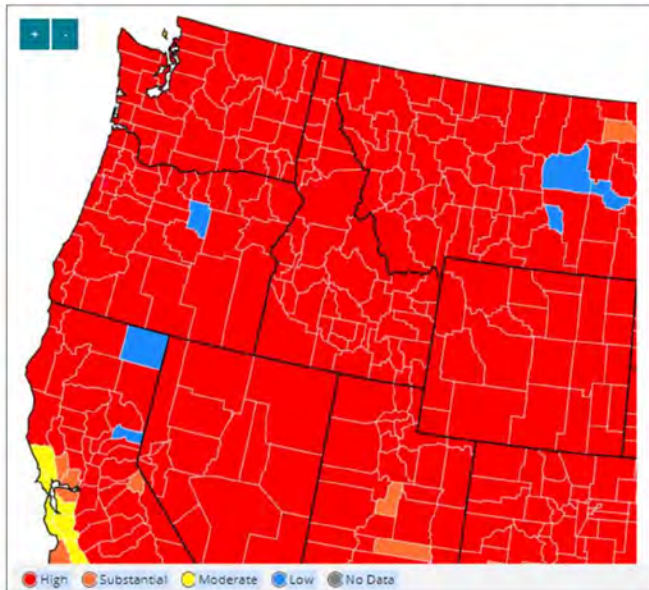
Daily Trend in Number of COVID -19 Cases in the United States Reported to the [CDC](#)



## COVID Status – Regional Transmission Rates

Time Period: Tue Sep 21 2021 - Mon Sep 27 2021

Time Period: Tue Sep 28 2021 - Mon Oct 4 2021



Indicator - If the two indicators suggest different transmission levels, the higher level is selected	Low Transmission Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
Total new cases per 100,000 persons in the past 7 days	0-9.99	10-49.99	50-99.99	≥100
Percentage of NAATs <sup>1</sup> that are positive during the past 7 days	0-4.99%	5-7.99%	8-9.99%	≥10.0%

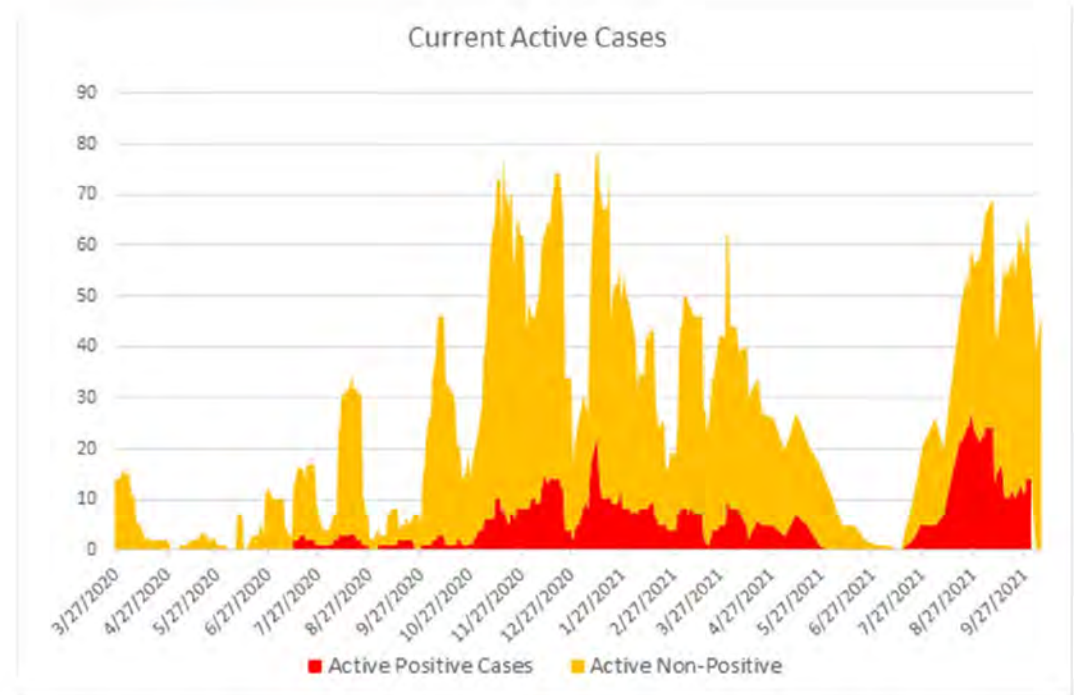
## COVID Status – BPA Self-quarantine

### 28 Sept 2021

- Tracking **64** Active COVID Reports
- **1.5%** of BPA Population (64 of 4,168)
- Cautionary: **37**
- Symptomatic: **13**
- Tested Positive: **14**

### 5 Oct 2021

- Tracking **57** Active COVID Reports
- **1.4%** of BPA Population (**57** of 4,168)
- Cautionary: **25**
- Symptomatic: **21**
- Tested Positive: **11**



## DOE & Safer Federal Workforce TF updates (1 of 2)

### ✓ **Attestation:**

- No updated reports from DOE since the initial report of Sept 22<sup>nd</sup> (632 'not completed')
- Expect updated Attestation numbers later this week from DOE (they are doing a manual comparison)
- Communications published and All Managers email and a Need to Know (NTK) on how to attempt to work through issues with the *MyEnergy* site

### ✓ **Reasonable accommodations:**

- Developing a standard government-wide management process. (waiting)
- Safer Federal Workforce has developed Standardized forms to submit RA specific to the COVID vaccination.
- Communications and HR have / continue to get the word out - NO determinations/decisions will be made by anyone in any agency until all information is collected
- All DOE HC offices and field counsel have been advised of this. There will be more to come.
- OMB is planning to set Oct. 18 as the deadline to submit a request. Employees can however submit a request after that date.



## [DOE & Safer Federal Workforce TF updates \(2 of 2\)](#)

### SAFER FEDERALWORKFORCE

#### What's New?

##### October 4, 2021

- New FAQs for [Vaccinations](#) (on *Limited Exceptions to Vaccination Requirement* and on *Vaccination Documentation and Information*)

##### October 1, 2021

- New and updated FAQs for [Vaccinations](#)
- New [guidance for agencies from the FAR Council](#) pursuant to Executive Order [14042](#), *Ensuring Adequate COVID Safety Protocols for Federal Contractors*

##### September 30, 2021

- New [overview for Federal Contractors](#) and [FAQs for Federal Contractors](#)

## Contractors / contracting

Definition: **Covered contract** – means any contract or contract-like instrument that includes the clause described in Section 2(a) of the order. Covered contractor – means a prime contractor or subcontractor at any tier who is party to a covered contract. [Guidance for Federal Contractors and Subcontractors \(saferfederalworkforce.gov\)](https://www.saferfederalworkforce.gov)

Sec. 2. Providing for Adequate COVID-19 Safety Protocols for Federal Contractors and Subcontractors. (a) Executive departments and agencies, including independent establishments subject to the Federal Property and Administrative Services Act, 40 U.S.C. 102(4)(A) (agencies), shall, to the extent permitted by law, **ensure that contracts and contract-like instruments** (as described in section 5(a) of this order) **include a clause that the contractor and any subcontractors** (at any tier) shall incorporate into lower-tier subcontracts. This clause shall specify that the contractor or subcontractor shall, for the duration of the contract, comply with all guidance for contractor or subcontractor workplace locations published by the Safer Federal Workforce Task Force (Task Force Guidance or Guidance), .....

Sec. 5. Applicability. (a) This order shall apply to any **new contract; new contract-like instrument; new solicitation for a contract or contract-like instrument; extension or renewal of an existing contract or contract-like instrument; and exercise of an option** on an existing contract or contract-like instrument, if: .....

## Contractors / contracting

### **Contractor and contract issues**

- ✓ Implementation of the EO - (all new contracts and new contract actions) [Executive Order on Ensuring Adequate COVID Safety Protocols for Federal Contractors | The White House](#) (Sept. 9, 2021)
- ✓ Existing Contracts (BPA has choices)
  - Intent: to keep as consistent as possible with BFTE policy for vaccinations
  - Modifying existing contracts - Priority and Costs
- ✓ The President has announced that Federal contractor employees will be required to be vaccinated. Prior to being contractually required to be vaccinated, onsite contractor employees who are not fully vaccinated and are not part of an agency testing program must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building [Agency Model Safety Principles - September 13, 2021 \(saferfederalworkforce.gov\)](#)
- ✓ BPA Team (working group) Supply Chain, Contracting Office, SLMO, OGC, Nick Jenkins

## Revision to Mask Policy – e.g. Industrial Spaces/Warehouse

- Guidance provided in July after Federal mandate to wear masks in Federal Facilities
- Done via July 28 CAO Message:

“In keeping with Centers for Disease Control and Department of Energy guidance, BPA is reinstating the mandatory use of masks for everyone (both unvaccinated and fully-vaccinated people) at all BPA facilities and worksites effective Thursday, July 29.

*Masks must be worn in all public and work areas within a building* (e.g., garages, hallways, cafeterias/break rooms, elevators, and restrooms).”

- Recommend **minor change**, which was originally slated to be part of REV 13 (put on hold)

*“In industrial areas and shops* (e.g., warehouses, maintenance bays, testing facilities): Face coverings/masks must be worn at all times by all personnel in industrial areas, including common areas, except:

- *When alone in the work environment, i.e., others are expected to remain well outside the six feet minimum distance for the duration of the work being performed.”*
- When face coverings interfere with performance of work (e.g., a safety hazard) or with other PPE.

## Potential Risk

Risk	Consequence	Mitigation
Staff loss that impacts team deliverables.	<ul style="list-style-type: none"> <li>●Increased demand/workload on remaining staff.</li> <li>●Delayed work.</li> <li>●Hiring system increased demand.</li> </ul>	<ul style="list-style-type: none"> <li>●Develop contingency plans to address temporary constraints.</li> <li>●Prioritize hiring actions for MEF and critical ESA staff.</li> </ul>
Increased Reasonable Accommodation requests	<ul style="list-style-type: none"> <li>●Delayed decisions due to limited staff / higher demands.</li> <li>●Increased management requirements while waiting on decisions.</li> </ul>	<ul style="list-style-type: none"> <li>●Communicate status on actions with managers.</li> <li>●Prioritize vaccine exemption RAs.</li> </ul>
Increased disciplinary actions	<ul style="list-style-type: none"> <li>●Delayed processing due to limited staff / higher demands.</li> <li>●Increased management requirements while waiting on decisions.</li> </ul>	<ul style="list-style-type: none"> <li>●Communicate status on actions with managers.</li> <li>●Prioritize actions.</li> </ul>
Vaccinated vs unvaccinated staff frustrations	<ul style="list-style-type: none"> <li>●Internal organizational frictions</li> </ul>	<ul style="list-style-type: none"> <li>●Change management</li> <li>●Leadership training</li> </ul>
Difficulty in implementing a testing program due to logistics, documentation requirements, etc.	<ul style="list-style-type: none"> <li>●Testing implementation is delayed or constrained to critical work groups.</li> </ul>	<ul style="list-style-type: none"> <li>●Determine testing requirements – testing is not mandatory.</li> <li>●If we test, develop option that is feasible, cost effective, timely, and sustainable.</li> </ul>
Distractions in the field – leadership issue, keeping people focused	<ul style="list-style-type: none"> <li>● Unsafe working conditions</li> </ul>	<ul style="list-style-type: none"> <li>● leadership focus</li> <li>● Communicators with the workforce</li> </ul>

## Key points

- ✓ RA processing is becoming clearer but BPA (and DOE) is still awaiting guidance
- ✓ **MyEnergy.gov** performance / functionality could be BPA's (and DOE's) major complication to on-time compliance with the vaccination mandate
- ✓ Communications with the workforce is ongoing
  - COA and Administrator emails
  - All managers emails
  - Connections page
  - Need to Knows
  - Answers to employee questions
  - Updating FAQ's
  - Managers Update (next Tuesday)
- ✓ CFTEs and other contractors: Vaccination end state is the same as BFTEs
  - Process and timeline may vary somewhat
  - It will take some prioritization to get there with existing contracts

### Vaccination timeline (Federal workers)

- ✓ **October 11:** Last day for the first shot (Moderna)
- ✓ **October 18:** Last day for the first shot (Pfizer)
- ✓ **November 8:** Last day for the second shot (Moderna or Pfizer)
- ✓ **November 8:** Last day for the first shot J & J
- ✓ **November 22:** Federal executive branch workers must be fully vaccinated

# Questions

**From:** Miller, Mike P (BPA) - TE-DITT-2

**Sent:** Tue Oct 05 14:20:02 2021

**To:** Burt, Jason R (BPA) - TEZ-MANGAN

**Subject:** RE: Clarification questions regarding attestation

**Importance:** Normal

Thanks Jason.

Mike

**From:** Burt, Jason R (BPA) - TEZ-MANGAN <jrburt@bpa.gov>

**Sent:** Tuesday, October 5, 2021 12:07 PM

**To:** Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>

**Subject:** RE: Clarification questions regarding attestation

Here are my suggested responses which have not been vetted by Legal or Labor Relations, but just how I would respond to an employee that asked these questions.



The following answers are my understanding as a manager. If you are unsatisfied with these answers, I encourage you to contact HR Help's inbox and they may be able to give you more specific information.

First, BPA operates under a bunch of statutes and has an organization that translates those statutes into managerial guidance. It is not practical to go back to the statute for every managerial directive, which is why we have a conduct correction process. If an employee receives a lawful order from their management, they are obliged to comply with that order. If they argue that the order is unlawful, they go to the HR process (HR Help) with their manager. The order is lawful or isn't in the judgement of the BPA organization. If the employee still disagrees, they are still required to follow the order or they can resign their position. That is true for any issue that a BPA employee might encounter, COVID related or not.

Q: What authority does BPA as an employer have to "mandate attestation of vaccine status"? What is the exact language in EO 14043 that requires Federal Employees to disclose their vaccination status?

BPA is part of DOE, which is part of the federal government. EO 14043 states in part: "Each agency shall implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for all of its Federal employees, with exceptions only as required by law." DOE's program requires attestation of vaccine status.

Q: What laws are BPA as an employer operating under to "mandate attestation of vaccine status"?

What is the exact language in EO 14043 that requires Federal Employees to disclose their vaccination status and what LAW gave the executive branch this authority?

A: Article II, Section 1 of the US Constitution states: “The executive Power shall be vested in a President of the United States of America.” The President issued an EO with that authority.

Q: What will BPA as an employer do with information furnished through “mandated attestation of vaccine status”? Where will the information go, please provide process diagram or policy etc.?

A: Only a very few (about fiveish?) people at BPA have access to the MyEnergy portal to access specific status. The CAO emailed employees that had not answered the attestation by the due date, along with the manager of each missing employee. There will shortly be a process to submit verification of vaccine status but the collection system hasn't been determined yet. BPA collects multiple types of health information and has for years, for example, as part of the hearing damage monitoring program. All of that information is Personal Identifiable Information and is carefully guarded, sharing only with those who need to know. Managers of unvaccinated employees will need to know that there is an unvaccinated employee in their workgroup. This allows the manager to start the progressive discipline process as it becomes apparent that the employee will not meet the 11/22/21 deadline for federal employees to be fully vaccinated.

Q: What certifications/authority does BPA as an employer hold regarding personal health information resulting from “mandated attestation of vaccine status”?

A: Not sure what this is asking; BPA collects health information as needed to manage personnel for safety, reasonable accommodation and other such programs.

Q: What capacity is BPA as an employer operating as before, currently and after “mandate of attestation of vaccine status”? Is BPA through EO 14043 acting as a medical provider to me in requiring attestation of vaccination against covid-19?

A: BPA is not a medical provider as I understand the term as we do not provide healthcare services.

Q: What individual employee at BPA is responsible for personal health information furnished through “mandate of attestation of vaccine status”? Please provide a full list of staff names and contact information of anyone handling my PII for mandated attestation of vaccine status.

A: I don't believe BPA is obligated to provide the names of individual employees handling PII, and I'm not sure what useful purpose sharing that list of names would serve. Preservation of individual PII is an organizational responsibility and might be handled by different employees based on the workload, vacations, etc.

Q: What policies and procedures are in place for failure of not providing personal health information through “mandated attestation of vaccine status”? Please provide the BPA policy and procedures for disciplinary actions up to and including removal or termination from Federal service.

A: Specific policies are being updated since the EO was published on 9/09/21. In general, all BPA employees are required to comply with lawful orders. More information can be found here: [Vaccinations | Safer Federal Workforce](#) under the section “Enforcement of Vaccination Requirement for Employees”.

Q: What is the professional qualification of the person, individual or team that conducts analysis and verification of results furnished through “mandated attestation of vaccine status”? Please provide the actual DOE/OMB/DOJ guidance regarding proof of vaccination.

A: BPA is still waiting to establish how proof of vaccination will be collected, so this has not been determined yet.

Q: What has changed in my personal employment agreement with BPA since Robin Furrer stated that employees are now “mandated to attest to vaccination status”? On what day and time was consideration bargained and or agreed to between President Joe Biden/BPA and I in the modification of my terms of employment?

A: BPA employees are required to follow lawful orders from their managers. This is a lawful order so nothing has changed in BFTE terms of employment.

Q: Please provide meeting notes and contract as signed by me and all relevant parties to the employment agreement.

A: See above.

Q: What language or terms exist in any employment agreement between me and BPA/President Joe Biden that require mandatory disclosure or performance in completing “mandated attestation of vaccine status”?

A: See above.

Q: Is EO 14043 an order from Joe Biden to disclose vaccination status?

A: See above answer to very first question.

**From:** Cathcart,Michelle M (BPA) - TO-DITT-2

**Sent:** Tue Sep 28 13:00:56 2021

**To:** Sanford,Chris T (TFE)(BPA) - TOR-DITT-1

**Subject:** FW: Vaccine Mandate and Contingency Plans

**Importance:** Normal

FYI on Jamie's perspective anyway.

**From:** Farran,James A (TFE)(BPA) - TORM-MEAD <jafarran@bpa.gov>

**Sent:** Tuesday, September 28, 2021 11:45 AM

**To:** Cathcart,Michelle M (BPA) - TO-DITT-2 <mmcathcart@bpa.gov>

**Subject:** RE: Vaccine Mandate and Contingency Plans

(b) (6)



James (Jamie) Farran system ops MCC and MCC Shops steward.

**From:** Cathcart,Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>  
**Sent:** Tuesday, September 28, 2021 11:14 AM  
**To:** ADL\_TO\_ALL <[ADL\\_TO\\_ALL@BPASite1.bpa.gov](mailto:ADL_TO_ALL@BPASite1.bpa.gov)>  
**Subject:** Vaccine Mandate and Contingency Plans

All,

As more information has come out about the vaccine mandate in the past couple of weeks, I have been hearing more questions about contingency plans if we lose significant portions of our workforce. As you have heard me say many times before, safety and reliability of our transmission system are the highest priorities for our organization. Safety is also our biggest core value. Safety of our workforce includes taking necessary steps to protect our people against COVID-19, especially with the more contagious delta variant. President Biden, as supported by DOE and all of your leadership here at BPA, have made it clear that the science points to vaccines as the most effective way to protect our workforce, and the executive orders mandating vaccination for [federal workers](#) and [contractors](#) are taken very seriously. Exceptions to this mandate will be limited to only those required by law, such as medical reasons or sincerely held religious beliefs. The [Reasonable Accommodation process](#) includes forms for both medical and religious requests. A reasonable accommodation is a change that may include modification or adjustment to the work environment such as a modified work schedule, modification of existing facilities, job restructuring to enable the employee to perform the essential functions of a job/position, acquisition of approved special equipment, the removal of other identified workplace barriers, or reassignment.

I do understand that there are members of our current workforce who may still choose not to be vaccinated and do not qualify for these limited exceptions. While people may not agree with the executive order, it is a Federal Employee's responsibility to adhere to it, and Bonneville's responsibility to enforce it. I know that employees who refuse to be vaccinated or provide proof of vaccination and are not approved for an exception may choose to find other employment opportunities outside of BPA and the federal government. For BPA as an Agency, the executive order is a directive to comply, and as such, we will enforce compliance, including issuing disciplinary actions up to removal from federal service. With this in mind, leadership is solidifying contingency plans to continue to operate our transmission system safely and reliably under varying levels of attrition. While some of the plans

could impact strategic objectives, capital execution, or overtime, the leadership team is committed to doing what is necessary to protect the safety of the workforce and continue to maintain reliability.

I am hopeful that the majority of the workforce will comply with the vaccine mandate and these plans will be unnecessary, but I did want to assuage fears about our ability to continue to meet our mission. Together, with your support, we will continue to be successful.

Thank you,

**Michelle Cathcart** (She/Her/Hers)

Vice President | Transmission System Operations

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-418-8775 | C [REDACTED] (0170) [REDACTED]

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**From:** Fickes,Anne Macron (BPA) - NH-1

**Sent:** Mon Sep 27 11:15:12 2021

**To:** Wright,Colleen C F (BPA) - NHQ-1

**Cc:** Mosley,James G (BPA) - NHE-1

**Subject:** RE: For CHCO tag-up on Thursday

**Importance:** Normal

Will do – thanks for outlining all the questions where we need answers.

**From:** Wright,Colleen C F (BPA) - NHQ-1 <ccwright@bpa.gov>

**Sent:** Monday, September 27, 2021 11:08 AM

**To:** Fickes,Anne Macron (BPA) - NH-1 <acmacron@bpa.gov>

**Cc:** Mosley,James G (BPA) - NHE-1 <jgmosley@bpa.gov>

**Subject:** For CHCO tag-up on Thursday

Anne,

Can you follow up on this leave issue in the CHCO meeting? This impacts not just students on LWOP but also employees on leave due to OWCP, RA, military, FMLA, parental leave, even AL. So far reaching. The questions that come to my mind are:

1. Is there a grace period for these employees to complete the attestation?
2. Should we be sending any communications to these employees personal email or physical addresses to make them aware of the attestation and vaccine requirements? That is, if we know them. Keep in mind we don't track personal address information in HRMIS.
3. If they are on leave as of 11/22 (or 11/8 if the decision is to begin enforcement on 11/9) how do we make sure that disciplinary action isn't triggered on these employees?
4. When are they required to complete the attestation and submit proof of vaccination or have an approved RA? Before they can come back from leave? Within X# days of returning from leave?

I think we'll need to provide guidance on this to managers so I want to make sure that Erin is thinking of this too at the HC level. Looping James in here as I think we may want to capture this in the FAQ he's been keeping. We may want to have standardized communication templates to use with these situations and specific trigger points too.

Thanks,

**Colleen C. F. Wright**

Acting Deputy Director | Human Resources Service Center

**Bonneville Power Administration**

**U.S. Department of energy**

[bpa.gov](http://bpa.gov) | P 503-230-7517 | F 503-230-3816

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**Career Opportunities:**

BPA Opportunities: [careers.bpa.gov](https://careers.bpa.gov)

DOE Energy: <http://energy.gov/jobs/career-opportunities>

USAJOBS: <https://www.usajobs.gov>

**Program Inquiries:**

Disabled Persons (Schedule A): [schedulea@bpa.gov](mailto:schedulea@bpa.gov)

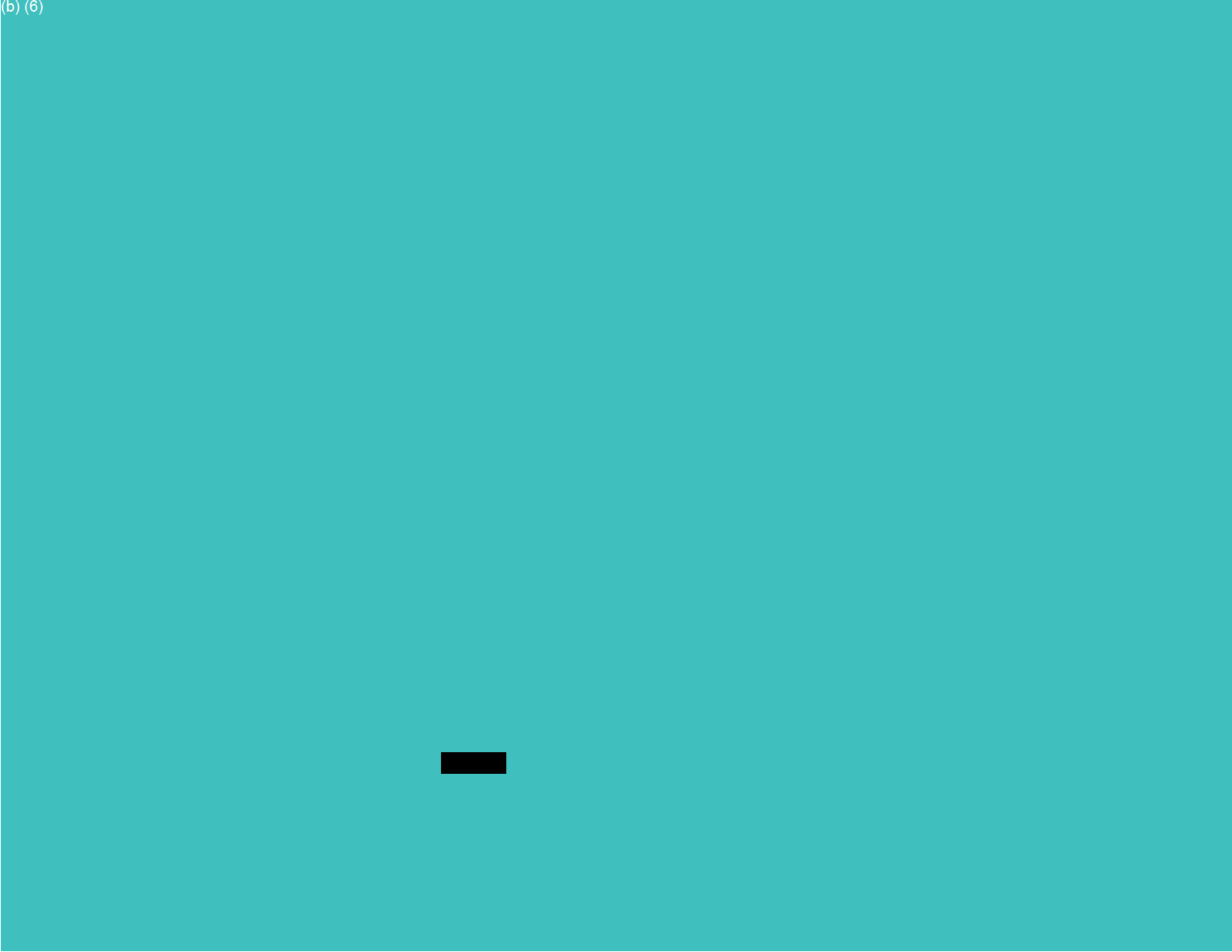
Veterans: [veterans@bpa.gov](mailto:veterans@bpa.gov)

Contract Positions: [Supplaborjobs@bpa.gov](mailto:Supplaborjobs@bpa.gov)

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[REDACTED]



[REDACTED]

[REDACTED]



Please provide me with the information such as the BPA or federal policy that addresses the actual informed consent questions as highlighted below.

Q: What authority does BPA as an employer have to “mandate attestation of vaccine status”? What is the exact language in EO 14043 that requires Federal Employees to disclose their vaccination status?

Q: What laws are BPA as an employer operating under to “mandate attestation of vaccine status”?

What is the exact language in EO 14043 that requires Federal Employees to disclose their vaccination status and what LAW gave the executive branch this authority?

Q: What will BPA as an employer do with information furnished through “mandated attestation of vaccine status”? Where will the information go, please provide process diagram or policy etc.?

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from “mandated attestation of vaccine status”?

Q: What capacity is BPA as an employer operating as before, currently and after “mandate of attestation of vaccine status”? Is BPA through EO 14043 acting as a medical provider to me in requiring attestation of vaccination against covid-19?

Q: What individual employee at BPA is responsible for personal health information furnished through “mandate of attestation of vaccine status”? Please provide a full list of staff names and contact information of anyone handling my PII for mandated attestation of vaccine status.

Q: What policies and procedures are in place for failure of not providing personal health information through “mandated attestation of vaccine status”? Please provide the BPA policy and procedures for disciplinary actions up to and including removal or termination from Federal service.

Q: What is the professional qualification of the person, individual or team that conducts analysis and verification of results furnished through “mandated attestation of vaccine status”? Please provide the actual DOE/OMB/DOJ guidance regarding proof of vaccination.

Q: What has changed in my personal employment agreement with BPA since Robin Furrer stated that employees are now “mandated to attest to vaccination status”? On what day and time was consideration bargained and or agreed to between President Joe Biden/BPA and I in the modification of my terms of employment?

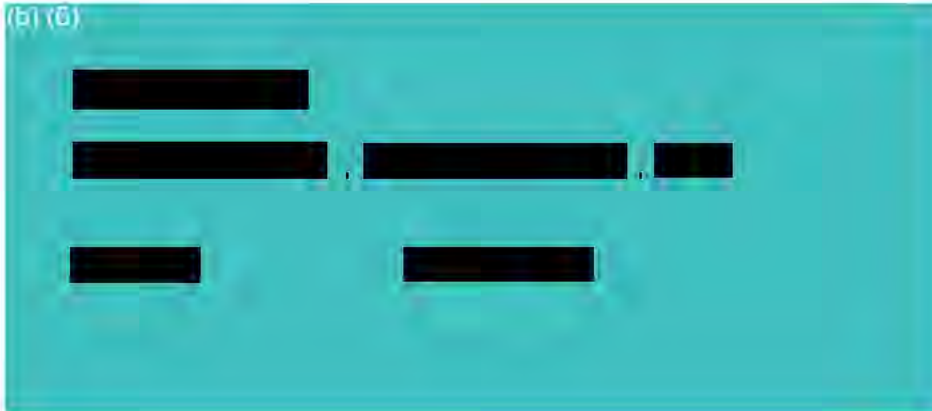
Q: Please provide meeting notes and contract as signed by me and all relevant parties to the employment agreement.

Q: What language or terms exist in any employment agreement between me and BPA/President Joe Biden that require mandatory disclosure or performance in completing “mandated attestation of vaccine status”?

Q: Is EO 14043 an order from Joe Biden to disclose vaccination status?

All the best,

(b) (6)



**From:** Miller, Mike P (BPA) - TE-DITT-2

**Sent:** Fri Sep 24 10:12:57 2021

**To:** Sinha, Amit (BPA) - TEN-CSB-1

**Subject:** RE: Assignment from Joel Cook

**Importance:** Normal

Thanks Amit.

Mike

**From:** Sinha, Amit (BPA) - TEN-CSB-1 <axsinha@bpa.gov>

**Sent:** Friday, September 24, 2021 10:01 AM

**To:** Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>; TE Tier III Managers <TETierIIIManagers@bpasite1.bpa.gov>

**Subject:** RE: Assignment from Joel Cook

Mike

With 10% loss, spread across four organizations, the effect will depend on where the loss will occur. With TEN's few high risk Functional Areas (due to lack of bench depth), I foresee some reduction in through put of products and services. Unless, most loss occurs in one org, in which case impact may be more severe – this scenario is unlikely. Hard to put numbers.

Immediate Mitigation - overtime, prioritizing work (Std. and Spec, operational improvement initiatives etc. getting lowest priority), move staff on Details.

Long Term Mitigation – hire to back fill quickly (accounting for learning curve of new staff).

amit

Manager, Systems Engineering | TEN

**Bonneville Power Administration**

P 360- 619-6076 | C

(b)

**From:** Becker II, Richard (BPA) - TEL-TPP-3 <[rabeckerjr@bpa.gov](mailto:rabeckerjr@bpa.gov)>

**Sent:** Thursday, September 23, 2021 4:17 PM

**To:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>

**Subject:** RE: Assignment from Joel Cook

Mike,

To me 10% loss sound alarming, but not overly frightening if hiring is made less restrictive and we hire in multiples instead of 1 at a time until we regain full staffing. We could be back up to full numbers in 3 to 6 months. I am speculating that the “hardliners to the bitter end” are actually few, and may only represent something around 1% to

5% of total staff which is about the same as normal attrition rate.

My concern is if we end with something like 3% loss in one group and 20% loss in another that we may need approaches we have not necessary used in the past. Under the excessively imbalanced scenario, I would see detailing capable people from other less impacted organizations as the means of buffering things out as necessary to prevent production stoppage until staffing strength is rebuilt.

(b) (6)



Richard A. Becker, P.E.  
Manager, Transmission Line & Civil Works Engineering - TEL  
Bonneville Power Administration  
Phone (360) 619-6220  
Cell (b) (6) [redacted]

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Sent:** Thursday, September 23, 2021 3:09 PM  
**To:** TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>

**Subject:** Assignment from Joel Cook

We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending on how many people actually end up not getting vaccinated.

Here is the assignment and this is not scientific, just gut feel and ideas needed:

- 1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level.
- 2) What impact would a loss of 10% have on your delivery of products and services?
- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire? (Overtime, reduce work intake,...)

Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike

**From:** Yannello,Alisa J (BPA) - H-1

**Sent:** Fri Oct 01 13:34:45 2021

**To:** Fickes,Anne Macron (BPA) - H-1; Wright,Colleen C F (BPA) - H-1; Mosley,James G (BPA) - HE-1; Oaks,Rebecca C (BPA) - HA-1; Wylie,Amanda D (BPA) - HA-1; Romancito,Dayna T (BPA) - HA-1; Parent,Melissa L (BPA) - HB-1

**Cc:** Bargaen,Tim J (BPA) - HE-AMPN-1

**Subject:** New Guidance and FAQs

**Importance:** Normal

**Attachments:** Director-Memo-on-Hiring-Guidance-Vaccine-Requirements\_Oct 1 2021.pdf; Vaccination\_Enforcement-Guidance-FAQs.pdf

Hi All,

I am sure you've already seen, but if not am sharing. Impacts to hiring processes and onboarding so am sending to HA Supervisors with Colleen OOO.

Alisa

**Alisa J. Yannello, SPHR**

Director I HR Advisory Services and Culture Enrichment NH-1

**Bonneville Power Administration**  
U.S. Department of Energy

ajyannello@ bpa.gov | P 503-230-3581 | C [REDACTED]

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The Director

## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

October 1, 2021

### MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

**FROM:** Kiran A. Ahuja  
Director

**SUBJECT:** Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043

On September 9, 2021, President Biden signed Executive Order (EO) 14043, titled, “Requiring Coronavirus Disease 2019 Vaccination for Federal Employees.” As stated in Section 1 of the EO, the President has determined that in order to promote the health and safety of the workforce and the efficiency of the civil service, it is necessary for all agencies to require COVID-19 vaccination for Federal employees covered by EO 14043, subject only to such exceptions as required by law.

As directed in the EO, the Safer Federal Workforce Task Force, established by EO 13991 (January 20, 2021) (“Task Force”), has issued [guidance](#) to assist agencies with implementing the vaccination requirement. That guidance specifies that agencies should require all of their employees, with exceptions only as required by law, to be fully vaccinated by November 22, 2021.

The U.S. Office of Personnel Management (OPM) is issuing this guidance on hiring actions to assist agencies in implementing the Executive Order and Task Force’s guidance.

#### Current Federal Employees

People are considered fully vaccinated two weeks after their second shot in a two-dose series, or two weeks after a single-shot series. In order to have covered Federal employees vaccinated by November 22, 2021, agencies should inform employees of the following scheduling considerations, based on the type of vaccine they obtain:

- For Pfizer-BioNTech COVID-19 vaccine, individuals should get their second shot 3 weeks (or 21 days) after the first. This means that in order for Federal employees to meet a November 22 deadline, they should receive their first vaccination no later than October 18, and their second dose no later than November 8.
- For Moderna COVID-19 vaccine, individuals should get their second shot 4 weeks (or 28 days) after their first. This means that in order for Federal employees to meet a November 22 deadline, they should receive their first vaccination dose no later than October 11, and their second dose no later than November 8.

- Because the Johnson & Johnson/Janssen vaccine only has one shot, Federal employees must get that dose by November 8, in order to meet a November 22, 2021 deadline to be fully vaccinated.

Of course, it is advisable not to leave vaccinations to the last possible date, as other events often interfere with even well-laid plans.

### **New Employees**

Agencies are urged to require all new employees to be fully vaccinated prior to entering on duty, subject to such exceptions as required by law. Agencies should address the vaccination requirement in their job opportunity announcements and in tentative and final offers of employment.

### **1. Job Opportunity Announcements**

When advertising vacancies, agencies should clearly describe in their job opportunity announcements the COVID-19 vaccination requirement and, for positions with a duty location having an official government worksite, information about the agency's reentry plan, to the extent that plan has been finalized. Here is sample language agencies may wish to use or revise:

- As required by [Executive Order 14043](#), Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with the agency, if after November 22. The agency will provide additional information regarding what information or documentation will be needed and how you can request of the agency a legally required exception from this requirement.
- Due to COVID-19, the agency is currently in an expanded telework posture. If selected, you may be expected to temporarily telework, even if your home is located outside the local commuting area. Once employees are permitted to return to the office, you will be expected to report to the duty station listed on this announcement within [X] days. At that time, you may be eligible to request to continue to telework one or more days a pay period depending upon the terms of the agency's telework policy.

When an individual fails to meet a requirement stated in the job opportunity announcement, the agency may take action up to and including rescinding the offer for an applicant or termination from service of a new employee (or removal for an employee who has accrued adverse action rights). Should an agency identify an urgent, mission-critical hiring need to onboard new staff prior to those new staff becoming fully vaccinated, the agency head may delay the vaccination requirement for selected job applicants, such that they do not need to be fully vaccinated against COVID-19 and submit documentation of proof of vaccination before appointment or onboarding with the agency. In the case of such limited delays, agencies are expected to require new hires to be fully vaccinated within 60 days of their start date and to follow safety protocols for not fully vaccinated individuals until they are fully vaccinated.

## 2. Tentative and Final Offer Letters

Agencies should make offers of employment contingent on submission of documentation demonstrating compliance with the vaccination requirement in EO 14043. Agencies should provide information about the vaccination requirement in tentative and final offer letters. Here is sample language you may wish to use or revise in tentative and final offer letters:

- **Tentative Offer** – This is a tentative offer of employment. If you receive a final offer, it will be contingent on you providing appropriate documentation of proof of COVID-19 vaccination by the date set in the final offer letter. You can provide a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records from a public health or state immunization information system, or a copy of any other official documentation containing required data points (type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s)). The agency will provide additional information regarding how you can request of the agency a legally required exception from this requirement.
- **Final Offer** – Documentation of proof of COVID-19 vaccination must be received by [insert date -November 22, 2021 or before EOD, if after November 22]. You can provide a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records from a public health or state immunization information system, or a copy of any other official documentation containing required data points (type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s)). The agency will provide additional information regarding how you can request of the agency a legally required exception from this requirement.

For hiring actions currently underway, agencies should issue revised tentative and final offer letters to advise candidates of the new vaccination requirement. You may wish to use the above sample language in such revised offer letters.

### Additional Information

Guidance from the Task Force is available at: <https://www.saferfederalworkforce.gov/overview/>.

For more information, agency headquarters-level human resources offices may contact Ms. Roseanna Ciarlante by email at [employ@opm.gov](mailto:employ@opm.gov). Component-level human resources offices must contact their agency headquarters for assistance. Employees must contact their agency human resources for further information on this memorandum.

cc: Chief Human Capital Officers (CHCOs)  
Deputy CHCOs  
Human Resources Directors

From: Hunter, Kimberly A (BPA) - TTB-MODD

Sent: Wed Sep 29 07:43:10 2021

To: Raschio, Peter J (BPA) - TTS-DITT-2

Subject: RE:

Importance: Normal

Thanks for the help on this one. We can keep working it today to get the glue right.

**Kim Hunter**

Acting Director | Transmission Technology

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-619-6715 | C (b) (6)

**From:** Raschio, Peter J (BPA) - TTS-DITT-2 <pjraschio@bpa.gov>

**Sent:** Tuesday, September 28, 2021 5:00 PM

**To:** Hunter, Kimberly A (BPA) - TTB-MODD <kahunter@bpa.gov>

**Subject:** RE:

Yes, better. Added a word highlighted below. I think that last paragraph needs a tweak. The transition from Mission to family is a little bumpy. Need some more glue in there to tie it all together. Sleep on it. I can help more

tomorrow.

**Peter Raschio**

Acting Manager - TT Internal Business Ops | TTB

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-418-2563 | C (b) (6)

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**From:** Hunter, Kimberly A (BPA) - TTB-MODD <[kahunter@bpa.gov](mailto:kahunter@bpa.gov)>

**Sent:** Tuesday, September 28, 2021 4:47 PM

**To:** Raschio, Peter J (BPA) - TTS-DITT-2 <[pjraschio@bpa.gov](mailto:pjraschio@bpa.gov)>

**Subject:**

Try this on for size...

All,

As more information has come out about the vaccine mandate in the past couple of weeks, I have been hearing more questions about contingency plans if we lose significant portions of our workforce. As you all know safety and reliability of our transmission system are the highest priorities for our organization. There have been several messages from John and Robin providing information regarding the focus on the health and safety of the

workforce as it relates to the COVID-19 safety protocols and the vaccine mandate; I want to ensure you all have the time and opportunity to understand what the mandate means so that you can make the appropriate choices for yourself and your family.

The executive orders mandating vaccination for [federal workers](#) and [contractors](#) should be taken very seriously. Exceptions to this mandate will be limited to only those required by law, such as medical reasons or sincerely held religious beliefs. The [Reasonable Accommodation process](#) includes forms for both medical and religious requests.

I do understand that there are members of our workforce who may still choose not to be vaccinated and do not qualify for these limited exceptions. While some people may not agree with the executive order, it is our responsibility as federal employees (and managers) to follow and implement it, and Bonneville's responsibility to enforce it; including issuing disciplinary actions up to removal from federal service. With this in mind, leadership is solidifying contingency plans to continue to operate our transmission system safely and reliably under varying levels of attrition. While some of the plans could impact strategic objectives, capital project execution, or overtime, the leadership team is committed to protecting the safety of the workforce and continue to maintain reliability.

I value our entire workforce and am hopeful these plans will be unnecessary, but I did want to share with you our commitment to continue to meet our mission. I know people take a lot of pride in the work we do here at BPA and the mission we serve to the Northwest. We have our work family, those we have been with for many years, supporting each other, getting through a pandemic, and coming together to keep the lights on. Then there is the family we leave at home; those we take care of and depend upon us with these jobs. Together, with your support, we will continue to deliver on our mission.

Please reach out to your supervisor if you have questions.

**Kim Hunter**

Acting Director | Transmission Technology

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-619-6715 | C (b) (6)

**From:** Cathcart,Michelle M (BPA) - TO-DITT-2

**Sent:** Fri Oct 01 14:24:48 2021

**To:** TVPs; jalahti@bpa.gov; iltyson@bpa.gov; rshaheen@bpa.gov; jwcook@bpa.gov; ssbrookshire@bpa.gov; mpmillier@bpa.gov; tgko@bpa.gov; mmcathcart@bpa.gov; kahunter@bpa.gov

**Subject:** FW: Vaccine Mandate

**Importance:** Normal

Just sharing another message I sent to my team – hearing that employees see managers as “threatening them” and adding to stress and creating error traps.

**From:** Cathcart,Michelle M (BPA) - TO-DITT-2

**Sent:** Friday, October 1, 2021 2:21 PM

**To:** ADL\_TO\_ALL <ADL\_TO\_ALL@BPASite1.bpa.gov>

**Subject:** Vaccine Mandate

I have been hearing feedback since my last message that the vaccine mandate is causing stress for employees, and potential error traps because of that. I first want to acknowledge the stress that it is causing employees; indeed it is causing stress for managers too. The situation we are in is not taken lightly by anyone. I also know that the uncertainty in waiting for guidance from DOE/OPM adds to the stress. I want to assure you that when we say “waiting for guidance,” that in no way means we are just sitting back waiting passively. BPA and DOE have regular touchpoints to express concern and offer help at all levels of the Agency. Unfortunately, this is a complex issue that takes time to establish both the technical and process steps necessary to support.



When I send messages to the team, along with Robin, John and other leaders, the intent is transparency. It doesn't benefit any of us to sugar coat or dilute messaging. With that in mind, I wanted to share the latest updated guidance from [the Safer Federal Workforce Task Force](#) on the process. I encourage all that have questions to periodically refer to this website for updates. Media outlets pull together information in news stories that can sometimes misinterpret or misrepresent the guidance, and this website provides official guidance. I also encourage those that have concerns about the vaccine to talk with their medical providers.

**UPDATEDQ: What steps may an agency take if a Federal employee refuses to be vaccinated or provide proof of vaccination?**

A: Employees covered by Executive Order 14043 who fail to comply with a requirement to be fully vaccinated or provide proof of vaccination and have neither received an exception nor have an exception request under consideration, are in violation of a lawful order. Employees who violate lawful orders are subject to discipline, up to and including termination or removal.

Consistent with the Administration's policy, agencies should initiate an enforcement process to work with employees to encourage their compliance. Accordingly, agencies should initiate the enforcement process with a brief period of education and counseling (5 days), including providing employees with information regarding the [the benefits of vaccination](#) and [ways to obtain the vaccine](#). If the employee does not demonstrate progress toward becoming fully vaccinated through completion of a required vaccination dose or provision of required documentation by the end of the counseling and education period, it should be followed by a short suspension (14 days or less). Continued noncompliance during the suspension can be followed by proposing removal. Unique operational needs of agencies and the circumstances affecting a particular employee may warrant departure from these guidelines if necessary, but consistency across government in enforcement of this government-wide vaccine policy is desired, and the Executive Order does not permit exceptions from the vaccination requirement except as required by law.

Agencies may initiate the enforcement process as soon as November 9, 2021, for employees who fail to submit documentation to show that they have completed receiving required vaccination dose(s) by November 8, as long

as those employees have not received an exception and the agency is not considering an exception request from the employee.

If an employee responds at any phase of the discipline by submitting proof of progress toward full vaccination (i.e., completion of a required vaccination dose), the agency should hold the discipline in abeyance to afford the employee a reasonable period of time to become fully vaccinated. In pursuing any adverse action, the agency must provide the required procedural rights to an employee and follow normal processes, including any agency policies or collective bargaining agreement requirements concerning disciplinary matters. Employees should not be placed on administrative leave while pursuing an adverse action for refusal to be vaccinated but will be required to follow safety protocols for employees who are not fully vaccinated when reporting to agency worksites.

If the employee claims a legally required exception as the reason for not being vaccinated, an agency should follow its ordinary process to review and consider what, if any, accommodation it must offer. All agency personnel designated to receive requests for accommodations should know how to handle requests consistent with the Federal employment nondiscrimination laws that may apply. If the employee's request for an exception is denied, and the employee does not comply with the vaccination requirement, the agency may pursue disciplinary action, up to and including removal from Federal service.

OPM has issued [additional guidance](#) to further assist agencies with enforcing the vaccination requirement for Federal employees.

**Michelle Cathcart** (She/Her/Hers)

Vice President | Transmission System Operations

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-418-8775 | C (b) (6)

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31x31

**From:** Hall, Lee J (BPA) - PES-6

**Sent:** Tue Oct 05 11:44:16 2021

**To:** Hawkins, Sarah T (BPA) - LG-7; Fooks Jr, Freddie L (BPA) - HE-1; Leady Jr, William J (BPA) - K-7; Capps, Stephan A (BPA) - NW-1; Wingert, Kevin M (BPA) - DKP-7

**Cc:** Mosley, James G (BPA) - HE-1; Stanley, Philip S (BPA) - HE-1; Hall, Lee J (BPA) - PES-6

**Subject:** RE: Vaccine Qs

**Importance:** Normal

**Attachments:** BPA Covid Vaccination FAQs V1 10.5.2021.docx

Here is a “first pass” at Vaccination FAQ’s. It is drawn from Q&A’s we have created in the last few days, and does not cover every question that has come in.

So – this is a start.

We still have a few action items and questions:

- We don’t see FAQ’s on the BPA Covid website – have they been taken down?
- Regarding a centralized repository of answers – this is a start, but how do we maintain “QA” and to keep answers current? Ideas? (I favor having one person manage, with a backup – volunteers?)

- Regarding the idea of having an email address to send questions.... If we do this,
  - o Who manages and reviews it, and how often?
  - o Who establishes it?
  - o How do we communicate it to the workforce? (and probably lots more questions)

Thanks – Lee

**From:** Hawkins, Sarah T (BPA) - LG-7 <sthawkins@bpa.gov>

**Sent:** Tuesday, October 5, 2021 10:29 AM

**To:** Fooks Jr, Freddie L (BPA) - HE-1 <flfooks@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Wingert, Kevin M (BPA) - DKP-7 <kwingert@bpa.gov>

**Cc:** Mosley, James G (BPA) - HE-1 <jgmosley@bpa.gov>; Stanley, Philip S (BPA) - HE-1 <psstanley@bpa.gov>

**Subject:** Vaccine Qs

Freddie,

I think a centralized process is a great idea. Looping in Kevin Wingert. I will let the programs decide on logistics. Thanks.

Sarah

**From:** Foots Jr, Freddie L (BPA) - HE-1 <[flfoots@bpa.gov](mailto:flfoots@bpa.gov)>

**Sent:** Tuesday, October 5, 2021 9:56 AM

**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>

**Cc:** Mosley, James G (BPA) - HE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Stanley, Philip S (BPA) - HE-1 <[psstanley@bpa.gov](mailto:psstanley@bpa.gov)>

**Subject:** RE: Informed Consent

Good Morning All,

As the deadline for the vaccination mandate approaches, we anticipate a lot more questions to pour in regarding the topic. To prevent multiple groups of people potentially answering the same questions we would like to propose the creation of a new shared email box that all of the key players have access to. We could forward any emails we get on the mandate to this box and answer the incoming questions from that box.

We want to ensure that our answers are uniformed as employees can be prone to shop for an answer that fits their needs.

Finally, we can keep a repository of all the questions we have answered in the drafts section of the email box to help facilitate quicker responses from a list that has been vetted by all parties.

Please let me know your thoughts on this idea or if you have another idea that might work better.

V/r

Freddie

**From:** Mosley,James G (BPA) - HE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>

**Sent:** Tuesday, October 5, 2021 10:05 AM

**To:** Fouts Jr,Freddie L (BPA) - HE-1 <[flfouts@bpa.gov](mailto:flfouts@bpa.gov)>; Stanley,Philip S (BPA) - HE-1 <[psstanley@bpa.gov](mailto:psstanley@bpa.gov)>

**Cc:** Mosley,James G (BPA) - HE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>

**Subject:** FW: Informed Consent

Freddie,

Please engage with the POC's below to determine the best course. Or just call me so we can talk.

v/r

James

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Sent:** Monday, October 4, 2021 4:14 PM  
**To:** Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>;  
Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>;  
Fickes, Anne Macron (BPA) - H-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>  
**Cc:** Mosley, James G (BPA) - HE-1 <[jmosley@bpa.gov](mailto:jmosley@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Subject:** RE: Informed Consent

Thanks Kevin – yes, let's ask Ryan to set up a Sharepoint.

Anne – do you have anyone in HCM who can help with this, a “Sharepoint expert” who can administer the site? Does anyone else have any nominees? Thanks -- Lee

**From:** Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>  
**Sent:** Monday, October 4, 2021 3:56 PM  
**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Leady  
Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>  
**Subject:** RE: Informed Consent

Lee,

I checked with Ryan Zimmerman, and he's said that he can create a Sharepoint that could be tailored accessible



for the Transition Team and those whom may need to review the FAQs or other documents we produce. His principal question is who should be the person in charge of administering the page. Do we have an easy resource with Sharepoint administration experience or can we reach into HR for one? I've not had experience personally, but in a worst-case scenario I can probably train myself on the go if needed.

Very Respectfully,

**Kevin Wingert**

Communications | Media Relations | Policy

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 503-230-4140 | C [REDACTED]

[cid:image001.jpg@01D52CD7.ECB28190cid:image002.jpg@01D52CD7.ECB28190cid:image003.jpg@01D52CD7.ECB28190cid:image004.jpg@01D52CD7.ECB28190cid:image005.jpg@01D52CD7.ECB28190cid:image006.jpg@01D52CD7.ECB28190](#)

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Sent:** Monday, October 4, 2021 3:40 PM

**To:** Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>;

Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>

**Cc:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>

**Subject:** RE: Informed Consent

Thanks Sarah – the idea is to provide some answers to some recurring questions, which I can take a shot at... such as:

Liability if injured via the vaccination process

Use of MyEnergy.com in view of privacy

Vaccines and antibodies (i.e. the need to be vaccinated)

Religious Accommodation (process, dates)

Disciplinary actions resulting from not being vaccinated

I will work with Kevin on a “one source” of answers and how we can coordinate on answers, and all of us can have access that. We can translate some to the FAQ's on our website.

**From:** Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>

**Sent:** Monday, October 4, 2021 12:56 PM

**To:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** FW: Informed Consent

FYI- it might be worth a conversation with James about roles and responsibilities on these vaccine questions since

they're coming in to many orgs (legal, safety, RA, HR Help, TT etc.) I don't have a position on it, just a concern for consistency.

Sarah

**From:** Leady Jr,William J (BPA) - K-7

**Sent:** Mon Sep 20 16:11:25 2021

**To:** Hall, Lee J (BPA) - PES-6; Capps, Stephan A (BPA) - NW-1

**Subject:** RE: guidance question


**Importance:** Normal

Your Number 3 is nicer than mine

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell 

**From:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Sent:** Monday, September 20, 2021 3:55 PM

**To:** Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>

**Cc:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Subject:** FW: guidance question

My suggested answers below:

**From:** Burt, Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>

**Sent:** Monday, September 20, 2021 3:39 PM

**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>

**Cc:** Hester, Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>

**Subject:** guidance question

Lee, Bill, Steve and Sarah,

Jeff Cook asked for some thoughts on these questions from his staff:

1) We are told BPA is changing the existing RA process for handling the requests for RA for exceptions to the vaccine mandate.

Normal process is that RA office reviews the request and makes a recommendation to your supervisor and your supervisor approves or rejects the request for RA.

We are told now that our supervisors will not be involved in the process, will not be the decision makers. Then who is?

We have no information that the RA process is changing. We will ask the question.

2) Also, the RA process can take up to 45 days. In the event a Request for RA is denied that does not leave enough time to get the vaccine in time to meet the mandate.

Per BPA website, the second shot should be administered by November 8th for employees to be fully inoculated by the November 22nd deadline.

And the first shot should be administered by October 11th or 18th.

So is BPA going to expedite the review process for the RA requests? When can employees expect to know that their RA was approved or denied?

Or is BPA going to make exceptions to the mandate based on BPA's inability to process the requests?

We are aware of the timelines, and understand some concern about the processing time of RA requests. We are waiting for DOE guidance on this process, and will strive to keep managers up to date on any changes.

3) The mandate was issued on September 9th. In the executive order it said that the agencies had to provide guidance on how the executive order was going to be executed within 7 days.

So that guidance was due on September 16th.

BPA has not issued any such guidance in violation of the president's orders.

When can we expect to see the guidance that was required by the president?

The EO said that the Safer Workforce Task Force had to provide updated guidance within 7 days – not “agencies.” The Task Force provided that updated guidance on Sept 16<sup>th</sup>, as directed. DOE is the agency we report to – and we await their implementing guidance on multiple issues.

4) Like to know the results of the vaccine attestation survey. How many employees were asked to respond. How many responded. And what were the results. How many reported that they were fully vaccinated. How many reported that they were not. And how many declined to answer.

We do not yet have access to the attestation data that would answer your questions – and we are asking DOE to provide that access as soon as possible.

I understand from our call today that we are working on the guidance for these but still waiting to align with DOE. Is there anything more concrete that I can point to? We also don’t have firm numbers for 4) as I understand, and surely not to share. For RA, no guidance yet, right? We talked today about increased RAs but no new rules on RA? And what about refused RA requests?

Jason

From: Kuhn,Shana L (BPA) - NS-4400-LL

Sent: Thu Sep 23 16:34:02 2021

To: Capps,Stephan A (BPA) - NW-1

Subject: RE: COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24

Importance: Normal

Agreed!

**From:** Capps,Stephan A (BPA) - NW-1 <sacapps@bpa.gov>

**Sent:** Thursday, September 23, 2021 4:33 PM

**To:** Kuhn,Shana L (BPA) - NS-4400-LL <slkuhn@bpa.gov>

**Subject:** FW: COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24

Awareness.....

Brad and his employee were on the list – so they did it again.

DOE need to fix this before we ask employees to upload their documentation in the next version. The last thing we want to do is start disciplinary discussions based on a system report that is not correct.

Fun times!!!



**From:** Wright,Bradley A (BPA) - NWM-1 <[bawright@bpa.gov](mailto:bawright@bpa.gov)>  
**Sent:** Thursday, September 23, 2021 2:48 PM  
**To:** Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>  
**Subject:** RE: COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24

Complete, and my employee is complete for a second time as well.

**Brad Wright, RA, LEED AP (he / him)**  
Manager | Facilities Planning and Projects, NWM-1

**Bonneville Power Administration**  
[bpa.gov](http://bpa.gov) | P 503-230-5743 | C   

**From:** Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>  
**Sent:** Thursday, September 23, 2021 1:10 PM  
**Subject:** COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24

BPA federal employees,

The COVID-19 vaccination attestation form is now mandatory. DOE has given us an agency deadline to complete the forms by tomorrow, Friday, Sept. 24.

Thank you to all who have already completed the form. If you have not yet filled out the form on [MyEnergy](#), please do so by Friday, Sept. 24. Individuals who have not filled out the form will receive a reminder from me to do so.

Read more about the attestation process and job aids in the updated [Need to Know: COVID-19 vaccination attestation now required, submit form by Friday, Sept. 24.](#)

One more note: Although the DOE [MyEnergy](#) website might still have text that says it is a voluntary process, I assure you it is not. The attestation form is required by BPA and DOE.

The mandatory attestation requirement applies to all federal employees. We are anticipating additional guidance on how this applies to contract workers soon.

Federal employees [must be fully vaccinated](#) by Nov. 22, 2021. There are limited circumstances in which an employee may be exempt due to a legally required [accommodation](#). Being fully vaccinated by Nov. 22 is required regardless of your telework or onsite status. For additional information on the mandatory vaccination requirement, please see [DOE's Vaccination Flyer](#) as well as [additional information on getting vaccinated](#). You will be able to update your record in MyEnergy if your vaccination status changes.

# Transition Team Update

**Dan James, Chief Workforce and Strategy Officer**  
**Robin Furrer, Chief Administrative Officer**  
**Joel Cook, Chief Operating Officer**

**Sept 29, 2021**

*Planning Team*

- Lee Hall
- Steve Capps
- Bill Leady
- Sarah Laylo
- Shana Kuhn

***81<sup>st</sup> week of telework***

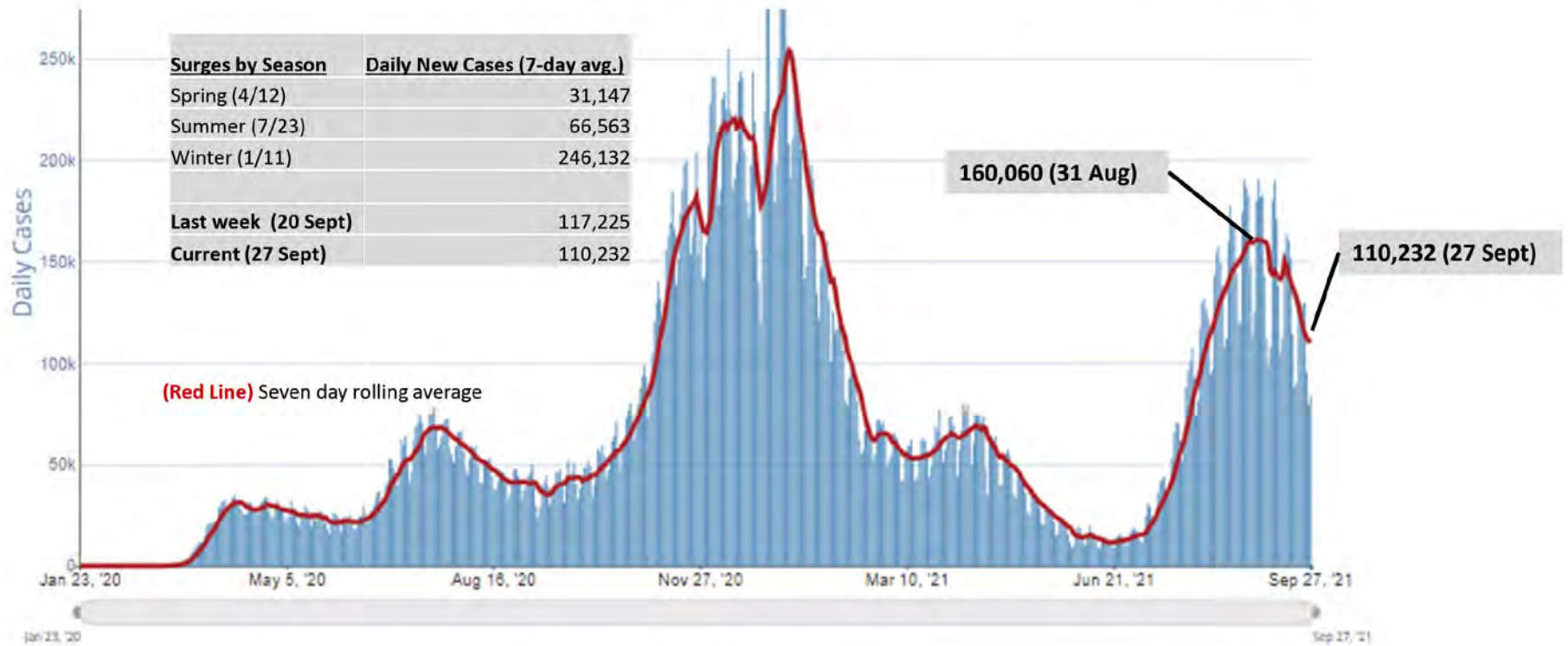
## Transition Team Update

### *Topics*

- ✓ COVID Status
- ✓ DOE and Safer Federal Workforce TF updates
- ✓ Last week's do-over on attestations
- ✓ Risks
- ✓ Key points
- ✓ Questions

## COVID Status – National Trend

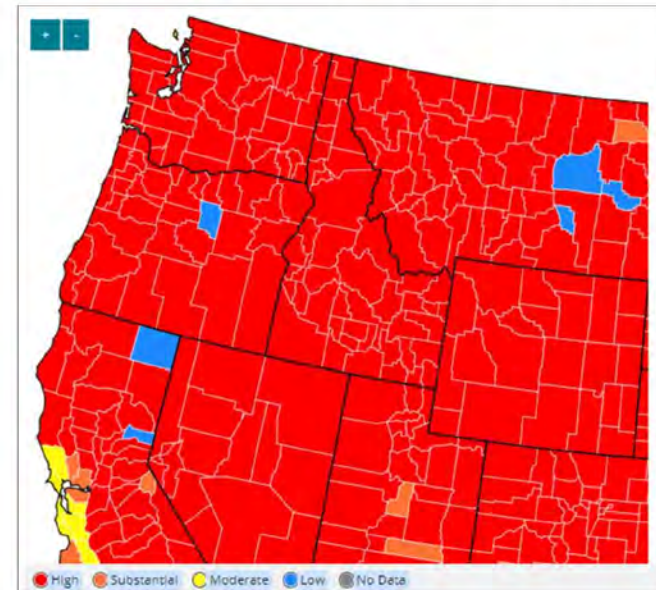
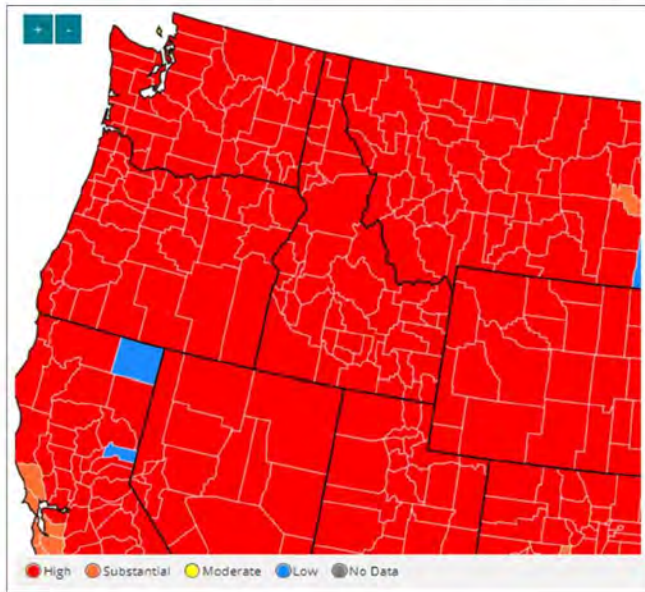
Daily Trend in Number of COVID -19 Cases in the United States Reported to the [CDC](#)



## COVID Status – Regional Transmission Rates

Time Period: Tue Sep 14 2021 - Mon Sep 20 2021

Time Period: Tue Sep 21 2021 - Mon Sep 27 2021



Indicator - If the two indicators suggest different transmission levels, the higher level is selected	Low Transmission Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
Total new cases per 100,000 persons in the past 7 days	0-9.99	10-49.99	50-99.99	≥100
Percentage of NAATs <sup>1</sup> that are positive during the past 7 days	0-4.99%	5-7.99%	8-9.99%	≥10.0%

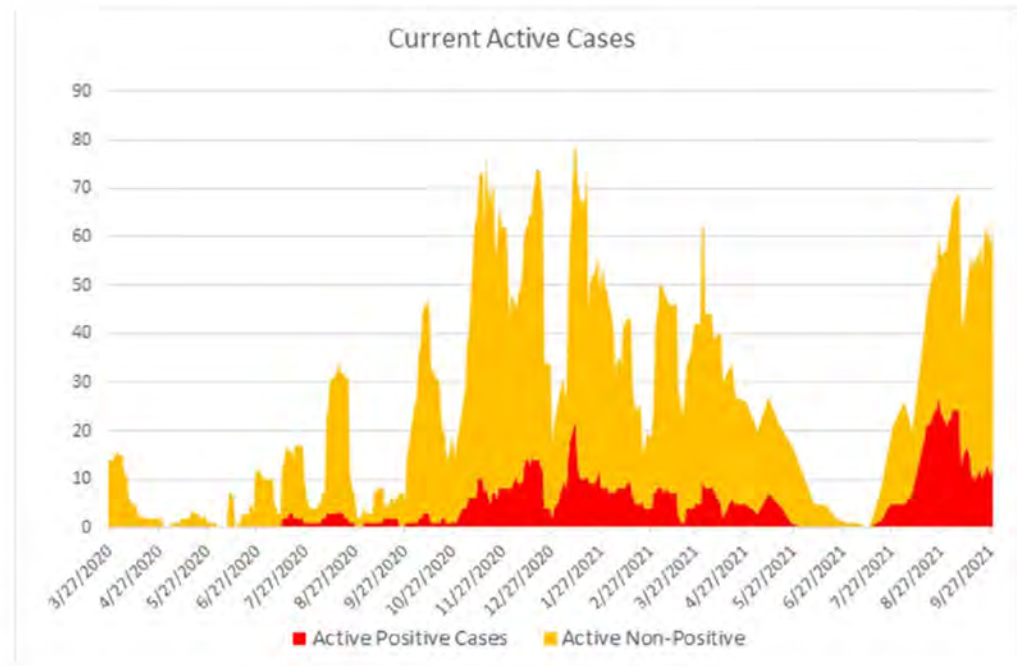
## COVID Status – BPA Self-quarantine

### 21 Sept 2021

- Tracking **53** Active COVID Reports
- **1.3%** of BPA Population (53 of 4,168)
- Cautionary: **35**
- Symptomatic: **8**
- Tested Positive: **10**

### 28 Sept 2021

- Tracking **64** Active COVID Reports
- **1.5%** of BPA Population (64 of 4,168)
- Cautionary: **37**
- Symptomatic: **13**
- Tested Positive: **14**



## DOE & Safer Federal Workforce TF updates (1 of 2)

Via email, not  
official

- ✓ **Attestation:** The OCIO continues to address the technical glitches. MyEnergy seems to be having problems recognizing many of the PMA email addresses. DOE is manually cross checking PMA employee names with what was submitted in the attestation system. HC plans to provide an updated attestation report to each organization by the end of this week.
- ✓ **Validation of Vaccination:** The OCIO may have the additional functionality to verify vaccination and the capability to track the reasonable accommodation process ready for review (*not use*) by the end of this week. DOE response team review all documentations to ensure they meet all the requirements. This will be a major undertaking that will require some time to validate.
- ✓ **Reasonable accommodations:** OMB is developing a standard government-wide management process. They will be releasing a standardized form to request reasonable accommodations. OMB is planning to set Oct. 18 as the deadline to submit a request. Employees can however submit a request after that date. Most importantly, NO determination/decision will be made by anyone in any agency until all information is collected. All DOE HC offices and field counsel have been advised of this. There will be more to come on this.



## DOE & Safer Federal Workforce TF updates (2 of 2)

Via email, not  
official

- ✓ **Progressive Discipline:** This will be a three phase program. The first will focus on educating the employee through a letter to include a five day timeframe to get vaccinated. The second will be a more targeted approach that will include a 14 day suspension. And the final step will be a proposed removal. OPM will be sending out guidance next week with more details.
- ✓ **Amending Contracts:** DOE's procurement policy office is develop guidance to amend all DOE contracts, focusing first on the M&Os and the large EM contracts (which are similar to the M&Os) to provide an unilateral fix to include a general clause to reflect the new vaccination policy that will be release by the FAR council in the near future. We are still working to figure out how to address this new policy for the support service contracts since they are more challenging to address due to the diversity of that group of contracts. The FAR Council is looking at setting the deadline of Dec. 8 for all contractors to be vaccinated.
- ✓ **Guidance for Visitors:** DOE will soon release the memo from the Deputy Secretary on the policy for visitors to DOE facilities.

**SAFER  
FEDERALWORKFORCE**

**September 24, 2021**

•New [Guidance for Federal Contractors and Subcontractors](#)

## Attestation – short suspense

- ✓ Spreadsheets and guidance received from DOE on, Wednesday, Sept 22. “Complete attestations by Friday, September 24<sup>th</sup>”
- ✓ Emails to (about 632) individual and their managers sent of Thursday, Sept 23<sup>rd</sup>
- ✓ Additional messaging went our to all of BPA on Thursday
- ✓ No feedback (yet) on how many additional attestations were completed
- ✓ We (and DOE) are aware of significant technical issues with MyEnergy
- ✓ We are working internally and with DOE to communicate a semi-manual process to complete the attestation (by the end this week is the plan)

## Potential Risk

Risk	Consequence	Mitigation
<b>Staff loss that impacts team deliverables.</b>	<ul style="list-style-type: none"> <li>Increased demand/workload on remaining staff.</li> <li>Delayed work.</li> <li>Hiring system increased demand.</li> </ul>	<ul style="list-style-type: none"> <li>Develop contingency plans to address temporary constraints.</li> <li>Prioritize hiring actions for MEF and critical ESA staff.</li> </ul>
<b>Increased Reasonable Accommodation requests</b>	<ul style="list-style-type: none"> <li>Delayed decisions due to limited staff / higher demands.</li> <li>Increased management requirements while waiting on decisions.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate status on actions with managers.</li> <li>Prioritize vaccine exemption RAs.</li> </ul>
<b>Increased disciplinary actions</b>	<ul style="list-style-type: none"> <li>Delayed processing due to limited staff / higher demands.</li> <li>Increased management requirements while waiting on decisions.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate status on actions with managers.</li> <li>Prioritize actions.</li> </ul>
<b>Vaccinated vs unvaccinated staff frustrations</b>	<ul style="list-style-type: none"> <li>Internal organizational frictions</li> </ul>	<ul style="list-style-type: none"> <li>Change management</li> <li>Leadership training</li> </ul>
<b>Difficulty in implementing a testing program due to logistics, documentation requirements, etc.</b>	<ul style="list-style-type: none"> <li>Testing implementation is delayed or constrained to critical work groups.</li> </ul>	<ul style="list-style-type: none"> <li>Determine testing requirements – testing is not mandatory.</li> <li>If we test, develop option that is feasible, cost effective, timely, and sustainable.</li> </ul>

## Key points

- ✓ Transmission (TO and TF) and Power contingency planning – Transition update tomorrow
- ✓ RA processing and progressive discipline – significant ‘standardization & consistency’ across the Federal government
- ✓ DOE’s fix (attestation) and upgrade (accept vaccine documentation) are key to BPA but dates are uncertain
- ✓ Working with Communications on messaging to reassure employees concerned about technical glitches with MyEnergy

### Vaccination timeline (Federal workers)

- ✓ **October 11:** Last day for the first shot (Moderna)
- ✓ **October 18:** Last day for the first shot (Pfizer)
- ✓ **November 8:** Last day for the second shot (Moderna or Pfizer)
- ✓ **November 8:** Last day for the first shot J & J
- ✓ **November 22:** Federal executive branch workers must be fully vaccinated

# Questions

**From:** Miller, Mike P (BPA) - TE-DITT-2

**Sent:** Fri Sep 24 10:10:01 2021

**To:** Hunter, Douglas S (BPA) - TEB-DITT-2

**Subject:** RE: Assignment from Joel Cook

**Importance:** Normal

Thanks Doug.

Mike

**From:** Hunter, Douglas S (BPA) - TEB-DITT-2 <dshunter@bpa.gov>

**Sent:** Thursday, September 23, 2021 3:21 PM

**To:** Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>

**Subject:** RE: Assignment from Joel Cook

Here is my response in the highlighted text...if this is not adequate then please let me know and I will put more time into it. It is so speculative it is hard to theorize all the what ifs.

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>

**Sent:** Thursday, September 23, 2021 3:09 PM

**To:** TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>

**Subject:** Assignment from Joel Cook

We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending on how many people actually end up not getting vaccinated.

Here is the assignment and this is not scientific, just gut feel and ideas needed:

- 1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level.
- 2) What impact would a loss of 10% have on your delivery of products and services? 10% would likely have the largest impact on Julia's group. In particular the invoicing and prompt payment and we would move work and refocus. I don't see a significant impact when all the dust settles that we could work around
- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire? (Overtime, reduce work intake,...) depending on where the 10% came from I would move BFTE onto the payments and unitizing work. We may delay some of the Opex projects but no show stoppers.

Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike

From: Armentrout, Scott G (BPA) - E-4

Sent: Wed Sep 15 10:17:06 2021

To: Ball, Crystal A (BPA) - EW-4

Subject: RE: Field trip

Importance: Normal

(b) (6)



**SCOTT G ARMENTROUT**

Executive Vice President, Environment, Fish & Wildlife, SES | E-4

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**From:** Ball, Crystal A (BPA) - EW-4 <caball@bpa.gov>  
**Sent:** Wednesday, September 15, 2021 9:55 AM  
**To:** Armentrout, Scott G (BPA) - E-4 <sgarmentrout@bpa.gov>  
**Subject:** RE: Field trip

We have limited BPA's participation to John Hairston, John Skidmore, Julie Peacock, me and you. What is your idea of lowest number possible?

**From:** Armentrout, Scott G (BPA) - E-4 <[sgarmentrout@bpa.gov](mailto:sgarmentrout@bpa.gov)>  
**Sent:** Wednesday, September 15, 2021 9:11 AM  
**To:** Ball, Crystal A (BPA) - EW-4 <[caball@bpa.gov](mailto:caball@bpa.gov)>  
**Subject:** Field trip

Crystal, just thinking through the field trip. I think we should consider reducing it down to the lowest number possible given Robin's message below. Scott

**SCOTT G ARMENTROUT**

Executive Vice President, Environment, Fish & Wildlife, SES | E-4

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**From:** Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>

**Sent:** Wednesday, September 15, 2021 8:57 AM

**Subject:** Vaccination requirement date set, Delta variant impact being felt at BPA

**TO:** All BPA

We knew this was coming. We could see the rise of COVID-19 cases in our service territory related to the Delta variant of the disease. And the pattern over the past year-and-a-half of seeing a marked increase in the quarantine of members of our workforce within a week or two of a major holiday has unfortunately held true.

Words cannot express my heartbreak at the loss of one of our BPA family to this disease. Katie was a friend and a colleague. She was beautiful and brilliant. I just saw her a few weeks ago at the grocery store and she recognized me through our masks and was her normal friendly, bubbly self. Her loss is so tragic.

As of Monday, some 50 workers were on quarantine as either a cautionary measure or as a result of a positive COVID-19 case. Overnight to Tuesday, a few of those cases completed the quarantine process, but another 19 members of our workforce were added to quarantine following contact tracing from new self-reports. Currently, we have 66 members of the workforce in quarantine – an amount we've not seen since last winter.

In the past month, we've seen an average of 5-7 self-report cases daily. At times, this has placed whole crews within Transmission Field Services on quarantine – a concerning prospect that impacts the timeliness of our ability to respond to emergency outages and starts to stretch our resources. According to an epidemiologist with the Oregon Health & Science University, this upward tick of cases is likely to persist until at least mid-October.

### **Take precautionary measures both at work, home and play**

We must continue to take a disciplined approach to reducing the risk of COVID-19 to our workforce and our mission to deliver power to load. That means wear the mask at BPA facilities or worksites and observe all policies related to our pandemic response, including the use of the self-evaluation questionnaire. Stay home if you're sick or showing symptoms. It also means that you should try to mitigate your risks when away from work. All the precautions that we take at our facilities cannot prevent your potential exposure on personal time if you let your discipline down.

Please remember that we're talking about your safety – and more: Reducing your risk of exposure is a means to protect your family, friends, loved ones and co-workers. The inconvenience we suffer through today may prevent greater suffering of others later.

And if you experience symptoms or become aware of an exposure to someone who is symptomatic or tested positive for COVID-19, report that to your manager or [Continuity@bpa.gov](mailto:Continuity@bpa.gov). Self-reporting is a critically important tool for reducing the spread of COVID in our workforce. Self-reporting saves lives.

### **If you can, get vaccinated by Nov. 22**

As we've heard time and time again from the Centers for Disease Control and Prevention, the single greatest step we can take to reduce the potential that we contract COVID-19 is to get vaccinated. The science has shown that vaccination has another positive impact in that it also has been shown to lessen the chance of a severe case of COVID-19 if a breakthrough infection occurs.

The White House issued two Executive Orders on Sept. 9 that pertain directly to us. The first requires that all Federal employees (GS and Wage Grade) need to be vaccinated by Nov. 22, and the second requires the same for all contractors accessing our facilities. While we are still waiting on the details regarding exceptions, updated contract clauses and other guidance, I highly encourage you to get vaccinated if you can medically do so and haven't already completed the process. Please reach out to your health care providers if there are concerns about

the safety and efficacy of the vaccine.

We will weather this current surge together and then look forward to a time when we can resume more normal operations.

As always, please take care of you and yours.

Robin

From: Hall, Lee J (BPA) - PES-6

Sent: Tue Sep 14 13:29:01 2021

To: Capps, Stephan A (BPA) - NW-1; Wingert, Kevin M (BPA) - DKP-7; Leady Jr, William J (BPA) - K-7; Laylo, Sarah M (BPA) - NN-1; Kuhn, Shana L (BPA) - NS-4400-LL

Cc: Hawkins, Sarah T (BPA) - LG-7; Fickes, Anne Macron (BPA) - NH-1; Mosley, James G (BPA) - NHE-1; Yannello, Alisa J (BPA) - NH-1; Bargaen, Tim J (BPA) - NHE-AMPN-1; PIO; Nguyen, John G (BPA) - NNC-1; Hall, Lee J (BPA) - PES-6; enjensen@bpa.gov; japaynter@bpa.gov; gdjohnson@bpa.gov; mrhelms@bpa.gov

Subject: RE: PLEASE REVIEW BY 1500 TODAY: DRAFT CAO Email 14Sept21

Importance: Normal

I agree with Steve's paragraph, important details/clarification. I offer a couple of other, minor changes:

Please be patient in the meantime. And if you haven't completed the vaccination process and can medically do so, now would be a good time to schedule a shot.

We will weather this current spike surge together and then look forward to a time when we can resume more normal operations.

Why? It is a nit, but there are potentially those who can do it medically, but maybe not for religious reasons ("can do so" covers both, makes it simpler). That may be in the future "exemption" categories. And most descriptions of the current state use the term "surge."

Thanks -- Lee

**From:** Capps,Stephan A (BPA) - NW-1 <sacapps@bpa.gov>  
**Sent:** Tuesday, September 14, 2021 12:57 PM  
**To:** Wingert, Kevin M (BPA) - DKP-7 <kwingert@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Laylo, Sarah M (BPA) - NN-1 <smlaylo@bpa.gov>; Kuhn, Shana L (BPA) - NS-4400-LL <slkuhn@bpa.gov>  
**Cc:** Hawkins, Sarah T (BPA) - LG-7 <sthawkins@bpa.gov>; Fickes, Anne Macron (BPA) - NH-1 <acmacron@bpa.gov>; Mosley, James G (BPA) - NHE-1 <jgmosley@bpa.gov>; Yannello, Alisa J (BPA) - NH-1 <ajyannello@bpa.gov>; Bargaen, Tim J (BPA) - NHE-AMPN-1 <tjbargaen@bpa.gov>; PIO <pio@bpa.gov>; Nguyen, John G (BPA) - NNC-1 <jgnguyen@bpa.gov>  
**Subject:** RE: PLEASE REVIEW BY 1500 TODAY: DRAFT CAO Email 14Sept21

One suggestion for the 8<sup>th</sup> paragraph. Replace this:

A date has been set for all Federal workers related to the vaccination mandate issued by executive order of the President – November 22. That is the date by which all employees must be fully vaccinated – meaning completion of a single dose of Johnson & Johnson or a second dose of Moderna or the Pfizer vaccine.

With this:

The White House issued two Executive Orders on September 9<sup>th</sup>. The first requires that all Federal employees (GS and Wage Grade) need to be vaccinated by Nov 22, and the second requires the same for all contractors accessing our facilities. While we are still waiting on the details regarding exceptions, updated contract clauses and other guidance, I highly encourage you to get vaccinated if you haven't done so. Please reach out to your health care providers if there are concerns about the safety and efficacy of the vaccine.

**From:** Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>

**Sent:** Tuesday, September 14, 2021 12:02 PM

**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Laylo, Sarah M (BPA) - NN-1 <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>

**Cc:** Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Yannello, Alisa J (BPA) - NH-1 <[ajyannello@bpa.gov](mailto:ajyannello@bpa.gov)>; Bargaen, Tim J (BPA) - NHE-AMPN-1 <[tjbargaen@bpa.gov](mailto:tjbargaen@bpa.gov)>; PIO <[pio@bpa.gov](mailto:pio@bpa.gov)>; Nguyen, John G (BPA) - NNC-1 <[jnguyen@bpa.gov](mailto:jnguyen@bpa.gov)>

**Subject:** PLEASE REVIEW BY 1500 TODAY: DRAFT CAO Email 14Sept21

**Importance:** High

Lee, Shana, Bill, Sara, Steve, et. al.,

Attached is a proposed CAO message that captures the recent spike of COVID cases experienced within the workforce and uses it as a reminder to maintain discipline in reducing our risk of exposure. It also captures the vaccination requirement date. Please test my understanding of the date – does the date represent when shots

must be completed (either one or two-shot series)? Or does it represent “fully vaccinated status” which means two weeks after completion of the shots? I’m a bit shaky on that front.

As always, please use Track Changes on any suggested edits or comments. Thank you for your assistance.

Very Respectfully,

**Kevin Wingert**

Communications | Media Relations | Policy

**Bonneville Power Administration**

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**From:** Gill, Yvette R (BPA) - JL-3

**Sent:** Fri Oct 01 13:22:27 2021

**To:** Dodd Jr, Gary A (BPA) - JB-B1

**Subject:** FW: Vaccine Attestations

**Importance:** Normal

Here is what I got from Lori, without the list. Read down to Shana's response too. They only provided lists to certain managers but reminders went directly to staff from Robin.

My take is no - the list is before the deadline. Considering the recent guidance on disciplinary action, I would think we should wait. I am assuming there will be another report done and maybe another round of pings from Robin.

**From:** Nice, Lori (BPA) - N-7 <l nice@bpa.gov>  
**Sent:** Tuesday, September 28, 2021 8:54 AM  
**To:** Gill, Yvette R (BPA) - JL-3 <yrgill@bpa.gov>  
**Cc:** Kuhn, Shana L (BPA) - NS-4400-LL <slkuhn@bpa.gov>  
**Subject:** RE: Vaccine Attestations

Good morning, Yvette:

Here is your data set that includes staff in the JL organizations who had not yet responded to the vaccine attestation as of September 10. The intent is to give you awareness and feel free to share with supervisors in your organizations as you think it is important. Our privacy officer asked that we only share the details of the names with those who have a “need to know” and are in the leadership chain of the individual on the list. This means you will need to share subsets of this data as appropriate at the TIII level if you want to distribute further.

A couple key notes:

- One disclaimer, this is only a snapshot in time and is only the list of people who had not completed an attestation as of Sept 10<sup>th</sup>. We do not yet have data on those who did submit an attestation and what they attested to.
- There are some pivot tables that you might find helpful. You also have the raw data on the last tab so you can do whatever you would like to do.
- If you want to share information with people who are not managers, or not within the leadership chain, I recommend copying the charts that do not include employee names. You can share counts of position titles, by org, by location, etc. without any issues. The names connected to the status as a non-responder are the pieces to consider sensitive.
- Per our privacy officer: We don't need to encrypt/password protect these; Infosec and Privacy are in agreement (with IT's input) that internal emails are sufficiently encrypted to protect information.
- Employees and their supervisors on this list received the attached emails respectively from Robin shortly after the all employee email that went out regarding attestation now being mandatory.
- Some of these employees may have attempted to submit an attestation, but are having technical issues with

the system. Robin's email provides information on how to try and resolve those issues. If they are unable to resolve their technical issues, please let Shana Kuhn know and she will add them to our list.

Let me know if you have questions or if I can help understand the data in any way.

**Lori Nice**

Deputy Chief Administrative Officer (Acting) | Chief Administrative Office (CAO) – N-7

**Bonneville Power Administration**

[lnice@bpa.gov](mailto:lnice@bpa.gov) | Office 503-230-5740 | Cell (b) (6)

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**From:** Kuhn,Shana L (BPA) - NS-4400-LL <[skuhn@bpa.gov](mailto:skuhn@bpa.gov)>

**Sent:** Tuesday, September 28, 2021 8:39 AM

**To:** Gill,Yvette R (BPA) - JL-3 <[yrgill@bpa.gov](mailto:yrgill@bpa.gov)>; Nice,Lori (BPA) - N-7 <[lnice@bpa.gov](mailto:lnice@bpa.gov)>

**Subject:** Vaccine Attestations

Good morning!

We only sent specific lists to those T2 managers of MEF and ESA employees on a list provided by continuity. If you do have people on the list, those individuals received a reminder as well as their direct supervisor. If you would like more info, Lori or I could share more details with you. I would have to do it later today.

Thanks,

Shana

Sent from Workspace ONE Boxer

On Sep 28, 2021 8:29 AM, "Gill, Yvette R (BPA) - JL-3" <[yrgill@bpa.gov](mailto:yrgill@bpa.gov)> wrote:

Shana – I heard from some other IT managers that they got a list of staff who have not submitted an attestation. I have not seen one for JL yet. Does that mean we are all covered or did I miss something? Thanks, y

**From:** Green,Laura E (TFE)(BPA) = TSE-TPP-2

**Sent:** Mon Oct 04 09:14:22 2021

**To:** ADL\_TSE\_ALL; tlinewton@bpa.gov; itmussen@bpa.gov; crsweeney@bpa.gov; mmgibson@bpa.gov; gcmartinez@bpa.gov; caolsen@bpa.gov; brmorrison@bpa.gov; tjpoyner@bpa.gov; alharris@bpa.gov; tdsimpson@bpa.gov; jrmiller@bpa.gov; ehcarter@bpa.gov; jmboehle@bpa.gov; plgibson@bpa.gov; yslinn@bpa.gov; mmjackson@bpa.gov; lbergstrom@bpa.gov; naadams@bpa.gov; adrobertson@bpa.gov; mrrios@bpa.gov; mrholst@bpa.gov; cllockman@bpa.gov; bdaltman@bpa.gov; famohamoud@bpa.gov; ektaylor@bpa.gov; legreen@bpa.gov; kdgilliland@bpa.gov; jjhuntington@bpa.gov

**Subject:** FW: Vaccine mandate: updated guidance and reference links

**Importance:** Normal

FYI

**From:** Ko,Tina G (BPA) - TS-DITT-2 <tgko@bpa.gov>

**Sent:** Sunday, October 3, 2021 6:43 PM

**To:** TS Performance Managers <tsprfmncmngr@BPASite1.bpa.gov>

**Cc:** McKay,Barbara A (CONTR) - TS-DITT-2 <bamckay@bpa.gov>; Taylor,Jennifer L (CONTR) - TSR-DITT-1 <jltaylor@bpa.gov>; Davis,Katie L (CONTR) - TSQT-TPP-2 <kldavis@bpa.gov>; Martinez,Geneva C (CONTR) - TSES-TPP-2 <gcmartinez@bpa.gov>

**Subject:** Vaccine mandate: updated guidance and reference links

Sharing latest updated guidance from [the Safer Federal Workforce Task Force](#) on the process. I encourage you to periodically refer to this website for updates.

**UPDATEDQ: What steps may an agency take if a Federal employee refuses to be vaccinated or provide proof of vaccination?**

A: Employees covered by Executive Order 14043 who fail to comply with a requirement to be fully vaccinated or provide proof of vaccination and have neither received an exception nor have an exception request under consideration, are in violation of a lawful order. Employees who violate lawful orders are subject to discipline, up to and including termination or removal.

Consistent with the Administration's policy, agencies should initiate an enforcement process to work with employees to encourage their compliance. Accordingly, agencies should initiate the enforcement process with a brief period of education and counseling (5 days), including providing employees with information regarding the [the benefits of vaccination](#) and [ways to obtain the vaccine](#). If the employee does not demonstrate progress toward becoming fully vaccinated through completion of a required vaccination dose or provision of required documentation by the end of the counseling and education period, it should be followed by a short suspension (14 days or less). Continued noncompliance during the suspension can be followed by proposing removal. Unique operational needs of agencies and the circumstances affecting a particular employee may warrant departure from these guidelines if necessary, but consistency across government in enforcement of this government-wide vaccine policy is desired, and the Executive Order does not permit exceptions from the vaccination requirement except as required by law.

Agencies may initiate the enforcement process as soon as November 9, 2021, for employees who fail to submit documentation to show that they have completed receiving required vaccination dose(s) by November 8, as long as those employees have not received an exception and the agency is not considering an exception request from the employee.

If an employee responds at any phase of the discipline by submitting proof of progress toward full vaccination (i.e., completion of a required vaccination dose), the agency should hold the discipline in abeyance to afford the employee a reasonable period of time to become fully vaccinated. In pursuing any adverse action, the agency must provide the required procedural rights to an employee and follow normal processes, including any agency policies or collective bargaining agreement requirements concerning disciplinary matters. Employees should not be placed on administrative leave while pursuing an adverse action for refusal to be vaccinated but will be required to

follow safety protocols for employees who are not fully vaccinated when reporting to agency worksites.

If the employee claims a legally required exception as the reason for not being vaccinated, an agency should follow its ordinary process to review and consider what, if any, accommodation it must offer. All agency personnel designated to receive requests for accommodations should know how to handle requests consistent with the Federal employment nondiscrimination laws that may apply. If the employee's request for an exception is denied, and the employee does not comply with the vaccination requirement, the agency may pursue disciplinary action, up to and including removal from Federal service.

OPM has issued [additional guidance](#) to further assist agencies with enforcing the vaccination requirement for Federal employees.

**Tina G. Ko**

Vice President, Transmission Marketing & Sales

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360.418.2601 | C (b) (6)

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**From:** Hunter, Kimberly A (BPA) - TTB-MODD

**Sent:** Fri Oct 01 07:24:08 2021

**To:** Raschio, Peter J (BPA) - TTS-DITT-2

**Subject:** RE: one more try....

**Importance:** Normal

Excellent. I like the suggestion on the RA. We don't want people waiting on that if that is the intention. Thank you for your help on this.

**Kim Hunter**

Acting Director | Transmission Technology

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-619-6715 | C [REDACTED] [REDACTED]

**From:** Raschio, Peter J (BPA) - TTS-DITT-2 <pjraschio@bpa.gov>

**Sent:** Thursday, September 30, 2021 4:43 PM

**To:** Hunter, Kimberly A (BPA) - TTB-MODD <kahunter@bpa.gov>

**Subject:** RE: one more try....

I think you have it. I like how you pulled together that 4<sup>th</sup> paragraph.



One last suggestion to add to the second paragraph on reasonable accommodations. I think you should add the message, If you intend to pursue the reasonable accommodations process, I encourage you to do that now and not wait.

Other than this, I think it's ready to go.

Nicely done.

**Peter Raschio**

Acting Manager - TT Internal Business Ops | TTB

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-418-2563 | C (b) (6)

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**From:** Hunter, Kimberly A (BPA) - TTB-MODD <[kahunter@bpa.gov](mailto:kahunter@bpa.gov)>

**Sent:** Thursday, September 30, 2021 12:05 PM

**To:** Raschio, Peter J (BPA) - TTS-DITT-2 <[piraschio@bpa.gov](mailto:piraschio@bpa.gov)>

**Subject:** one more try....

All,

As more information has come out about the vaccine mandate in the past couple of weeks, I have been hearing more questions about contingency plans if we lose significant portions of our workforce. As you all know safety and reliability of our transmission system are the highest priorities for our organization. There have been several messages from John and Robin providing information regarding the focus on the health and safety of the workforce as it relates to the COVID-19 safety protocols and the vaccine mandate; I want to ensure you all have the time and opportunity to understand what the mandate means so that you can make the appropriate choices for yourself and your family.

The executive orders mandating vaccination for [federal workers](#) and [contractors](#) should be taken very seriously. Exceptions to this mandate will be limited to only those required by law, such as medical reasons or sincerely held religious beliefs. The [Reasonable Accommodation](#) process includes forms for both medical and religious requests.

I do understand that there are members of our workforce who may still choose not to be vaccinated and do not qualify for these limited exceptions. While some people may not agree with the executive order, it is our responsibility as federal employees (and managers) to follow and implement it, and Bonneville's responsibility to enforce it; including issuing disciplinary actions up to removal from federal service. With this in mind, leadership is solidifying contingency plans to continue to operate our transmission system safely and reliably under varying levels of attrition. While some of the plans could impact strategic objectives, capital project execution, or overtime, the leadership team is committed to protecting the safety of the workforce and continue to maintain reliability.

I value our entire workforce and am hopeful these plans will be unnecessary, but I did want to share with you our commitment to continue to meet our mission and maintaining the safety of the workforce. I know people take a lot of pride in the work we do here at BPA and the mission we serve to the Northwest. I also recognize that the pandemic has put an unrepresented burden on you and your families and you may be wrestling with decisions that lie ahead. We have come together as a work family to keep the lights on for many years and supporting each other through extraordinary times and at the same time caring for our families at home that depend on us. Together, with your support, we will continue to deliver on our mission.

Please reach out to your supervisor if you have questions.

**Kim Hunter**

Acting Director | Transmission Technology

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-619-6715 | C (615) [REDACTED]

From: Miller, Mike P (BPA) - TE-DITT-2

Sent: Fri Oct 01 14:13:42 2021

To: Cathcart, Michelle M (BPA) - TO-DITT-2

Subject: RE: Feedback please

Importance: Normal

Sorry for the delay. Crazy day today.

I like it. No changes.

Mike

**From:** Cathcart, Michelle M (BPA) - TO-DITT-2 <mmcathcart@bpa.gov>

**Sent:** Friday, October 1, 2021 9:23 AM

**To:** Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>

**Subject:** Feedback please

Here's my attempt at a message, and I would really appreciate your feedback.

-----

I have been hearing feedback since my last message that the vaccine mandate is causing stress for employees,

and potential error traps because of that. I first want to acknowledge the stress that it is causing employees; indeed it is causing stress for managers too. The situation we are in is not taken lightly by anyone. I also know that the uncertainty in waiting for guidance from DOE/OPM adds to the stress. I want to assure you that when we say “waiting for guidance,” that in no way means we are just sitting back waiting passively. BPA and DOE have regular touchpoints to express concern and offer help at all levels of the Agency. Unfortunately, this is a complex issue that takes time to establish both the technical and process steps necessary to support.

When I send messages to the team, along with Robin, John and other leaders, the intent is transparency. It doesn't benefit any of us to sugar coat or dilute messaging. With that in mind, I wanted to share the latest updated guidance from [the Safer Federal Workforce Task Force](#):

**UPDATEDQ: What steps may an agency take if a Federal employee refuses to be vaccinated or provide proof of vaccination?**

A: Employees covered by Executive Order 14043 who fail to comply with a requirement to be fully vaccinated or provide proof of vaccination and have neither received an exception nor have an exception request under consideration, are in violation of a lawful order. Employees who violate lawful orders are subject to discipline, up to and including termination or removal.

Consistent with the Administration's policy, agencies should initiate an enforcement process to work with employees to encourage their compliance. Accordingly, agencies should initiate the enforcement process with a brief period of education and counseling (5 days), including providing employees with information regarding the [the benefits of vaccination](#) and [ways to obtain the vaccine](#). If the employee does not demonstrate progress toward becoming fully vaccinated through completion of a required vaccination dose or provision of required documentation by the end of the counseling and education period, it should be followed by a short suspension (14 days or less). Continued noncompliance during the suspension can be followed by proposing removal. Unique operational needs of agencies and the circumstances affecting a particular employee may warrant departure from these guidelines if necessary, but consistency across government in enforcement of this government-wide vaccine policy is desired, and the Executive Order does not permit exceptions from the vaccination requirement except as

required by law.

Agencies may initiate the enforcement process as soon as November 9, 2021, for employees who fail to submit documentation to show that they have completed receiving required vaccination dose(s) by November 8, as long as those employees have not received an exception and the agency is not considering an exception request from the employee.

If an employee responds at any phase of the discipline by submitting proof of progress toward full vaccination (i.e., completion of a required vaccination dose), the agency should hold the discipline in abeyance to afford the employee a reasonable period of time to become fully vaccinated. In pursuing any adverse action, the agency must provide the required procedural rights to an employee and follow normal processes, including any agency policies or collective bargaining agreement requirements concerning disciplinary matters. Employees should not be placed on administrative leave while pursuing an adverse action for refusal to be vaccinated but will be required to follow safety protocols for employees who are not fully vaccinated when reporting to agency worksites.

If the employee claims a legally required exception as the reason for not being vaccinated, an agency should follow its ordinary process to review and consider what, if any, accommodation it must offer. All agency personnel designated to receive requests for accommodations should know how to handle requests consistent with the Federal employment nondiscrimination laws that may apply. If the employee's request for an exception is denied, and the employee does not comply with the vaccination requirement, the agency may pursue disciplinary action, up to and including removal from Federal service.

OPM has issued [additional guidance](#) to further assist agencies with enforcing the vaccination requirement for Federal employees.

**Michelle Cathcart** (She/Her/Hers)

Vice President | Transmission System Operations

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-418-8775 | C (b) (6) [REDACTED]

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**From:** Hunter, Kimberly A (BPA) - TTB-MODD

**Sent:** Fri Oct 01 10:04:49 2021

**To:** Larvick, Carol M (BPA) - TTC-DITT-2

**Subject:** RE: Vaccine Mandate and Contingency Plans

**Importance:** Normal

Thanks Carol. I'm working on that empathy J I hope you have a restful weekend and put your feet up. Appreciate all you are doing!

**Kim Hunter**

Acting Director | Transmission Technology

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-619-6715 | C (b) (6)

**From:** Larvick, Carol M (BPA) - TTC-DITT-2 <cmlarvick@bpa.gov>

**Sent:** Friday, October 1, 2021 10:03 AM

**To:** Hunter, Kimberly A (BPA) - TTB-MODD <kahunter@bpa.gov>

**Subject:** RE: Vaccine Mandate and Contingency Plans

Very well done, Kim. Direct, but empathetic. Have a great vacation. I hope you have a chance to re-charge!



Thanks,

Carol  
TTC,



**From:** Hunter, Kimberly A (BPA) - TTB-MODD <[kahunter@bpa.gov](mailto:kahunter@bpa.gov)>  
**Sent:** Friday, October 1, 2021 7:36 AM  
**To:** ADL\_TT\_ALL <[ADL\\_TT\\_ALL@BPASite1.bpa.gov](mailto:ADL_TT_ALL@BPASite1.bpa.gov)>  
**Subject:** Vaccine Mandate and Contingency Plans  
**Importance:** High

All,

As more information has come out about the vaccine mandate in the past couple of weeks, I have been hearing more questions about contingency plans if we lose significant portions of our workforce. As you all know safety and reliability of our transmission system are the highest priorities for our organization. There have been several messages from John and Robin providing information regarding the focus on the health and safety of the workforce as it relates to the COVID-19 safety protocols and the vaccine mandate; I want to ensure you all have the time and opportunity to understand what the mandate means so that you can make the appropriate choices for yourself and your family.

The executive orders mandating vaccination for [federal workers](#) and [contractors](#) should be taken very seriously. Exceptions to this mandate will be limited to only those required by law, such as medical reasons or sincerely held religious beliefs. The [Reasonable Accommodation](#) process includes forms for both medical and religious requests. If you intend to pursue the reasonable accommodations process, I encourage you to do that now and not wait.

I do understand that there are members of our workforce who may still choose not to be vaccinated and do not qualify for these limited exceptions. While some people may not agree with the executive order, it is our responsibility as federal employees (and managers) to follow and implement it, and Bonneville's responsibility to enforce it; including issuing disciplinary actions up to removal from federal service. With this in mind, leadership is solidifying contingency plans to continue to operate our transmission system safely and reliably under varying levels of attrition. While some of the plans could impact strategic objectives, capital project execution, or overtime, the leadership team is committed to protecting the safety of the workforce and continue to maintain reliability.

I value our entire workforce and am hopeful these plans will be unnecessary, but I did want to share with you our commitment to continue to meet our mission and maintaining the safety of the workforce. I know people take a lot of pride in the work we do here at BPA and the mission we serve to the Northwest. I also recognize that the pandemic has put an unrepresented burden on you and your families and you may be wrestling with decisions that lie ahead. We have come together as a work family to keep the lights on for many years and supporting each other through extraordinary times and at the same time caring for our families at home that depend on us. Together, with your support, we will continue to deliver on our mission.

Please reach out to your supervisor if you have questions.

Have a great weekend and stay safe!

**Kim Hunter**

Acting Director | Transmission Technology

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-619-6715 | C (b) (6)

From: Leady Jr, William J (BPA) - K-7

Sent: Fri Oct 01 08:11:04 2021

To: Hall, Lee J (BPA) - PES-6; Capps, Stephan A (BPA) - NW-1

Subject: OPM Guidance on Vaccination Requirements

Importance: Normal

Attachments: Director-Memo-on-Hiring-Guidance-Vaccine-Requirements.pdf; Director-Memo-on-Enforcement-of-Vaccine-Requirements.pdf; Enforcement-Guidance-FAQs.pdf

I got these from the Corps, the FAQs is worth a read

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

October 1, 2021

**MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES**

**FROM:** Kiran A. Ahuja  
Director

**SUBJECT:** Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043

On September 9, 2021, President Biden signed Executive Order (EO) 14043, titled, “Requiring Coronavirus Disease 2019 Vaccination for Federal Employees.” As stated in Section 1 of the EO, the President has determined that in order to promote the health and safety of the workforce and the efficiency of the civil service, it is necessary for all agencies to require COVID–19 vaccination for Federal employees covered by EO 14043, subject only to such exceptions as required by law.

As directed in the EO, the Safer Federal Workforce Task Force, established by EO 13991 (January 20, 2021) (“Task Force”), has issued [guidance](#) to assist agencies with implementing the vaccination requirement. That guidance specifies that agencies should require all of their employees, with exceptions only as required by law, to be fully vaccinated by November 22, 2021.

The U.S. Office of Personnel Management (OPM) is issuing this guidance on hiring actions to assist agencies in implementing the Executive Order and Task Force’s guidance.

**Current Federal Employees**

People are considered fully vaccinated two weeks after their second shot in a two-dose series, or two weeks after a single-shot series. In order to have covered Federal employees vaccinated by November 22, 2021, agencies should inform employees of the following scheduling considerations, based on the type of vaccine they obtain:

- For Pfizer-BioNTech COVID-19 vaccine, individuals should get their second shot 3 weeks (or 21 days) after the first. This means that in order for Federal employees to meet a November 22 deadline, they should receive their first vaccination no later than October 18, and their second dose no later than November 8.
- For Moderna COVID-19 vaccine, individuals should get their second shot 4 weeks (or 28 days) after their first. This means that in order for Federal employees to meet a November 22 deadline, they should receive their first vaccination dose no later than October 11, and their second dose no later than November 8.

- Because the Johnson & Johnson/Janssen vaccine only has one shot, Federal employees must get that dose by November 8, in order to meet a November 22, 2021 deadline to be fully vaccinated.

Of course, it is advisable not to leave vaccinations to the last possible date, as other events often interfere with even well-laid plans.

## **New Employees**

Agencies are urged to require all new employees to be fully vaccinated prior to entering on duty, subject to such exceptions as required by law. Agencies should address the vaccination requirement in their job opportunity announcements and in tentative and final offers of employment.

### **1. Job Opportunity Announcements**

When advertising vacancies, agencies should clearly describe in their job opportunity announcements the COVID-19 vaccination requirement and, for positions with a duty location having an official government worksite, information about the agency's reentry plan, to the extent that plan has been finalized. Here is sample language agencies may wish to use or revise:

- As required by [Executive Order 14043](#), Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with the agency, if after November 22. The agency will provide additional information regarding what information or documentation will be needed and how you can request of the agency a legally required exception from this requirement.
- Due to COVID-19, the agency is currently in an expanded telework posture. If selected, you may be expected to temporarily telework, even if your home is located outside the local commuting area. Once employees are permitted to return to the office, you will be expected to report to the duty station listed on this announcement within [X] days. At that time, you may be eligible to request to continue to telework one or more days a pay period depending upon the terms of the agency's telework policy.

When an individual fails to meet a requirement stated in the job opportunity announcement, the agency may take action up to and including rescinding the offer for an applicant or termination from service of a new employee (or removal for an employee who has accrued adverse action rights). Should an agency identify an urgent, mission-critical hiring need to onboard new staff prior to those new staff becoming fully vaccinated, the agency head may delay the vaccination requirement for selected job applicants, such that they do not need to be fully vaccinated against COVID-19 and submit documentation of proof of vaccination before appointment or onboarding with the agency. In the case of such limited delays, agencies are expected to require new hires to be fully vaccinated within 60 days of their start date and to follow safety protocols for not fully vaccinated individuals until they are fully vaccinated.

## 2. Tentative and Final Offer Letters

Agencies should make offers of employment contingent on submission of documentation demonstrating compliance with the vaccination requirement in EO 14043. Agencies should provide information about the vaccination requirement in tentative and final offer letters. Here is sample language you may wish to use or revise in tentative and final offer letters:

- Tentative Offer – This is a tentative offer of employment. If you receive a final offer, it will be contingent on you providing appropriate documentation of proof of COVID-19 vaccination by the date set in the final offer letter. You can provide a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records from a public health or state immunization information system, or a copy of any other official documentation containing required data points (type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s)). The agency will provide additional information regarding how you can request of the agency a legally required exception from this requirement.
- Final Offer – Documentation of proof of COVID-19 vaccination must be received by [insert date -November 22, 2021 or before EOD, if after November 22]. You can provide a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records from a public health or state immunization information system, or a copy of any other official documentation containing required data points (type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s)). The agency will provide additional information regarding how you can request of the agency a legally required exception from this requirement.

For hiring actions currently underway, agencies should issue revised tentative and final offer letters to advise candidates of the new vaccination requirement. You may wish to use the above sample language in such revised offer letters.

### Additional Information

Guidance from the Task Force is available at: <https://www.saferfederalworkforce.gov/overview/>.

For more information, agency headquarters-level human resources offices may contact Ms. Roseanna Ciarlante by email at [employ@opm.gov](mailto:employ@opm.gov). Component-level human resources offices must contact their agency headquarters for assistance. Employees must contact their agency human resources for further information on this memorandum.

cc: Chief Human Capital Officers (CHCOs)  
Deputy CHCOs  
Human Resources Directors



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

October 1, 2021

### MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

**FROM:** Kiran A. Ahuja  
Director

**Subject:** Guidance on Enforcing Coronavirus Disease 2019 Vaccination Requirement for Federal Employees – Executive Order 14043

On September 9, 2021, President Biden signed Executive Order (EO) 14043, titled, “Requiring Coronavirus Disease 2019 Vaccination for Federal Employees.” As stated in Section 1 of the EO, the President has determined that in order to promote the health and safety of the workforce and the efficiency of the civil service, it is necessary for all agencies to require COVID-19 vaccination for Federal employees covered by EO 14043, subject only to such exceptions as required by law.

As directed in the EO, the Safer Federal Workforce Task Force, established by EO 13991 (January 20, 2021) (“Task Force”), has issued [guidance](#) to assist agencies with implementing the vaccination requirement. That guidance specifies that agencies should require all of their employees, with exceptions only as required by law, to be fully vaccinated by November 22, 2021.

People are considered fully vaccinated two weeks after their second shot in a two-dose series, or two weeks after a single-shot series. In order to have covered Federal employees vaccinated by November 22, 2021, agencies should inform employees of the following scheduling considerations, based on the type of vaccine they obtain:

- For Pfizer-BioNTech COVID-19 vaccine, individuals should get their second shot 3 weeks (or 21 days) after the first. This means that in order for Federal employees to meet a November 22 deadline, they should receive their first vaccination no later than October 18, and their second dose no later than November 8.
- For Moderna COVID-19 vaccine, individuals should get their second shot 4 weeks (or 28 days) after their first. This means that in order for Federal employees to meet a November 22 deadline, they should receive their first vaccination dose no later than October 11, and their second dose no later than November 8.
- Because the Johnson & Johnson/Janssen vaccine only has one shot, Federal employees must get that dose by November 8, in order to meet a November 22, 2021 deadline to be fully vaccinated.

Of course, it is advisable not to leave vaccinations to the last possible date, as other events often interfere with even well-laid plans.

Employees who refuse to be vaccinated or provide proof of vaccination are subject to disciplinary measures, up to and including removal or termination from Federal service. The



only exception is for individuals who receive a legally required exception pursuant to established agency processes.

Given this timeline, agencies may initiate the enforcement process as soon as November 9, 2021, for employees who have not completed their vaccination dose(s) by November 8. The attached provides additional guidance for Federal agencies and employees on the recommended approach agencies should take regarding enforcement of the Coronavirus Disease 2019 vaccination requirement. Agencies should consult with agency human resources offices and legal counsel to determine application of agency disciplinary policies and collective bargaining agreement requirements on disciplinary matters.

**Additional Information**

Agency headquarters-level human resources offices may contact OPM at [employeeaccountability@opm.gov](mailto:employeeaccountability@opm.gov) with additional questions. Agency field offices should contact their appropriate headquarters-level agency human resources offices. Guidance from the Task Force is available at: <https://www.saferfederalworkforce.gov/overview/>

cc: Chief Human Capital Officers (CHCOs)  
Deputy CHCOs  
Human Resources Directors

Attachment – Enforcement Guidance (see 508-conformant PDF below)

**From:** Jackson II, Jerry L (BPA) - PTK-5

**Sent:** Tue Sep 28 07:37:08 2021

**To:** Albright, Margaret I (BPA) - TOO-DITT-2

**Subject:** RE: COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24

**Importance:** Normal

Meg,

My pleasure. Just checking just in case.

Jerry

**From:** Albright, Margaret I (BPA) - TOO-DITT-2 <mialbright@bpa.gov>

**Sent:** Tuesday, September 28, 2021 7:36 AM

**To:** Jackson II, Jerry L (BPA) - PTK-5 <jljacksonii@bpa.gov>

**Subject:** FW: COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24

Hi Jerry,

Thank you for sending over the PT communication. This is what Michelle sent out last week. She'll send another email today, and supervisors are working on contingency plans.

**From:** Cathcart,Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>

**Sent:** Friday, September 24, 2021 9:50 AM

**To:** ADL\_TO\_ALL <[ADL\\_TO\\_ALL@BPASite1.bpa.gov](mailto:ADL_TO_ALL@BPASite1.bpa.gov)>

**Subject:** FW: COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24

There have been a lot of questions about the vaccine mandate, both during the All TO meeting earlier this week and since Robin's message came out yesterday. I wanted to point you all to a resource that addresses many questions. The Safer Federal Workforce Task Force is the group leading guidance for federal agencies, and they have an FAQ available [HERE](#). In particular, I wanted to highlight a few Q&As that are related to questions that arose on Wednesday.

**Q: By what date do Federal employees need to be fully vaccinated?**

A: Federal employees need to be fully vaccinated by November 22, 2021.

Employees will be considered [fully vaccinated](#) for COVID-19 2 weeks after they have received the requisite number of doses of a COVID-19 vaccine approved or authorized for emergency use by the U.S. Food and Drug Administration or that has been listed for emergency use by the World Health Organization. For Pfizer-BioNTech, Moderna, or AstraZeneca/Oxford, that is 2 weeks after an employee has received the second dose in a 2-dose series. For Johnson and Johnson (J&J)/Janssen, that is 2 weeks after an employee has received a single-dose.

More information is available at [Interim Clinical Considerations for Use of COVID-19 Vaccines | CDC](#).

**Q: Are there exceptions to the requirement for all employees to be fully vaccinated?**

A: Federal employees must be fully vaccinated other than in limited circumstances where the law requires an exception. In particular, an agency may be required to provide a reasonable accommodation to employees who communicate to the agency that they are not vaccinated against COVID-19 because of a disability or because of a sincerely held religious belief, practice, or observance. Determining whether an exception is legally required will include consideration of factors such as the basis for the claim; the nature of the employee's job responsibilities; and the reasonably foreseeable effects on the agency's operations, including protecting other agency employees and the public from COVID-19. Because such assessments will be fact- and context-dependent, agencies are encouraged to consult their offices of general counsel with questions related to assessing and implementing any such requested accommodations. Additional guidance on legally required exceptions will be forthcoming.

**Q: What steps may an agency take if a Federal employee refuses to be vaccinated or provide proof of vaccination?**

A: As an initial matter, an agency should provide employees with information regarding [the benefits of vaccination](#) and [ways to obtain the vaccine](#). If the individual continues to refuse to be vaccinated or provide proof of vaccination, the agency should pursue disciplinary measures, up to and including removal from Federal service. In pursuing any adverse action, the agency must provide the required procedural rights to an employee and follow normal processes, including any agency policies or collective bargaining agreement requirements concerning disciplinary matters. Employees should not be placed on administrative leave while pursuing an adverse action for refusal to be vaccinated, but will be required to follow safety protocols for employees who are not fully vaccinated when reporting to agency worksites.

An agency should follow a different process if the employee claims a legally required exception as the reason for not being vaccinated or providing proof of vaccination. In that case, an agency should follow its ordinary process to review and consider what, if any, reasonable accommodation it must offer. All agency personnel designated to receive requests for reasonable accommodations should know how to handle requests consistent with any Federal employment nondiscrimination laws that may apply. If the employee's request for an accommodation is denied, and the employee does not comply with the vaccination requirement, the agency may pursue disciplinary action, up to and including removal from Federal service.

**From:** Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>

**Sent:** Thursday, September 23, 2021 1:10 PM

**Subject:** COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24

BPA federal employees,

The COVID-19 vaccination attestation form is now mandatory. DOE has given us an agency deadline to complete the forms by tomorrow, Friday, Sept. 24.

Thank you to all who have already completed the form. If you have not yet filled out the form on [MyEnergy](#), please do so by Friday, Sept. 24. Individuals who have not filled out the form will receive a reminder from me to do so.

Read more about the attestation process and job aids in the updated [Need to Know: COVID-19 vaccination attestation now required, submit form by Friday, Sept. 24](#).

One more note: Although the DOE [MyEnergy](#) website might still have text that says it is a voluntary process, I assure you it is not. The attestation form is required by BPA and DOE.

The mandatory attestation requirement applies to all federal employees. We are anticipating additional guidance on how this applies to contract workers soon.

Federal employees [must be fully vaccinated](#) by Nov. 22, 2021. There are limited circumstances in which an employee may be exempt due to a legally required [accommodation](#). Being fully vaccinated by Nov. 22 is required regardless of your telework or onsite status. For additional information on the mandatory vaccination requirement,

please see [DOE's Vaccination Flyer](#) as well as [additional information on getting vaccinated](#). You will be able to update your record in MyEnergy if your vaccination status changes.

From: Hunter, Kimberly A (BPA) - TTB-MODD

Sent: Tue Sep 28 14:54:58 2021

To: Raschio, Peter J (BPA) - TTS-DITT-2

Subject: Vaccine Mandate and Contingency Plans

Importance: Normal

Draft... Anything here you see as flaming the fire?

All,

As more information has come out about the vaccine mandate in the past couple of weeks, I have been hearing more questions about contingency plans if we lose significant portions of our workforce. As you all know safety and reliability of our transmission system are the highest priorities for our organization. There have been several messages from John and Robin providing information regarding the focus on the health and safety of the workforce as it relates to the COVID-19 safety protocols and the vaccine mandate; I want to ensure you all have the time and opportunity to understand what the mandate means so that you can make the appropriate choices for yourself and your family.

The executive orders mandating vaccination for [federal workers](#) and [contractors](#) should be taken very seriously. Exceptions to this mandate will be limited to only those required by law, such as medical reasons or sincerely held religious beliefs. The [Reasonable Accommodation process](#) includes forms for both medical and religious requests.

I do understand that there are members of our workforce who may still choose not to be vaccinated and do not qualify for these limited exceptions. While some people may not agree with the executive order, it is a Federal Employee's responsibility to adhere to it, and Bonneville's responsibility to enforce it, including issuing disciplinary actions up to removal from federal service. With this in mind, leadership is solidifying contingency plans to continue to operate our transmission system safely and reliably under varying levels of attrition. While some of the plans could impact strategic objectives, capital execution, or overtime, the leadership team is committed to protecting the safety of the workforce and continue to maintain reliability.


I value our entire workforce and am hopeful these plans will be unnecessary, but I did want to share with you our commitment to continue to meet our mission. Together, with your support, we will continue to be successful. Please reach out to your supervisor if you have questions.

Thank you,

**Kim Hunter**

Acting Director | Transmission Technology

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-619-6715 | C 



From: Sheckells, Katie (BPA) - TSB-TPP-2

Sent: Thu Sep 30 15:16:36 2021

To: Ko, Tina G (BPA) - TS-DITT-2

Cc: McKay, Barbara A (CONTR) - TS-DITT-2

Subject: FW: Reasonable accommodation

Importance: Normal

I asked (b) (6) to summarize what he knew. Wanted to make sure you're in the loop on this. We will just hold tight until we get more information.

(b) (6)



(b) (6)



**From:** Capps,Stephan A (BPA) - NW-1

**Sent:** Wed Sep 29 10:04:00 2021

**To:** Laylo,Sarah M (BPA) - NN-1

**Subject:** FW: Vaccine Implementation Risks.pptx

**Importance:** Normal

**Attachments:** Vaccine Implementation Risks.pptx

(b) (5)

(b) (6)

**From:** Capps,Stephan A (BPA) - NW-1

**Sent:** Wednesday, September 29, 2021 9:59 AM

**To:** Leady Jr,William J (BPA) - K-7 <wjleady@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Subject:** Vaccine Implementation Risks.pptx

Updated risk matrix.

## COVID Executive Order Implementation Risks

Risk	Consequence	Mitigation
Staff loss that impacts team deliverables and mission.	<ul style="list-style-type: none"> <li>Increased demand/workload on remaining staff.</li> <li>Delayed work.</li> <li>Hiring system increased demand.</li> </ul>	<ul style="list-style-type: none"> <li>Develop contingency plans to address temporary constraints.</li> <li>Prioritize hiring actions for MEF and critical ESA staff.</li> </ul>
Increased Reasonable Accommodation requests	<ul style="list-style-type: none"> <li>Delayed decisions due to limited staff / higher demands.</li> <li>Increased management requirements while waiting on decisions.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate status on actions with managers.</li> <li>Prioritize vaccine exemption RAs.</li> </ul>
Increased EEO complaints	<ul style="list-style-type: none"> <li>Delayed processing due to limited staff / higher demands.</li> <li>Increased management requirements while processing complaints</li> </ul>	<ul style="list-style-type: none"> <li>Communicate status on actions with managers.</li> <li>Prioritize actions.</li> </ul>
Increased disciplinary actions	<ul style="list-style-type: none"> <li>Delayed processing due to limited staff / higher demands.</li> <li>Increased management requirements while waiting on decisions.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate status on actions with managers.</li> <li>Prioritize actions.</li> </ul>
Insider Threat	<ul style="list-style-type: none"> <li>Mission and security impacts</li> </ul>	<ul style="list-style-type: none"> <li>LITWG</li> </ul>
Contract Modification Costs	<ul style="list-style-type: none"> <li>Higher contract costs</li> </ul>	<ul style="list-style-type: none"> <li>Budget for increased costs</li> </ul>
Vaccinated vs unvaccinated staff frustrations	<ul style="list-style-type: none"> <li>Internal organizational frictions</li> </ul>	<ul style="list-style-type: none"> <li>Change management</li> <li>Leadership training</li> </ul>
Difficulty in implementing a testing program due to logistics, documentation requirements, etc.	<ul style="list-style-type: none"> <li>Testing implementation is delayed or constrained to critical work groups.</li> </ul>	<ul style="list-style-type: none"> <li>Determine testing requirements – testing is not mandatory.</li> <li>If we test, develop option that is feasible, cost effective, timely, and sustainable.</li> </ul>

As of: 9/29

**From:** Miller, Mike P (BPA) - TE-DITT-2

**Sent:** Fri Oct 01 06:37:12 2021

**To:** Staats, Michael L (BPA) - TEE-CSB-1

**Subject:** RE: Assignment from Joel Cook

**Importance:** Normal

Good comments. Thanks Mike.

Mike

**From:** Staats, Michael L (BPA) - TEE-CSB-1 <mlstaats@bpa.gov>  
**Sent:** Thursday, September 30, 2021 3:05 PM  
**To:** TE Tier III Managers <TETierIIIManagers@bpasite1.bpa.gov>  
**Subject:** RE: Assignment from Joel Cook

My opinion,

For TEE, a 10% reduction is about one FTE per tier 4 department. (so 4-5 FTE). A reduction, but we should be able to manage thru OT/CT, canceling leave if needed, workload delay or change priorities.

Additional concern, is a possible increase in retirements, that loss could impact knowledge transfer and the delivery of designs and standards.

Mike Staats

Director, Substation Engineering

Bonneville Power Administration

TEE-CSB-1

360-619-6375 office

(b) cell

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>

**Sent:** Thursday, September 23, 2021 3:09 PM

**To:** TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>

**Subject:** Assignment from Joel Cook

We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending on how many people actually end up not getting vaccinated.

Here is the assignment and this is not scientific, just gut feel and ideas needed:

- 1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level.
- 2) What impact would a loss of 10% have on your delivery of products and services?
- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire? (Overtime, reduce work intake,...)

Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike

From: Hall, Lee J (BPA) - PES-6

Sent: Tue Oct 05 14:36:42 2021

To: Leady Jr, William J (BPA) - K-7; Capps, Stephan A (BPA) - NW-1

Cc: Hall, Lee J (BPA) - PES-6

Subject: RE: Clarification questions regarding attestation

Importance: Normal

I'm stuck until 1530 in an EE mgr meeting. Can do it then.

**From:** Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>

**Sent:** Tuesday, October 5, 2021 2:29 PM

**To:** Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Subject:** RE: Clarification questions regarding attestation

Do you guys have time for a 1500 call (quick) on the informed consent Qs ?

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**



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**From:** Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>  
**Sent:** Tuesday, October 5, 2021 2:13 PM  
**To:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>;  
Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Subject:** RE: Clarification questions regarding attestation

Thanks Mike – we'll draft an answer for you.

steve

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Sent:** Tuesday, October 5, 2021 2:09 PM  
**To:** Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>;  
Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Subject:** FW: Clarification questions regarding attestation

Steve,

Here is the email I was talking about on the ESC...

Thanks,

Mike

**From:** (b) (6)  
**Sent:** Tuesday, October 5, 2021 11:05 AM  
**To:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Cc:** [REDACTED]  
**Subject:** Clarification questions regarding attestation

Please provide me with the information such as the BPA or federal policy that addresses the actual informed consent questions as highlighted below.

Q. What authority does BPA as an employer have to “mandate attestation of vaccine status”? What is the exact language in EO 14043 that requires Federal Employees to disclose their vaccination status?

Q. What laws are BPA as an employer operating under to “mandate attestation of vaccine status”?

What is the exact language in EO 14043 that requires Federal Employees to disclose their vaccination status and what LAW gave the executive branch this authority?

Q: What will BPA as an employer do with information furnished through “mandated attestation of vaccine status”? Where will the information go, please provide process diagram or policy etc.?

Q: What certifications/authority does BPA as an employer hold regarding personal health information resulting from “mandated attestation of vaccine status”?

Q: What capacity is BPA as an employer operating as before, currently and after “mandate of attestation of vaccine status”? Is BPA through EO 14043 acting as a medical provider to me in requiring attestation of vaccination against covid-19?

Q: What individual employee at BPA is responsible for personal health information furnished through “mandate of attestation of vaccine status”? Please provide a full list of staff names and contact information of anyone handling my PII for mandated attestation of vaccine status.

Q: What policies and procedures are in place for failure of not providing personal health information through “mandated attestation of vaccine status”? Please provide the BPA policy and procedures for disciplinary actions up to and including removal or termination from Federal service.

Q: What is the professional qualification of the person, individual or team that conducts analysis and verification of results furnished through “mandated attestation of vaccine status”? Please provide the actual DOE/OMB/DOJ guidance regarding proof of vaccination.

Q: What has changed in my personal employment agreement with BPA since Robin Furrer stated that employees are now “mandated to attest to vaccination status”? On what day and time was consideration bargained and or agreed to between President Joe Biden/BPA and I in the modification of my terms of employment?

Q: Please provide meeting notes and contract as signed by me and all relevant parties to the employment agreement.

Q: What language or terms exist in any employment agreement between me and BPA/President Joe Biden that require mandatory disclosure or performance in completing “mandated attestation of vaccine status”?

Q: Is EO 14043 an order from Joe Biden to disclose vaccination status?

All the best,

(b) (6)

[Redacted text block containing several lines of blacked-out information]

From: Capps,Stephan A (BPA) - NW-1

Sent: Wed Sep 29 10:18:20 2021

To: Hall, Lee J (BPA) - PES-6; Leady Jr, William J (BPA) - K-7

Subject: RE: Proposed email to FO Team (0800 meeting)

Importance: Normal

...send.....

**From:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Sent:** Wednesday, September 29, 2021 10:17 AM

**To:** Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Subject:** Proposed email to FO Team (0800 meeting)

*Thoughts? Ok to send?*

**DRAFT**

Subject: Recap of key Takeaways from Transition Meeting

Good morning – For your reference, here is a short recap of “key takeaways” from our meeting this morning. If you have any questions, please do not hesitate to contact us.

Thanks – Lee, Steve and Bill

Key Takeaways:

ü Transmission (TO and TF) and Power contingency planning – Transition update tomorrow with Policy Group

ü RA processing and progressive discipline – significant ‘standardization & consistency’ across the Federal government, details pending

ü DOE’s MyEnergy fix (attestation) and upgrade (accept vaccine documentation) are key to BPA but delivery dates are uncertain

ü Working with Communications on messaging to reassure employees concerned about technical glitches with MyEnergy

**From:** Zimmerman,Nita M (BPA) - B-3

**Sent:** Mon Sep 27 08:27:51 2021

**To:** Cobb,Carrie L (BPA) - BD-3; Muthu.Prabu (BPA) - BA-3; Mace,Allison R (BPA) - BD-3; Dibble,Rachel L (BPA) - B-3

**Subject:** FW: Vaccination messages

**Importance:** Normal

**Attachments:** Contingency Chat.txt; Contingency.pdf

Do Not Forward!!!!

(b) (5)



CFTE, they are still working through how to get information. Same applies...if you want to share, you can.

**From:** Sigo,Jacob L (BPA) - K-7 <jlsigo@bpa.gov>

**Sent:** Friday, September 24, 2021 4:41 PM

**To:** Alders,Kyna L (BPA) - K-7 <klalders@bpa.gov>; Cook,Joel D (BPA) - K-7 <jdcook@bpa.gov>;



Zimmerman, Nita M (BPA) - B-3 <nmzimmerman@bpa.gov>  
**Subject:** RE: Vaccination messages

Question from today with Power (verbally, not in chat) were:

For those employees who pursue Reasonable Accommodation regarding vaccination, how long will that process take for RA to make a determination?

Can we get temporary authorization for recruiting and get that paperwork ready so it can be ready to submit in the event that we lose some folks?

Will executives or managers have access to know who has complied and who hasn't?

Chat from Transmission, along with Joel's talking points are attached here.

Thanks,

**Jacob Sigo | Executive Associate Officer**

Executive Associate to the Chief Operating Officer

Office: (503) 230-3369 / Cell: [REDACTED] (b) (6)

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov)

Facebook-Icon\_31x31\_v3Flickr-Icon\_31x31Instagram-Icon\_31x31LinkedIn-Icon\_31x31Twitter\_31x31YouTube\_31x31

**From:** Alders, Kyna L (BPA) - K-7 <klalders@bpa.gov>

**Sent:** Friday, September 24, 2021 3:27 PM

**To:** Cook, Joel D (BPA) - K-7 <jdcook@bpa.gov>; Zimmerman, Nita M (BPA) - B-3 <nmzimmerman@bpa.gov>

**Cc:** Sigo, Jacob L (BPA) - K-7 <jlsigo@bpa.gov>

**Subject:** RE: Vaccination messages

Jacob,

Did you capture the chat. I lost all my notes from today when I swapped computers.

Kyna

**Kyna Alders** (she/her)

Deputy Chief Operating Officer

Bonneville Power Administration

Phone: 503-230-5971 / Cell: (b) (6) [REDACTED]

**From:** Cook,Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>

**Sent:** Friday, September 24, 2021 3:17 PM

**To:** Zimmerman,Nita M (BPA) - B-3 <[nmzimmerman@bpa.gov](mailto:nmzimmerman@bpa.gov)>

**Cc:** Alders,Kyna L (BPA) - K-7 <[klalders@bpa.gov](mailto:klalders@bpa.gov)>; Sigo,Jacob L (BPA) - K-7 <[jsigo@bpa.gov](mailto:jsigo@bpa.gov)>

**Subject:** RE: Vaccination messages

Yes,

Kyna or Jacob can you send Nita the chat questions and answers as well as my talking point please.

Thanks

**From:** Zimmerman, Nita M (BPA) - B-3 <[nmzimmerman@bpa.gov](mailto:nmzimmerman@bpa.gov)>

**Sent:** Friday, September 24, 2021 2:27 PM

**To:** Cook, Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>

**Subject:** Vaccination messages

Are there any messages you can share from your Transmission and Power conversations around the vaccine requirement?

**Nita Zimmerman**

Chief Business Transformation Officer

**Bonneville Power Administration**

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## Contingency Planning

- Attestation now mandatory [by 9/24], at this point we only have information on attestation information which may or may not be accurate.
  - Lee's email to executive team noted 600+ who haven't filled out attestation
  - Managers will hear who on their team has not completed the attestation
- Work ongoing to provide proof of vaccination which will be more reliable/useful than attestation.
  - Lee's email said we could see a process for that by next week
- What is likely to happen 11/22. Like most things, we are not sure, this is what we do know:
  - OPM/OMB/DOE is expected to release government-wide guidance "to include the progressive level of discipline" (from Terri Lee's email)
  - Progressive discipline means the agency goes through progressive steps in order to allow the employee to comply. This could be up to Termination, but even then the employee has at least 30 days before the effective date of termination. The ultimate goal is to gain compliance before termination is necessary, but again we will need to wait on the specific guidance.

We need to start thinking now about how we staff functions if employees choose to not vaccinate and we begin the termination process/progressive steps.

The Safer Federal Workforce website has a lot good information to review and may address some of your questions.

<https://www.saferfederalworkforce.gov/>

Open discussion

**From:** Cook,Joel D (BPA) - K-7  
**Sent:** Thu Sep 23 11:55:07 2021  
**To:** Alders,Kyna L (BPA) - K-7  
**Subject:** FW: Progressive disciple - Nov 22  
**Importance:** Normal

The top part is my message and agenda

Thanks

**From:** Cook,Joel D (BPA) - K-7  
**Sent:** Thursday, September 23, 2021 11:53 AM  
**To:** Hairston,John L (BPA) - A-7 <jlhairston@bpa.gov>; Furrer,Robin R (BPA) - N-7 <rrfurrer@bpa.gov>; James,Daniel M (BPA) - D-7 <dmjames@bpa.gov>  
**Subject:** FW: Progressive disciple - Nov 22

My Contingency Planning message to my team today and tommorrow.

- Attestation now mandatory, at this point we only have information on attestation information which may or may not be accurate.
- Work ongoing to provide proof of vaccination which will be more reliable/useful than attestation.
- What is likely to happen 11/22. Like most things, we are not sure, this is what we do know:

OPM/OMB/DOE is expected to release government-wide guidance 'to include the progressive level of discipline" (from Terri Lee's email)

Progressive discipline means the agency goes through progressive steps in order to allow the employee to comply. This could be up to Termination, but even then the employee has at least 30 days before the effective date of termination. The ultimate goal is to gain compliance before termination is necessary, but again we will need to wait on the specific guidance.

We need to start thinking now about how we staff functions if employees choose to not vaccinate and we begin the termination process/progressive steps.

Open discussion

**From:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>

**Sent:** Thursday, September 23, 2021 11:27 AM

**To:** Cook, Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>

**Cc:** Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** Progressive discipline - Nov 22

Joel,

What will happen on Nov 22? Like most things, we are not sure, this is what we do know:

- OPM/OMB/DOE is expected to release government-wide guidance ‘to include the progressive level of discipline’ (from Terri Lee’s email)
- Progressive discipline means the agency goes through progressive steps in order to allow the employee to comply. This could be up to Termination, but even then the employee has at least 30 days before the effective date of termination. The ultimate goal is to gain compliance before termination is necessary, but again we will need to wait on the specific guidance.

I talked with LR (James Mosley) this morning

- At this point progression discipline is a mere suggestion from OMB, therefore we do not know what it will be. James noted that during the Anthrax time, the Agency (DoD, not DOE) could and did proceed with a Termination up front, and these action were sustained before a third party. (worst case)
- OPM may provide general or specific guidance of what the progressive steps will be (this is unknown at this time)
- OPM’s guidance could state that we just give the employees a warning to start, but again we just don’t know.
- We may or may not have agency level discretion on how we apply progressive discipline (unknown at the time)

Sorry, lots of unknowns at this point



Bill,

---

**Terri Lee email (Sept 21)**

“With regards to reasonable accommodations, we <DOE> are working with GC to develop a process as we wait for OPM to update and release the government-wide guidance, anticipated for next week, to include the progressive level of discipline. (Note next week is the week of Sept 27<sup>th</sup> )

[Vaccinations | Safer Federal Workforce](#)

**Q: What steps may an agency take if a Federal employee refuses to be vaccinated or provide proof of vaccination?**

A: As an initial matter, an agency should provide employees with information regarding [the benefits of vaccination](#) and [ways to obtain the vaccine](#). If the individual continues to refuse to be vaccinated or provide proof of vaccination, the agency should pursue disciplinary measures, up to and including removal from Federal service. In pursuing any adverse action, the agency must provide the required procedural rights to an employee and follow normal processes, including any agency policies or collective bargaining agreement requirements concerning disciplinary matters. Employees should not be placed on administrative leave while pursuing an adverse action for refusal to be vaccinated, but will be required to follow safety protocols for employees who are not fully vaccinated when reporting to agency worksites.

An agency should follow a different process if the employee claims a legally required exception as the reason for

not being vaccinated or providing proof of vaccination. In that case, an agency should follow its ordinary process to review and consider what, if any, reasonable accommodation it must offer. All agency personnel designated to receive requests for reasonable accommodations should know how to handle requests consistent with any Federal employment nondiscrimination laws that may apply. If the employee's request for an accommodation is denied, and the employee does not comply with the vaccination requirement, the agency may pursue disciplinary action, up to and including removal from Federal service.

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)

**From:** Cook,Jeffrey W (BPA) - TP-DITT-2

**Sent:** Mon Sep 27 11:30:10 2021

**To:** Kitali,Salah H (BPA) - TP-DITT-2

**Subject:** RE: For awareness

**Importance:** Normal

Yes WOW

Jeffrey W. Cook, PE

VP Transmission Planning and Asset Management

Bonneville Power Administration

360-418-8981

(b) (6) (cell)

**From:** Kitali,Salah H (BPA) - TP-DITT-2 <shkitali@bpa.gov>

**Sent:** Monday, September 27, 2021 11:27 AM

**To:** Cook,Jeffrey W (BPA) - TP-DITT-2 <jwcook@bpa.gov>

**Subject:** RE: For awareness

WOW!

**From:** Cook, Jeffrey W (BPA) - TP-DITT-2 <[jwcook@bpa.gov](mailto:jwcook@bpa.gov)>  
**Sent:** Monday, September 27, 2021 11:04 AM  
**To:** Kitali, Salah H (BPA) - TP-DITT-2 <[shkitali@bpa.gov](mailto:shkitali@bpa.gov)>  
**Subject:** FW: For awareness

Could not remember if I sent this to you or not but we discussed on the session with Kelly

Jeffrey W. Cook, PE

VP Transmission Planning and Asset Management

Bonneville Power Administration

360-418-8981

(b) (6) (cell)

**From:** Johnson, Kelly G (BPA) - TPC-TPP-4 <[kgjohnson@bpa.gov](mailto:kgjohnson@bpa.gov)>  
**Sent:** Tuesday, September 21, 2021 4:00 PM  
**To:** Cook, Jeffrey W (BPA) - TP-DITT-2 <[jwcook@bpa.gov](mailto:jwcook@bpa.gov)>  
**Subject:** For awareness

This needs to be confidential. The new vaccine mandate is going to create some challenges as you are aware. Obviously there are a lot of questions about the RA process now. The TPC supervisor team took the new training and we went over it at this past Monday's team meeting.

(b) (5), (b) (6)

I'm also attaching a sample of the communications each supervisor had sent to their respective teams. This one was Kevlyn's but they used this as a template. Employee relations applauded how we have been messaging this as we discussed what we had been doing.

(b) (5), (b) (6)

(b) (5), (b) (6)

(b) (5), (b) (5)

A large rectangular area of the document is completely redacted with a solid black fill.

Anyway, I assumed it was only a matter of time before you got this email or versions of it via other forums and wanted to get ahead of it. We are going strictly by the book. We are not responding in any way to the email.

(b) (5), (b) (6)

A large rectangular area of the document is completely redacted with a solid black fill.

Thanks for always listening Jeff

Kelly

From: Baskerville, Sonya L (BPA) - AIN-WASH

Sent: Wed Sep 29 16:43:16 2021

To: Furrer, Robin R (BPA) - N-7; Chong Tim, Marcus H (BPA) - L-7

Subject: Fwd: RE: Updated COVID Safety Policies

Importance: Normal

FYI

Sonya Baskerville  
BPA National Relations

(b) (6) m

----- Forwarded message -----

From: "Lee, Terri" <terri.lee@hq.doe.gov>

Date: Sep 28, 2021 6:30 PM

Subject: RE: Updated COVID Safety Policies

To: "Wech, Michael S" <mike.wech@swpa.gov>, "Hobbs, Virgil" <Virgil.Hobbs@Sepa.doe.gov>, "LeBeau, Tracey" <lebeau@wapa.gov>, "Hairston, John L (BPA) - A-7" <jlhairston@bpa.gov>, "Smith, Barbara L" <barbara.smith@swpa.gov>, "Thompson, Dionne E" <dthompson@wapa.gov>, "Baskerville, Sonya L (BPA) - DIN-WASH" <slbaskerville@bpa.gov>, "Tyer, Katherine M" <tyer@wapa.gov>

Cc: "Hoffman, Patricia" <pat.hoffman@hq.doe.gov>, "Muse, Whitney" <whitney.muse@hq.doe.gov>, "Leady Jr, William J (BPA) - K-7" <wjleady@bpa.gov>, "Hall, Lee J (BPA) - PES-6" <ljhall@bpa.gov>, "Capps, Stephan A (BPA) - NW-1" <sacapps@bpa.gov>, "Fickes, Anne Macron (BPA) - NH-1" <acmacron@bpa.gov>, "Laylo, Sarah M (BPA) - NN-1" <smlaylo@bpa.gov>, "Rodgers, Jennifer R" <jrodgers@wapa.gov>, "Ardis, Melissa H" <ardis@wapa.gov>, "Brown Shute, Theresa" <theresa.brownshute@hq.doe.gov>, "Lyles, Chris J" <lyles@wapa.gov>

Good afternoon/evening everyone,

I don't have any new breaking information but will give you an update on the progress with some of the key ongoing activities to help inform your planning. As a reminder, any or all of this is subject to change and therefore I kindly ask that you do not share with staff until it's been officially released by HC, MA or through a DOECAST.

1. Attestation – The OCIO continues to address the technical glitches, mostly with the system not recognizing unique emails. We know many of the names on the list you received last week from Erin Moore may be incorrect. MyEnergy seems to be having problems recognizing many of the PMA email addresses. We are in the process of manually cross checking PMA employee names with what was submitted in the attestation system. HC plans to provide an updated attestation report to each organization by the end of this week. This second round should include data on vaccination status.
2. Validation of Vaccination – The OCIO hopes to have the additional functionality to verify vaccination and the capability to track the reasonable accommodation process ready for review the end of this week. Once we are able to upload vaccine cards, we will have our DOE response team review all documentations to ensure they meet all the requirements. This will be a major undertaking that will require some time to validate.
3. Reasonable accommodations – (b) (5) [REDACTED]



(b) (5) [Redacted]

4. Progressive Discipline -- (b) (5) [Redacted]

5. Amending Contracts -- (b) (5) [Redacted]

6. External Communications – We are pulling together a communications package for PA and CI to use in response to external questions regarding DOE’s plans on vaccination.

7. Guidance for Visitors – DOE will soon release the memo from the Deputy Secretary on the policy for visitors to

DOE facilities.

If you have any questions, please don't hesitate to send them my way.

Regards,

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Tuesday, September 21, 2021 4:02 PM

**To:** Wech, Michael S <mike.wech@swpa.gov>; Hobbs, Virgil <Virgil.Hobbs@Sepa.doe.gov>; LeBeau, Tracey <lebeau@wapa.gov>; Hairston, John L <jlhairston@bpa.gov>; Smith, Barbara L <barbara.smith@swpa.gov>; Thompson, Dionne E <dthompson@wapa.gov>; Baskerville, Sonya L <sbaskerville@bpa.gov>; Tyler, Katherine M <tyer@wapa.gov>

**Cc:** Hoffman, Patricia <Pat.Hoffman@hq.doe.gov>; Muse, Whitney <whitney.muse@hq.doe.gov>; Leady, William J <wjleady@bpa.gov>; Hall, Lee J <ljhall@bpa.gov>; Capps, Stephan A <sacapps@bpa.gov>; Fickes, Anne Macron <acmacron@bpa.gov>; Laylo, Sarah M <smlaylo@bpa.gov>; Rodgers, Jennifer R <jrodgers@wapa.gov>; Ardis, Melissa H <ardis@wapa.gov>; Brown Shute, Theresa <Theresa.BrownShute@hq.doe.gov>; Lyles, Chris J <lyles@wapa.gov>

**Subject:** RE: Updated COVID Safety Policies

Hi Everyone,

In addition to today's attached DOECAST regarding the vaccination mandate, I'd like to provide you more insight on the developments. First, we continue to work with DOE's OCIO to enhance the capabilities/functionalities of the MyEnergy.gov system to comply with confirmation of vaccination by enabling all DOE federal employees to upload their vaccination card as well as include other information related to the reasonable accommodation process. All federal agencies, including DOE are required to submit their first report on vaccination status tomorrow and with regular updates to follow.

With regards to reasonable accommodations, (b) (5)

(b) (5)

DOE recently decided that we will not be using MyEnergy.gov to collect attestations from site support service contractors due to the technical complexity. They will be treated like visitors where they will have to attest and show proof of vaccination or a negative test before they can enter the building. A memo is being drafted on the process for managing visitors which we anticipate to be released soon.

(b) (5)

Lastly, HC plans to send out to each DOE organization tomorrow a list of their employees that have not yet attested.

As in all updates, more details are to come as we continue to work through the details on implementation and administration of President Biden's Executive Order.

Please continue to send me any questions you have and I'll try to answer the ones I can as soon as I can.

Best,

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Wednesday, September 15, 2021 11:42 AM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyler, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jrodgers@wapa.gov](mailto:jrodgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Good morning,

As you all know, the President signed the Executive Order on September 9<sup>th</sup> that mandates COVID-19 vaccination for federal executive branch employees. The Safer Federal Workforce Task Force is tasked to provide an implementation framework within seven days from September 9. As of yesterday below is what I'm aware of but as like every update there are many other details to follow.

1. The OCIO is actively and expeditiously working to provide access to DOE's attestation data contained in MyEnergy. Notifications to staff identified for access will be made once the system is available. As a reminder, staff can update their attestation at any time.
2. November 22 is the deadline for all federal employees to be "fully" vaccinated. Walking back from that date, the last shot of two (Pfizer & Moderna) and the one shot for J&J, will have to be administered by Nov. 8 to allow for the two weeks for the vaccine to be effective. You can find more details from the latest updated COVID-19

guidance here, [Protecting the Federal Workforce During the COVID-19 Pandemic | Safer Federal Workforce.](#)

3. For clarity, DOE will not need to have a COVID testing program due to the vaccine mandate.

4. (b) (5)

5. We are working to draft a DOECAST which we hope will be released this week/early next week explaining the vaccine mandate for all federal employees. I (b) (5)

Details on this process are to follow.

As like you, we in the DOE COVID Coordination Team have a lot of questions, and we have and will continue to raise them with OMB and the DOE leadership. Please don't hesitate to share your questions and I will try to answer the ones I can and bring the others that I can't to other's attention.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

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Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Tuesday, September 7, 2021 2:53 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyler, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

This is a quick update for the week as of today.



Regarding the September 20<sup>th</sup> deadline, consider that as a marker towards the October 18<sup>th</sup> date when all sites will need to have their testing plan ready to use (for the interim until the nation-wide federal plan is rolled out). Therefore, you are not expected to have a plan completed by September 20<sup>th</sup>.

Between now and October 18, we're asking the sites to think through any potential gaps that will need to be addressed. As I noted last Thursday, you are welcome to use the DOE HQ's plan when it's released later this month and tailor it to your needs. This hopefully can lessen the burden for you have to create something from whole cloth for temporary use. In the meantime, one thing you can research if you haven't done so already is identify testing sites close to your work locations. I know there are locations in the DC Metropolitan area that offer free testing as well. I understand availability of testing varies widely across the country and are limited in remote places. According to the Safer Workplace FAQs, "In most circumstances, agencies should authorize employees to take no more than one hour to travel to the testing site, complete testing, and return to work. Agencies should require employees taking longer than one hour to document the reasons for the additional time."

While many details regarding testing continue to be fleshed out, (b) (5) I've alerted the CFO and DOE's COVID Coordination Team about your non-reimbursable restrictions and they are looking into how to resolve the issue, if in fact it is an issue.

Lastly, your office should have received a request from the CHCO last week confirming the names of the few staff that will be given access to the attestation data on MyEnergy. If this has not happened, please reach out to your HC POC. Once you have insight on the numbers, the data will help inform your testing and management plans.

As always, please don't hesitate to reach out if you have any questions.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

██████████ (03) 155 ██████████

**From:** Lee, Terri

**Sent:** Thursday, September 2, 2021 7:06 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[sibaskerville@bpa.gov](mailto:sibaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone,

I wanted to provide a little more clarity on my message from yesterday as well as from today's noon COVID office hour call.

(b) (5)



As you are thinking through how to put in place your specific testing plan, you may want to consider using the DOE

HQ's plan as a starting point so you don't need to create one from scratch (b) (5) [REDACTED]  
[REDACTED] Once that's available, you're welcome to use that as a model with the ability to adjust specific to each of your site(s). I'll keep you posted on DOE's progress and timing.

Also from today's call, October 18<sup>th</sup> is the date in which OMB has identified that all agencies will need to implement their testing plan. Between that date and until OMB puts in place the nation-wide program that we can all use free of charge, all federal and site support service contractors will be reimbursed for their weekly test through a system that the CFO is in the process of putting in place. However, once the government-wide contract is effective, it will only cover federal employees and not our site support service contractors. This is what we're calling the "interim" step leading up to the nation-wide program.

Things continue to be fluid with many different moving parts. As such, everything is subject to change. For now, this is where we're heading.

As always, don't hesitate send me your questions.

Have a good evening.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Wednesday, September 1, 2021 3:23 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Good Afternoon Everyone,

This is my weekly update. To start off, I believe your HCAs (Heads of Contracting Activities) received (attached) a signed memo from John Bashista, DOE's Senior Procurement Executive and Keith Hamilton, NNSA's Senior Procurement Executive, setting forth the requirement for DOE and NNSA HCAs to direct their Contracting Officers (COs) to send letters using the attached template (attached) to Support Service Contractors (SSC) who have employees that work on any DOE/NNSA site or in any DOE/NNSA controlled facility. The template provides information on the DOE/NNSA COVID-19 vaccination attestation process for onsite SSC and their employees. Separate guidance was provided for Management and Operating (M&O) and Major Site and Facility Contractors.

This guidance implements the Administration's Safer Federal Workforce Task Force issued COVID-19 Workplace Safety: Agency Model Safety Principles (Agency Model Safety Principles or AMSP) which was issued on July 29, 2021. The AMSP directs agencies to ask about the vaccination status of Federal employees, contractor employees, and visitors to Federal buildings and sites and requires that respondents attest to the truthfulness of their response. Further information regarding testing requirements will be provided by the Contracting Officer.

I'm told that additional FAQs regarding contractors will be forthcoming and I will share those once released.

In addition, we were informed by the OMB Task Force that all agencies should begin COVID-19 testing starting September 20<sup>th</sup>. This does not mean all testing is required starting September 20<sup>th</sup> but more so to have a plan in place for testing (b) (5) ██████████ ██████████ ██████████. However, given the diversity of the DOE complex, each site has a range of flexibility on how they plan to implement their testing program. If you haven't already, please start developing your implementation plan for how your site(s) will manage testing. As a reminder, those that do not respond to the vaccination attestation will be

treated as unvaccinated and will be required to be tested. I want to emphasize that there is no federal mandate for vaccination and therefore vaccination is not a condition of employment.

As the guidance states, the federal government will be paying for testing for all federal employees. The CFO is in the process of developing guidance for reimbursement, including how that will work for the PMAs.

If you'd like assistance in developing your site testing plan, please let me know and I can pull a few people together from the EM, NNSA and SC sites that have experience due to their existing COVID testing program recently developed or developed in the earlier days of the pandemic.

As always, please don't hesitate to send me any questions you may have.

Best,

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

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Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Wednesday, August 25, 2021 2:15 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyler, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone,



For a quick update, the Secretary's Townhall is being moved from what was planned for tomorrow to Friday, 8/27/21, 2:30 pm – 3:45 pm. This is subject to change like all things related to COVID right now.

Due to procurement sensitivities and to avoid getting ahead of the process, I'm not going to go into any details but I do however want to make you aware that our COVID Coordination Team is working with DOE's and NNSA's HCAs (Head of Contracting Agency), John Bashista and Keith Hamilton respectively, as well as other contracting experts in DOE's programs to develop guidance for contractors (M&Os, prime & site support service) regarding vaccinations. Juston Fontaine may likely touch on this at his standing Thursday noon office hours, which many of you call in for. Don't hesitate to ask questions at that time and as always you can send questions to me as they come up.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

██████████ (b) (6) ██████████

**From:** Lee, Terri

**Sent:** Tuesday, August 17, 2021 5:01 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

For your awareness, there are no new guidance from OMB as of today. I'm providing below a quick update on planned DOE announcements later this week.

1. DOE's electronic system for vaccination attestation for federal and onsite support service contractors is targeted to be operational this Friday, August 20.
2. We are working on finalizing instructions for visitors to fill out the attestation forms.
3. DOE's Procurement Office is currently drafting guidance that will be sent to the M&Os (date TBD) on how to

manage the attestation process.

4. A DOECAST will be released this Friday announcing the Secretary's Townhall scheduled for next Thursday, August 26, at 11:00 am EST, with a focus on the attestation guidance. The message will also include the updated Safety Protocol Plan.

(b) (5)

That's all I know as of today. Please let me know if you have any questions.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

██████████ (b) (6) ██████████

**From:** Lee, Terri

**Sent:** Thursday, August 12, 2021 1:23 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[sibaskerville@bpa.gov](mailto:sibaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

To All:

To follow-up from today's "COVID Office Hour" meeting regarding testing, Todd Shrader from EM has shared (attached) their West Valley site employee testing approach for your consideration as you plan to implement testing at your site(s). West Valley is scheduled to institute the program starting Monday. At West Valley, there are about 100 workers who will fall under this program. The cost of the tests are about \$25 a piece with some additional program administration costs.

The attached presentation is a high level summary. If anyone wants more detailed information, Todd and I can get the right people connected.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

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Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri <[terri.lee@hq.doe.gov](mailto:terri.lee@hq.doe.gov)>

**Sent:** Tuesday, August 10, 2021 9:06 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[pat.hoffman@hq.doe.gov](mailto:pat.hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[theresa.brownshute@hq.doe.gov](mailto:theresa.brownshute@hq.doe.gov)>

**Subject:** Re: Updated OMB COVID Safety Policies

Apologies for the additional email but I thought it was important to share the latest information I received today regarding the attestation process. Please know that no DOE final decisions have been made since we're still working through the technical and administrative details and therefore what I describe below is subject to change. Our hope to be able to put something in place very soon, likely sometime next week, maybe sooner if all the stars align.

We are in the process of working with our CIO office to determine the best IT system approach to automate the attestation process. One that may be the most feasible is a SharePoint like system that the CIO has been developing to automate fillable forms for all federal staff to access and update when necessary. (b) (5)

Rather than each DOE program develop its own process, all DOE federal and support service contractor staff will be given access to the system once a decision is made on which system DOE will use.

As for outside visitors to a DOE facility, the form will be made available on the DOE website and at the front desk of the DOE check-in. The visitor will be responsible for filling out the form and keeping it with them during their visit if asked for verification. The visitor will also be responsible for disposing of the form. DOE will not be collecting the information. The DOE program host will be responsible for informing the visitor(s) of the process. This process will have to be followed by each visitor for every visit.

With regards to COVID testing, (b) (5) I'll share the information once it's available. It should not be a surprise to anyone that we are not permitted to implement our re-entry plan until the details of the testing protocols have been established. As such, the re-entry plan continues to be hold until all details have been worked out.

Our DOE COVID Coordination Team is working to update and release shortly the Safety Protocol Plan to reflect much of these and other changes, including the removal of the 25% occupancy restriction. We originally had planned to release it with the re-entry plan. Given the delay due to these policy changes, we believe it's necessary to separate the two documents in order provide everyone the latest Safety Protocol Plan as soon as possible.

Please do not hesitate to send me any questions you may have. I will answer those that I can and maintain a list of those unanswered until further information is available for me to respond or be included in future updates to our FAQs.

Thank you and good evening.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Mona-Lisa Bloomfield

Executive Assistant



(202) 586-8121 (O)

██████████ (b) (6) ██████████ (C)

**From:** "Lee, Terri" <[terri.lee@hq.doe.gov](mailto:terri.lee@hq.doe.gov)>

**Date:** Monday, August 9, 2021 at 5:23 PM

**To:** "Wech, Michael S" <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>, "Hobbs, Virgil" <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>, "LeBeau, Tracey" <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>, "Hairston, John L" <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>, "Smith, Barbara L" <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>, "Thompson, Dionne E" <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>, "Baskerville, Sonya L" <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>, "Tyer, Katherine M" <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Pat Hoffman <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>, "Muse, Whitney" <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>, "Leady, William J" <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>, "Hall, Lee J" <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>, "Capps, Stephan A" <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>, "Fickes, Anne Macron" <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>, "Laylo, Sarah M" <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>, "Rodgers, Jennifer R" <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>, "Ardis, Melissa H" <[ardis@wapa.gov](mailto:ardis@wapa.gov)>, "Brown Shute, Theresa" <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone:

Last Friday the Safer Federal Workforce Task Force published the new Frequently Asked Questions (FAQs) related to [vaccination attestation](https://www.saferfederalworkforce.gov/new/) that you can find here: <https://www.saferfederalworkforce.gov/new/>. We will be working to update the DOE Safety Plan consistent with the new process. In the meantime, you can begin to update your site plans accordingly. I'm sure you'll have questions that we may or may not be able to answer right now but please share them so that we can work to address them as soon as possible.

As of now, there are no details regards the process for testing. I'll share them once they're made available.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

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Executive Assistant

Mona-Lisa Bloomfield

██████████ (0015) ██████████

**From:** Lee, Terri

**Sent:** Tuesday, August 3, 2021 12:41 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>

**Subject:** Updated OMB COVID Safety Policies

Hi Everyone,

Attached for your reference is the updated safety protocols from OMB from last week if you or your staff have not seen them yet. I want to point out that we are waiting for OMB guidance on the process for executing some of the new policies, particularly ones regarding vaccination verification and testing. We will update the DOE guidance consistent with OMB's direction once it's made available. In the meantime, we remain on maximum telework and continue to follow the May 24, 2021 DOE COVID Safety Plan in addition to last week's mask wearing update. You can find all of this information on the DOE Powerpedia, <https://powerpedia.energy.gov/wiki/Portal:COVID-19>.

As a reminder, the updated mask mandate is not a blanket mandate. For those vaccinated, masks are only required in high transmission areas. Please use the CDC guidelines to determine areas of high transmission. If you have neighboring areas where one has high transmission and the other has moderate transmission, and the majority of those workers come to the same work site, err on the conservative side.

Also, the re-entry plan is on hold until the process to implement the new protocols announced last Thursday are put in place.

Lastly, if you have any questions regarding federal COVID safety protocols versus local or state level protocols, please let me know and I can schedule a meeting with GC and our COVID Coordinating Team to resolve the issue.

As always, please don't hesitate to reach out to me if you have any other questions.

Thank you. Take care and stay safe.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

██████████ (b) (6) ██████████

**From:** Furrer,Robin R (BPA) - N-7

**Sent:** Tue Sep 28 18:21:20 2021

**To:** Capps,Stephan A (BPA) - NW-1

**Subject:** RE: Updated COVID Safety Policies

**Importance:** Normal

GAW! Ok, thx

**From:** Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>

**Sent:** Tuesday, September 28, 2021 3:38 PM

**To:** Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>

**Subject:** FW: Updated COVID Safety Policies

**From:** Lee, Terri <[terri.lee@hq.doe.gov](mailto:terri.lee@hq.doe.gov)>

**Sent:** Tuesday, September 28, 2021 3:31 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston,John L (BPA) - A-7 <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville,Sonya L (BPA) - DIN-WASH <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyler, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[pat.hoffman@hq.doe.gov](mailto:pat.hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M (BPA) - NN-1 <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[theresa.brownshute@hq.doe.gov](mailto:theresa.brownshute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>  
**Subject:** [EXTERNAL] RE: Updated COVID Safety Policies

Good afternoon/evening everyone,

I don't have any new breaking information but will give you an update on the progress with some of the key ongoing activities to help inform your planning. As a reminder, any or all of this is subject to change and therefore I kindly ask that you do not share with staff until it's been officially released by HC, MA or through a DOECAST.

(1) Attestation – The OCIO continues to address the technical glitches, mostly with the system not recognizing unique emails. We know many of the names on the list you received last week from Erin Moore may be incorrect. MyEnergy seems to be having problems recognizing many of the PMA email addresses. We are in the process of manually cross checking PMA employee names with what was submitted in the attestation system. HC plans to provide an updated attestation report to each organization by the end of this week. This second round should include data on vaccination status.

(2) Validation of Vaccination – The OCIO hopes to have the additional functionality to verify vaccination and the capability to track the reasonable accommodation process ready for review the end of this week. Once we are able to upload vaccine cards, we will have our DOE response team review all documentations to ensure they meet all the requirements. This will be a major undertaking that will require some time to validate.

(3) Reasonable accommodations –

(b) (5)

[Redacted text block]

(4) Progressive Discipline -- (b) (5)

[Redacted text block]

(5) Amending Contracts – (b) (5)

[Redacted text block]



(6) External Communications – We are pulling together a communications package for PA and CI to use in response to external questions regarding DOE’s plans on vaccination.

(7) Guidance for Visitors – DOE will soon release the memo from the Deputy Secretary on the policy for visitors to DOE facilities.

If you have any questions, please don’t hesitate to send them my way.

Regards,

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

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Executive Assistant

Mona-Lisa Bloomfield

██████████ (b) (6) ██████████

**From:** Lee, Terri

**Sent:** Tuesday, September 21, 2021 4:02 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>


**Subject:** RE: Updated COVID Safety Policies

Hi Everyone,

In addition to today's attached DOECAST regarding the vaccination mandate, I'd like to provide you more insight

on the developments. First, we continue to work with DOE's OCIO to enhance the capabilities/functionalities of the MyEnergy.gov system to comply with confirmation of vaccination by enabling all DOE federal employees to upload their vaccination card as well as include other information related to the reasonable accommodation process. All federal agencies, including DOE are required to submit their first report on vaccination status tomorrow and with regular updates to follow.

With regards to reasonable accommodations, (b) (5)



DOE recently decided that we will not be using MyEnergy.gov to collect attestations from site support service contractors due to the technical complexity. They will be treated like visitors where they will have to attest and show proof of vaccination or a negative test before they can enter the building. A memo is being drafted on the process for managing visitors which we anticipate to be released soon.

(b) (5)



Lastly, HC plans to send out to each DOE organization tomorrow a list of their employees that have not yet attested.

As in all updates, more details are to come as we continue to work through the details on implementation and administration of President Biden's Executive Order.

Please continue to send me any questions you have and I'll try to answer the ones I can as soon as I can.

Best,

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

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(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Wednesday, September 15, 2021 11:42 AM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Good morning,

As you all know, the President signed the Executive Order on September 9<sup>th</sup> that mandates COVID-19 vaccination for federal executive branch employees. The Safer Federal Workforce Task Force is tasked to provide an implementation framework within seven days from September 9. As of yesterday below is what I'm aware of but as like every update there are many other details to follow.

(1) The OCIO is actively and expeditiously working to provide access to DOE's attestation data contained in MyEnergy. Notifications to staff identified for access will be made once the system is available. As a reminder, staff can update their attestation at any time.


(2) November 22 is the deadline for all federal employees to be "fully" vaccinated. Walking back from that date, the last shot of two (Pfizer & Moderna) and the one shot for J&J, will have to be administered by Nov. 8 to allow for the two weeks for the vaccine to be effective. You can find more details from the latest updated COVID-19 guidance here, [Protecting the Federal Workforce During the COVID-19 Pandemic | Safer Federal Workforce](#).

(3) For clarity, DOE will not need to have a COVID testing program due to the vaccine mandate.

(4) (b) (5)



(5) We are working to draft a DOECAST which we hope will be released this week/early next week explaining the vaccine mandate for all federal employees. (b) (5)



As like you, we in the DOE COVID Coordination Team have a lot of questions, and we have and will continue to raise them with OMB and the DOE leadership. Please don't hesitate to share your questions and I will try to answer the ones I can and bring the others that I can't to other's attention.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

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Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Tuesday, September 7, 2021 2:53 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[sibaskerville@bpa.gov](mailto:sibaskerville@bpa.gov)>; Tyer, Katherine M

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**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wileady@bpa.gov](mailto:wileady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

This is a quick update for the week as of today.

Regarding the September 20<sup>th</sup> deadline, consider that as a marker towards the October 18<sup>th</sup> date when all sites will need to have their testing plan ready to use (for the interim until the nation-wide federal plan is rolled out). Therefore, you are not expected to have a plan completed by September 20<sup>th</sup>.

Between now and October 18, we're asking the sites to think through any potential gaps that will need to be addressed. As I noted last Thursday, you are welcome to use the DOE HQ's plan when it's released later this month and tailor it to your needs. This hopefully can lessen the burden for you have to create something from whole cloth for temporary use. In the meantime, one thing you can research if you haven't done so already is identify testing sites close to your work locations. I know there are locations in the DC Metropolitan area that offer free testing as well. I understand availability of testing varies widely across the country and are limited in remote places. According to the Safer Workplace FAQs, "In most circumstances, agencies should authorize employees to take no more than one hour to travel to the testing site, complete testing, and return to work. Agencies should require employees taking longer than one hour to document the reasons for the additional time."

While many details regarding testing continue to be fleshed out, (b) (5)



(b) (5)

I've alerted the CFO and DOE's COVID Coordination Team about your non-reimbursable restrictions and they are looking into how to resolve the issue, if in fact it is an issue.

Lastly, your office should have received a request from the CHCO last week confirming the names of the few staff that will be given access to the attestation data on MyEnergy. If this has not happened, please reach out to your HC POC. Once you have insight on the numbers, the data will help inform your testing and management plans.

As always, please don't hesitate to reach out if you have any questions.

Thank you.

Terri

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**Sent:** Thursday, September 2, 2021 7:06 PM

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**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jrodgers@wapa.gov](mailto:jrodgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone,

I wanted to provide a little more clarity on my message from yesterday as well as from today's noon COVID office

hour call.

(b) (5)

As you are thinking through how to put in place your specific testing plan, you may want to consider using the DOE HQ's plan as a starting point so you don't need to create one from scratch. (b) (5)  
Once that's available, you're welcome to use that as a model with the ability to adjust specific to each of your site(s). I'll keep you posted on DOE's progress and timing.

Also from today's call, October 18<sup>th</sup> is the date in which OMB has identified that all agencies will need to implement their testing plan. Between that date and until OMB puts in place the nation-wide program that we can all use free of charge, all federal and site support service contractors will be reimbursed for their weekly test through a system that the CFO is in the process of putting in place. However, once the government-wide contract is effective, it will only cover federal employees and not our site support service contractors. This is what we're calling the "interim" step leading up to the nation-wide program.

Things continue to be fluid with many different moving parts. As such, everything is subject to change. For now, this is where we're heading.

As always, don't hesitate send me your questions.

Have a good evening.

Terri

Terri Lee

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**Sent:** Wednesday, September 1, 2021 3:23 PM

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**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>  
**Subject:** RE: Updated OMB COVID Safety Policies

Good Afternoon Everyone,

This is my weekly update. To start off, I believe your HCAs (Heads of Contracting Activities) received (attached) a signed memo from John Bashista, DOE's Senior Procurement Executive and Keith Hamilton, NNSA's Senior Procurement Executive, setting forth the requirement for DOE and NNSA HCAs to direct their Contracting Officers (COs) to send letters using the attached template (attached) to Support Service Contractors (SSC) who have employees that work on any DOE/NNSA site or in any DOE/NNSA controlled facility. The template provides information on the DOE/NNSA COVID-19 vaccination attestation process for onsite SSC and their employees. Separate guidance was provided for Management and Operating (M&O) and Major Site and Facility Contractors.

This guidance implements the Administration's Safer Federal Workforce Task Force issued COVID-19 Workplace Safety: Agency Model Safety Principles (Agency Model Safety Principles or AMSP) which was issued on July 29, 2021. The AMSP directs agencies to ask about the vaccination status of Federal employees, contractor employees, and visitors to Federal buildings and sites and requires that respondents attest to the truthfulness of their response. Further information regarding testing requirements will be provided by the Contracting Officer.

I'm told that additional FAQs regarding contractors will be forthcoming and I will share those once released.

In addition, we were informed by the OMB Task Force that all agencies should begin COVID-19 testing starting September 20<sup>th</sup>. This does not mean all testing is required starting September 20<sup>th</sup> but more so to have a plan in place for testing. The DOE COVID Coordination Team plans to develop a framework/general guidelines for testing. However, given the diversity of the DOE complex, each site has a range of flexibility on how they plan to implement their testing program. If you haven't already, please start developing your implementation plan for how your site(s) will manage testing. As a reminder, those that do not respond to the vaccination attestation will be treated as unvaccinated and will be required to be tested. I want to emphasize that there is no federal mandate for vaccination and therefore vaccination is not a condition of employment.

As the guidance states, the federal government will be paying for testing for all federal employees. The CFO is in the process of developing guidance for reimbursement, including how that will work for the PMAs.

If you'd like assistance in developing your site testing plan, please let me know and I can pull a few people together from the EM, NNSA and SC sites that have experience due to their existing COVID testing program recently developed or developed in the earlier days of the pandemic.

As always, please don't hesitate to send me any questions you may have.

Best,

Terri

Terri Lee

Chief Operating Officer

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Mona-Lisa Bloomfield

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**Sent:** Wednesday, August 25, 2021 2:15 PM

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**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone,

For a quick update, the Secretary's Townhall is being moved from what was planned for tomorrow to Friday, 8/27/21, 2:30 pm – 3:45 pm. This is subject to change like all things related to COVID right now.

Due to procurement sensitivities and to avoid getting ahead of the process, I'm not going to go into any details but I do however want to make you aware that our COVID Coordination Team is working with DOE's and NNSA's HCAs (Head of Contracting Agency), John Bashista and Keith Hamilton respectively, as well as other contracting experts in DOE's programs to develop guidance for contractors (M&Os, prime & site support service) regarding vaccinations. Juston Fontaine may likely touch on this at his standing Thursday noon office hours, which many of you call in for. Don't hesitate to ask questions at that time and as always you can send questions to me as they come up.

Thank you.

Terri



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**Sent:** Tuesday, August 17, 2021 5:01 PM

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**Subject:** RE: Updated OMB COVID Safety Policies

For your awareness, there are no new guidance from OMB as of today. I'm providing below a quick update on planned DOE announcements later this week.

- (1) DOE's electronic system for vaccination attestation for federal and onsite support service contractors is targeted to be operational this Friday, August 20.
- (2) We are working on finalizing instructions for visitors to fill out the attestation forms.
- (3) DOE's Procurement Office is currently drafting guidance that will be sent to the M&Os (date TBD) on how to manage the attestation process.
- (4) A DOECAST will be released this Friday announcing the Secretary's Townhall scheduled for next Thursday, August 26, at 11:00 am EST, with a focus on the attestation guidance. The message will also include the updated Safety Protocol Plan.

(b) (5)



That's all I know as of today. Please let me know if you have any questions.

Thank you.

Terri

Terri Lee

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**Subject:** RE: Updated OMB COVID Safety Policies

To All:

To follow-up from today's "COVID Office Hour" meeting regarding testing, Todd Shrader from EM has shared (attached) their West Valley site employee testing approach for your consideration as you plan to implement testing at your site(s). West Valley is scheduled to institute the program starting Monday. At West Valley, there are about 100 workers who will fall under this program. The cost of the tests are about \$25 a piece with some additional program administration costs.

The attached presentation is a high level summary. If anyone wants more detailed information, Todd and I can get the right people connected.

Thank you.

Terri

Terri Lee

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**Subject:** Re: Updated OMB COVID Safety Policies

Apologies for the additional email but I thought it was important to share the latest information I received today regarding the attestation process. Please know that no DOE final decisions have been made since we're still working through the technical and administrative details and therefore what I describe below is subject to change. Our hope to be able to put something in place very soon, likely sometime next week, maybe sooner if all the stars align.

We are in the process of working with our CIO office to determine the best IT system approach to automate the attestation process. One that may be the most feasible is a SharePoint like system that the CIO has been developing to automate fillable forms for all federal staff to access and update when necessary. (b) (5)



Rather than each DOE program develop its own process, all DOE federal and support service contractor staff will be given access to the system once a decision is made on which system DOE will use.

As for outside visitors to a DOE facility, the form will be made available on the DOE website and at the front desk of the DOE check-in. The visitor will be responsible for filling out the form and keeping it with them during their visit if asked for verification. The visitor will also be responsible for disposing of the form. DOE will not be collecting the

information. The DOE program host will be responsible for informing the visitor(s) of the process. This process will have to be followed by each visitor for every visit.

With regards to COVID testing, (b) (5)

[REDACTED] I'll share the information once it's available. It should not be a surprise to anyone that we are not permitted to implement our re-entry plan until the details of the testing protocols have been established. As such, the re-entry plan continues to be hold until all details have been worked out.

Our DOE COVID Coordination Team is working to update and release shortly the Safety Protocol Plan to reflect much of these and other changes, including the removal of the 25% occupancy restriction. We originally had planned to release it with the re-entry plan. Given the delay due to these policy changes, we believe it's necessary to separate the two documents in order provide everyone the latest Safety Protocol Plan as soon as possible.

Please do not hesitate to send me any questions you may have. I will answer those that I can and maintain a list of those unanswered until further information is available for me to respond or be included in future updates to our FAQs.

Thank you and good evening.

Terri

Terri Lee

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**From:** "Lee, Terri" <[terri.lee@hq.doe.gov](mailto:terri.lee@hq.doe.gov)>

**Date:** Monday, August 9, 2021 at 5:23 PM

**To:** "Wech, Michael S" <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>, "Hobbs, Virgil" <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>, "LeBeau, Tracey" <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>, "Hairston, John L" <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>, "Smith, Barbara L" <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>, "Thompson, Dionne E" <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>, "Baskerville, Sonya L" <[sibaskerville@bpa.gov](mailto:sibaskerville@bpa.gov)>, "Tyer, Katherine M" <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Pat Hoffman <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>, "Muse, Whitney" <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>, "Leady, William J" <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>, "Hall, Lee J" <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>, "Capps, Stephan A" <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>, "Fickes, Anne



Macron" <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>, "Laylo, Sarah M" <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>, "Rodgers, Jennifer R" <[jrodgers@wapa.gov](mailto:jrodgers@wapa.gov)>, "Ardis, Melissa H" <[ardis@wapa.gov](mailto:ardis@wapa.gov)>, "Brown Shute, Theresa" <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone:

Last Friday the Safer Federal Workforce Task Force published the new Frequently Asked Questions (FAQs) related to vaccination attestation that you can find here: <https://www.saferfederalworkforce.gov/new/>. We will be working to update the DOE Safety Plan consistent with the new process. In the meantime, you can begin to update your site plans accordingly. I'm sure you'll have questions that we may or may not be able to answer right now but please share them so that we can work to address them as soon as possible.

As of now, there are no details regards the process for testing. I'll share them once they're made available.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Tuesday, August 3, 2021 12:41 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jrodgers@wapa.gov](mailto:jrodgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>

**Subject:** Updated OMB COVID Safety Policies

Hi Everyone,

Attached for your reference is the updated safety protocols from OMB from last week if you or your staff have not seen them yet. I want to point out that we are waiting for OMB guidance on the process for executing some of the new policies, particularly ones regarding vaccination verification and testing. We will update the DOE guidance consistent with OMB's direction once it's made available. In the meantime, we remain on maximum telework and continue to follow the May 24, 2021 DOE COVID Safety Plan in addition to last week's mask wearing update. You can find all of this information on the DOE Powerpedia, <https://powerpedia.energy.gov/wiki/Portal:COVID-19>.

As a reminder, the updated mask mandate is not a blanket mandate. For those vaccinated, masks are only required in high transmission areas. Please use the CDC guidelines to determine areas of high transmission. If you have neighboring areas where one has high transmission and the other has moderate transmission, and the majority of those workers come to the same work site, err on the conservative side.

Also, the re-entry plan is on hold until the process to implement the new protocols announced last Thursday are put in place.

Lastly, if you have any questions regarding federal COVID safety protocols versus local or state level protocols, please let me know and I can schedule a meeting with GC and our COVID Coordinating Team to resolve the issue.

As always, please don't hesitate to reach out to me if you have any other questions.

Thank you. Take care and stay safe.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

[REDACTED] (b) (3)

**From:** Hall, Lee J (BPA) - PES-6

**Sent:** Tue Sep 28 15:07:56 2021

**To:** Hawkins, Sarah T (BPA) - LG-7; Wingert, Kevin M (BPA) - DKP-7; Mosley, James G (BPA) - NHE-1; Leady Jr, William J (BPA) - K-7; Paynter, Julie A (BPA) - DKS-7; Capps, Stephan A (BPA) - NW-1; Fickes, Anne Macron (BPA) - NH-1

**Cc:** Hester, Shane H (BPA) - TFAW-DOB-1

**Subject:** RE: NEW Q&A for Only vaccination mandate (and related)

**Importance:** Normal

(b) (5)



**From:** Hawkins, Sarah T (BPA) - LG-7 <sthawkins@bpa.gov>

**Sent:** Tuesday, September 28, 2021 3:03 PM

**To:** Hall, Lee J (BPA) - PES-6 <ljh@bpa.gov>; Wingert, Kevin M (BPA) - DKP-7 <kwingert@bpa.gov>; Mosley, James G (BPA) - NHE-1 <jgmosley@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Paynter, Julie A (BPA) - DKS-7 <japaynter@bpa.gov>; Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Fickes, Anne Macron (BPA) - NH-1 <acmacron@bpa.gov>

**Cc:** Hester, Shane H (BPA) - TFAW-DOB-1 <shhester@bpa.gov>

**Subject:** RE: NEW Q&A for Only vaccination mandate (and related)

These look good to me. Defer to James on RA timelines and language there.

(b) (5)



Sarah

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Sent:** Tuesday, September 28, 2021 2:38 PM

**To:** Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>; Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Paynter, Julie A (BPA) - DKS-7 <[japaynter@bpa.gov](mailto:japaynter@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>

**Cc:** Hester, Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** RE: NEW Q&A for Only vaccination mandate (and related)

Here is a "first bunch" of questions, we were working for an employee on Robin's behalf. The need a bit of work in terms of making the questions and answers a bit more general, and readability. Kevin and Julie – your help would be appreciated.

**Questions and Answers from the proposed (b) (5) email:**

When is the deadline to submit an exemption?

You can submit a reasonable accommodation (RA) request now. Please start by contacting your supervisor and the reasonable accommodations office.

When is the deadline to receive a response to my exemption, if I choose to submit one?

BPA and your manager will process the RA as fast as possible with employee assistance during the interactive phase. *This will need updating.*

If an exemption is granted, what will the next step be specifically? If testing is required, what type of test will that be and how often will it be performed? Will a saliva or temperature test be acceptable for those who are not comfortable with an invasive test?

The extent of future testing programs is still to be determined. If granted as part of an RA, specific next steps will be outlined in the accommodation decision.

Since it is now confirmed that the vaccinated carry the same or even more viral load in their nasal passages and can acquire and transmit the virus as well, will they be required to submit to mandatory testing if they work onsite as well? If not, please explain the scientific data in support of this.

The extent of future testing programs is still to be determined. Personal questions on epidemiological and virology data should be directed to your health care professional.

If testing is required, how long will it be required?

The extent of future testing programs is still to be determined.

If an exemption is denied and the vaccine is refused, what will be the specific disciplinary protocol/timeline?

If disciplinary action is warranted, it will follow the same process as any other disciplinary action.

Will BPA accept liability if I suffer an adverse event due to this experimental, emergency use vaccine? Is BPA



aware that the FDA approval is only for a vaccine by COMIRNATY, which is unavailable for use in the United States at this time?

To the extent there is a personal injury from a vaccine shot other than the normal reaction to any vaccine, it will either be a FECA claim (workers' comp for federal employees administered by the Department of Labor) or a Federal Tort Claim Act claim. Please consult with your health care provider on which vaccines are FDA approved.

If I am terminated due to refusal to be vaccinated, and at some point in the future, vaccine mandates are lifted, will I be automatically reinstated?

No. If eligible, you may apply for work at BPA again following the established federal hiring processes.

Will BPA offer early retirement packages to those who are close to retirement, and will be catastrophically effected financially by these unforeseen requirements?

VERA is not being considered at this time.

**From:** Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>

**Sent:** Tuesday, September 28, 2021 2:08 PM

**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>;  
Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>;  
Paynter, Julie A (BPA) - DKS-7 <[japaynter@bpa.gov](mailto:japaynter@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>;  
Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>  
**Cc:** Hester, Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>  
**Subject:** RE: NEW Q&A for Only vaccination mandate (and related)


Working it.

Very Respectfully,

**Kevin Wingert**

Communications | Media Relations | Policy

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 503-230-4140 | C 

[cid:image001.jpg@01D52CD7.ECB28190cid:image002.jpg@01D52CD7.ECB28190cid:image003.jpg@01D52CD7.ECB28190cid:image004.jpg@01D52CD7.ECB28190cid:image005.jpg@01D52CD7.ECB28190cid:image006.jpg@01D52CD7.ECB28190](#)

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Sent:** Tuesday, September 28, 2021 2:04 PM

**To:** Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7

<[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>; Paynter, Julie A (BPA) - DKS-7 <[japaynter@bpa.gov](mailto:japaynter@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>  
**Cc:** Hester, Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Subject:** RE: NEW Q&A for Only vaccination mandate (and related)

Sounds like we have agreement. I suggest the following:

- I can send a list of questions / answers to start, from the (b) (6) email.
- If Kevin (or other) can set up a sharepoint site, with draft answers (primarily in the OGC and HCM areas, covering vaccinations) – then we can alert each other when a new question is entered, and needs a review.).
- Then – when we have a good question + answer – we can upload it to a the FAQ section on our BPA internal website.

How does that sound?

**From:** Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>

**Sent:** Tuesday, September 28, 2021 1:52 PM

**To:** Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>; Paynter, Julie A (BPA) - DKS-7 <[japaynter@bpa.gov](mailto:japaynter@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>

**Cc:** Hester,Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>  
**Subject:** RE: NEW Q&A for Only vaccination mandate (and related)

I agree, but we do need to track these questions (at least HR specifically related) in a SharePoint site to ensure consistency. This is the way we did it back in the start of COVID and it saved us a lot of time and also allowed us to refer back to questions on responses.

James

**From:** Hawkins,Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>  
**Sent:** Tuesday, September 28, 2021 1:27 PM  
**To:** Leady Jr,William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Wingert,Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>; Paynter,Julie A (BPA) - DKS-7 <[japaynter@bpa.gov](mailto:japaynter@bpa.gov)>; Hall,Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes,Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Mosley,James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>  
**Cc:** Hester,Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>  
**Subject:** RE: NEW Q&A for Only vaccination mandate (and related)

I love the idea, Bill.

Sarah

**From:** Leady Jr,William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>

**Sent:** Tuesday, September 28, 2021 1:14 PM

**To:** Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>; Paynter, Julie A (BPA) - DKS-7 <[japaynter@bpa.gov](mailto:japaynter@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>

**Cc:** Hester, Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>

**Subject:** NEW Q&A for Only vaccination mandate (and related)

Team,

Suggestion (shoot it down if its dumb, won't be the first time)

We (and LR, OGC) are being overwhelmed with questions on the vaccinate mandate, (possible) testing, RAs, etc...

Each question takes a lot of time (expensive time) and maybe more importantly answering them individually leave room for inconsistency. So, if we developed and NEW Q&A only for the vaccination mandate and related issues (RA, testing, etc) we could reply to all (most) of these questions with a standard email. Something like.

*“Thank you for your question. We will answer your question in the TITLE FAQs, (link). For clarity for all we may merge you questions with similar questions we are receiving but we intend to answer all questions as quickly as we can. ”*

Of course we would retain the ability, when we think it appropriate, to simply answer questions directly (e.g. when they are simple)

Thoughts?

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)



# Mandatory Vaccinations Key Messages

- Keeping our workforce healthy is a top priority. The best thing you can do to protect yourself, your loved ones, and others is to get [vaccinated](#) if you haven't already.
- DOE remains in a maximum telework posture; no reentry date has been announced but DOE is working on its reentry plan. Employees will still be given a 30-day notice prior to mandatory reentry. Official travel remains limited to mission-critical activities with approval by the Head of the Departmental Element.
- All DOE Federal employees [must be fully vaccinated](#) by November 22, 2021, regardless of telework or onsite status. To be considered fully vaccinated, a Federal employee must receive the first dose of the Johnson & Johnson vaccine or the second dose of the Moderna or Pfizer vaccine, 14 days before the November 22, 2021, deadline.
  - Pfizer-BioNTech has full FDA approval and Moderna and Johnson & Johnson are approved under the Emergency Use Authorization. Please share the links to [DOE's Vaccination Flyer](#) and [additional information on getting vaccinated](#) as appropriate with your workforce.

	Moderna	Pfizer-BioNTech	Johnson & Johnson
<b>FIRST SHOT</b>	<b>October 11, 2021</b>	<b>October 18, 2021</b>	<b>November 8, 2021</b>
<b>SECOND SHOT</b>	<b>November 8, 2021</b>	<b>November 8, 2021</b>	<b>n/a</b>
<b>FULLY VACCINATED</b>	<b>November 22, 2021</b>	<b>November 22, 2021</b>	<b>November 22, 2021</b>

- If Federal employees participated in a COVID-19 vaccine trial and received "active" vaccine, and not placebo, employees are considered fully vaccinated 2 weeks after they completed the vaccine series. Currently, the AstraZeneca and the Novavax COVID-19 vaccines meet these criteria.
  - Federal employees who do not get vaccinated or provide proof of vaccinations will be subject to discipline, up to and including removal from Federal Service. Agencies are pending additional guidance from OMB/OPM and want to ensure consistency in application across Federal agencies, to the extent possible, as well as within DOE.
- Federal employees who have an approved reasonable accommodation (RA) from the vaccine mandate will be considered compliant and not subject to discipline. However, those employees will need to follow the requirements and safety protocols specified in their approved RA.
  - Reasonable and religious accommodations may be requested because of a medical disability or because of a sincerely held religious belief. Please see [Policy Memorandum #100](#) for guidance and templates.
  - More information will be forthcoming about RAs. A fact sheet and a specific template for employees to gather additional information regarding sincerely held religious beliefs is being developed.
  - Agencies are pending additional RA guidance from OMB/OPM and want to ensure consistency in application across Federal agencies and within DOE to the extent possible understanding RA requests are unique to each person. DOE will continue accept vaccine-related RA requests and engage in the interactive process. Decisions regarding vaccine-related RA requests should not be made at this time until additional guidance is received.
- DOE is no longer establishing a weekly testing program for unvaccinated Federal employees and Federal employees no longer have an option to submit to weekly testing in lieu of becoming fully vaccinated and disclosing their vaccination status, except for those who are receive an approved [RA](#) as required by law.

- New DOE Federal employees need to be fully vaccinated by their start date or November 22, whichever is later.
  - HC will ensure individuals who start their government service prior to November 22, 2021, are aware of the requirement to be fully vaccinated and will be adding the requirement to announcements pending standardized language from OPM.
  - If there is an urgent, mission-critical hiring need to onboard new staff prior to those new staff becoming fully vaccinated, the Secretary may approve an exception. Otherwise, start dates will be delayed until the new hire is fully vaccinated.
  - In such cases where the Secretary approves an exception, new hires need to be vaccinated within 60 days of their start date and follow safety protocols for not fully vaccinated individuals, including masking, physical distancing, COVID-19 testing if reporting onsite, and travel. Federal employees in violation of these directives may face disciplinary action, up to and including removal from Federal service.
- **This is a change to our previous administrative leave posture and is effective immediately:** When a Federal employee is required to be vaccinated, the time the employee spends obtaining any COVID-19 vaccination (including travel time) is duty time. Administrative leave no longer applies.
  - Federal employees can also receive up to 4 hours of administrative leave (per dose) to accompany a [family member](#) receiving the COVID-19 vaccine.
  - Federal employees can receive up to 2 workdays of paid administrative leave per dose if any side effects from the COVID-19 vaccination(s) are experienced, including booster shots
- Agencies are required to obtain documentation from Federal employees to prove vaccination, even if an employee has previously attested to their vaccination status. DOE is updating MyEnergy for Federal employees to upload their proof of vaccination.
  - Sufficient documentation includes a copy of:
    - The record of immunization from a health care provider or pharmacy;
    - The COVID-19 Vaccination Record Card;
    - Medical records documenting the vaccination;
    - Immunization records from a public health or state immunization information system; or
    - Any other official documentation containing required data points.
  - The data that must be on any official documentation are the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).
  - Federal employees must certify under penalty of perjury the documentation being submitting is true and correct.
  - Employees who haven't completed the attestation, are required to go into [MyEnergy](#) to complete it. All records can be updated if their status changes. Heads of Departmental Elements will be contacting those who have not completed their attestation in the coming days. If Federal employees are using Login.gov to complete the attention, they need to use their DOE email address instead of a personal email address.
- Any DOE hosted in-person meeting, conference, or event that will be attended by more than 50 participants must be approved by the Secretary in consultation with the COVID-19 Coordination Team. All safety protocols for not fully vaccinated individuals, including masking, physical distancing, COVID-19 testing apply.



U.S. DEPARTMENT OF  
**ENERGY**



From: Burt,Jason R (BPA) - TEZ-MANGAN

Sent: Fri Sep 24 10:23:41 2021

To: Hull,Michael J (BPA) - TEV-CSB-1

Subject: RE: Assignment from Joel Cook

Importance: Normal

(b) (6)

**From:** Hull,Michael J (BPA) - TEV-CSB-1 <mjhull@bpa.gov>

**Sent:** Friday, September 24, 2021 10:21 AM

**To:** Burt,Jason R (BPA) - TEZ-MANGAN <jrburt@bpa.gov>

**Subject:** RE: Assignment from Joel Cook

(b) (6)

**From:** Burt,Jason R (BPA) - TEZ-MANGAN <jrburt@bpa.gov>

**Sent:** Friday, September 24, 2021 10:20 AM

**To:** Hull,Michael J (BPA) - TEV-CSB-1 <mjhull@bpa.gov>

**Subject:** RE: Assignment from Joel Cook

You're on fire!

**From:** Hull,Michael J (BPA) - TEV-CSB-1 <[mjhull@bpa.gov](mailto:mjhull@bpa.gov)>  
**Sent:** Friday, September 24, 2021 10:17 AM  
**To:** Kirkland,Matthew C (BPA) - TER-3 <[mckirkland@bpa.gov](mailto:mckirkland@bpa.gov)>; Burt,Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** RE: Assignment from Joel Cook

Then he would have 1.43 pounds left. Enough to be a manager.

**From:** Kirkland,Matthew C (BPA) - TER-3 <[mckirkland@bpa.gov](mailto:mckirkland@bpa.gov)>  
**Sent:** Friday, September 24, 2021 10:16 AM  
**To:** Burt,Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** RE: Assignment from Joel Cook

I think Jason's brain is closer to 4.43 pounds....

**From:** Burt, Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>  
**Sent:** Friday, September 24, 2021 9:37 AM  
**To:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** RE: Assignment from Joel Cook

Richard makes a fair point about whether we're actually likely to lose a significant number of folks. Since we're asked to think about the worst case scenario where people do what they say they will do, this is a case of "plan for the worst and hope for the best". If we have fewer voluntary separations than we feared, that's a good thing.

There's a joke I remember from Physics where we had to consider the effect of air resistance on a cow falling out of a plane; "Consider the cow to a perfect sphere." We all know that assumption is bad, but because the actual cow shape is extremely complex, it's easier to just consider the sphere. Similarly, losing "10% of the workforce" is a "peanut-butter" model. It implies that any 1% is like any other 1%, and that there's no "disparate effect", and that folks leave as a discrete pulse. These assumptions can drive our planning so I want to address them.

Losing 10% of the TEZ workforce would be like me losing 10% of my body weight – it critically depends what 10% we're talking about. To make the math easy, let's say I weigh 200 lbs. If I lost 20 lbs of fat, that'd be great! If I lost my 3 lb brain, that'd be bad. To extend the analogy, the hiring freezes and retirements over the last decade [1779 BFTE in 2006 and 1602 BFTE today (90%)] mean there's not much fat, so we're just talking about losing 20 lbs of organs, muscle or bone. This is why the "peanut butter" 10% is hard to answer. We all know that losing one specific FTE in our group would be vastly different than losing another specific FTE.

When we talk about voluntary separation due to vaccination requirement, we're much more likely to lose the experienced and tenured folks near retirement than we are the new folks who are still in training. The two

populations simply have vastly different personal and financial impacts from leaving a steady job. "What's the impact of losing your six most tenured people?" is a different question than a random 10% of the workforce, but much more likely to happen. The impact to our products and services is also typically much more severe when we lose experienced folks than when we lose new folks.

Finally, the assumption about the "pulse" is that on 11/22/2021, 10% of the folks will simply not show up to work and cleanly resign. It's much more likely that 10% of the workforce will fight their management chain over RA rules, or pretend to get the vaccine with false documentation, or grieve discipline for conduct with their union, or just delay and document and use the bureaucratic morass to bury their supervisor in paperwork. Anyone who worked through Employee Relations with one employee will shudder at the idea of going through it with a significant fraction of the workforce, which is an impact separate and apart from actually losing the FTE itself! It's probably the case that, instead of a pulse, we'd lose people for one reason or another over one to nine months as these processes play out, and of course we can't backfill the position as the FTE self-immolates. Again, there's an impact from the loss of the worker and there's also an impact to management from the bureaucratic tsunami.

Now that I've spent a page arguing with the question, I can address TEZ. My team has about sixty people, so losing 10% is about six people. Technical Services has some folks that are very tenured, with deep experience in specific technologies and little or no backup. Losing someone like (b) (6) would immediately and drastically reduce our support for the Field for their support areas. We also have some newer engineers, and losing them would mean starting over with the training and knowledge transfer process, without a severe immediate impact but all the problems of "eating our seed corn." Since Tech Services hires internally more than externally, personnel losses in our group would probably cascade through the organization as people move into the vacated slots, impacting other groups much more than TEZ. I remember from HR documentation that Hiring processes about four times as many internal vacancies as external, so if that held true in the "Vaccinalypse" then our 10% loss would be a 50% position turnover, which is sobering.

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Sent:** Thursday, September 23, 2021 3:09 PM  
**To:** TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** Assignment from Joel Cook

We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending on how many people actually end up not getting vaccinated.

Here is the assignment and this is not scientific, just gut feel and ideas needed:

- 1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level.
- 2) What impact would a loss of 10% have on your delivery of products and services?
- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire? (Overtime, reduce work intake,...)

Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike

**From:** Miller, Mike P (BPA) - TE-DITT-2

**Sent:** Fri Sep 24 10:10:12 2021

**To:** Kirkland, Matthew C (BPA) - TER-3

**Subject:** RE: Assignment from Joel Cook

**Importance:** Normal

Thanks Matthew,

Mike

**From:** Kirkland, Matthew C (BPA) - TER-3 <mckirkland@bpa.gov>

**Sent:** Thursday, September 23, 2021 3:39 PM

**To:** Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>

**Subject:** RE: Assignment from Joel Cook

RESPONSE BELOW

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>

**Sent:** Thursday, September 23, 2021 3:09 PM

**To:** TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>

**Subject:** Assignment from Joel Cook

We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending on how many people actually end up not getting vaccinated.

Here is the assignment and this is not scientific, just gut feel and ideas needed:

1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level.

10% represents 9 employees across TER and likely that would be limited to (b) (6) and (b) (8) as everyone in (b) (6) has informed management that they're vaccinated.

2) What impact would a loss of 10% have on your delivery of products and services?

Assuming we lose 5 in (b) (8) and 4 in (b) (6) (we already know of 4 in (b) (6) that are planning to retire or quit) I think the delivery of products and services would see a nominal disruption for the time it takes to replace staff.

3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire? (Overtime, reduce work intake,...)

- Where gaps occur TER will reprioritize and assign work outside of traditional geographic boundaries, e.g. someone in Sammamish might be covering for Olympia.

- For BFTE's I've already instructed management to initiate hiring actions should any Feds retire or resign and in-turn we will notify the TE VP immediately

- For CFTE's TER leaders are to first see if we can direct hire under an existing contract, which is faster than the typical CFTE hiring process

- If we can't use an existing contract to backfill CFTE's, we will initiate and prioritize hiring actions and notify the VP immediately

- Given that all of TER programs have contracts in place to augment productivity we should be able to maintain the pace of production through service contracts

- A significant risk is if any of our COTR's opt to resign or retire, however I'm already working with the Tier IV's to strengthen the bench strength of our COTR's on staff

(b) (6), (b) (5)



Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike



From: Hunter, Kimberly A (BPA) - TTB-MODD

Sent: Tue Sep 28 16:46:32 2021

To: Raschio, Peter J (BPA) - TTS-DITT-2

Importance: Normal

Try this on for size...

All,

As more information has come out about the vaccine mandate in the past couple of weeks, I have been hearing more questions about contingency plans if we lose significant portions of our workforce. As you all know safety and reliability of our transmission system are the highest priorities for our organization. There have been several messages from John and Robin providing information regarding the focus on the health and safety of the workforce as it relates to the COVID-19 safety protocols and the vaccine mandate; I want to ensure you all have the time and opportunity to understand what the mandate means so that you can make the appropriate choices for yourself and your family.

The executive orders mandating vaccination for [federal workers](#) and [contractors](#) should be taken very seriously. Exceptions to this mandate will be limited to only those required by law, such as medical reasons or sincerely held religious beliefs. The [Reasonable Accommodation process](#) includes forms for both medical and religious requests.

I do understand that there are members of our workforce who may still choose not to be vaccinated and do not

qualify for these limited exceptions. While some people may not agree with the executive order, it is our responsibility as federal employees (and managers) to follow and implement it, and Bonneville's responsibility to enforce it; including issuing disciplinary actions up to removal from federal service. With this in mind, leadership is solidifying contingency plans to continue to operate our transmission system safely and reliably under varying levels of attrition. While some of the plans could impact strategic objectives, capital execution, or overtime, the leadership team is committed to protecting the safety of the workforce and continue to maintain reliability.

I value our entire workforce and am hopeful these plans will be unnecessary, but I did want to share with you our commitment to continue to meet our mission. I know people take a lot of pride in the work we do here at BPA and the mission we serve to the Northwest. We have our work family, those we have been with for many years, supporting each other, getting through a pandemic, and coming together to keep the lights on. Then there is the family we leave at home; those we take care of and depend upon us with these jobs. Together, with your support, we will continue to deliver on our mission.

Please reach out to your supervisor if you have questions.

**Kim Hunter**

Acting Director | Transmission Technology

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-619-6715 | C (b)

**From:** Miller, Mike P (BPA) - TE-DITT-2

**Sent:** Tue Sep 28 14:28:16 2021

**To:** Hunter, Douglas S (BPA) - TEB-DITT-2

**Subject:** RE: Vaccine Mandate and Contingency Plans

**Importance:** Normal

Ha! I need to put a secret word or code at the bottom that people could redeem for a free French fry or something. That would get everyone to the bottom of the message.

Thanks for the laugh.

Mike

**From:** Hunter, Douglas S (BPA) - TEB-DITT-2 <dshunter@bpa.gov>

**Sent:** Tuesday, September 28, 2021 2:25 PM

**To:** Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>

**Subject:** RE: Vaccine Mandate and Contingency Plans

Oh and now you want me to read the entire email? Sorry

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Sent:** Tuesday, September 28, 2021 2:09 PM  
**To:** Hunter, Douglas S (BPA) - TEB-DITT-2 <[dshunter@bpa.gov](mailto:dshunter@bpa.gov)>  
**Subject:** RE: Vaccine Mandate and Contingency Plans

Oh, got ya. I had put a BCC statement at the bottom but they are easy to miss.

Mike

**From:** Hunter, Douglas S (BPA) - TEB-DITT-2 <[dshunter@bpa.gov](mailto:dshunter@bpa.gov)>  
**Sent:** Tuesday, September 28, 2021 2:07 PM  
**To:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Subject:** RE: Vaccine Mandate and Contingency Plans

No I was asking so I knew if I needed to distribute it beyond the management team

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Sent:** Tuesday, September 28, 2021 1:41 PM  
**To:** Hunter, Douglas S (BPA) - TEB-DITT-2 <[dshunter@bpa.gov](mailto:dshunter@bpa.gov)>  
**Subject:** RE: Vaccine Mandate and Contingency Plans

This went to everyone directly. Did I mess something up in the wording?

Mike

**From:** Hunter, Douglas S (BPA) - TEB-DITT-2 <[dshunter@bpa.gov](mailto:dshunter@bpa.gov)>  
**Sent:** Tuesday, September 28, 2021 12:50 PM  
**To:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Subject:** RE: Vaccine Mandate and Contingency Plans

This went to all TE? Or just leadership?

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Sent:** Tuesday, September 28, 2021 11:56 AM  
**Subject:** Vaccine Mandate and Contingency Plans

Hello everyone,

As more information has come out about the vaccine mandate in the past couple of weeks, I have been hearing more questions about contingency plans if we lose significant portions of our workforce. As you have heard me say many times before, safety and reliability of our transmission system are the highest priorities for our organization. Safety is also our biggest core value. The safety of our workforce includes taking necessary steps to protect our people against COVID-19, especially with the more contagious delta variant. President Biden, as supported by DOE and all of your leadership here at BPA, have made it clear that the science points to vaccines as the most

effective way to protect our workforce, and the executive orders mandating vaccination for [federal workers](#) and [contractors](#) are taken very seriously. Exceptions to this mandate will be limited to only those required by law, such as medical reasons or sincerely held religious beliefs. The [Reasonable Accommodation process](#) includes forms for both medical and religious requests.

I do understand that there are members of our current workforce who may still choose not to be vaccinated and do not qualify for these limited exceptions. While people may not agree with the executive order, it is a Federal Employee's responsibility to adhere to it, and Bonneville's responsibility to enforce it. I know that employees who refuse to be vaccinated or provide proof of vaccination and are not approved for an exception may choose to find other employment opportunities outside of BPA and the federal government. For BPA as an Agency, the executive order is a directive to comply, and as such, we will enforce compliance, including issuing disciplinary actions up to removal from federal service. With this in mind, leadership is solidifying contingency plans to continue to operate our transmission system safely and reliably under varying levels of attrition. While some of the plans could impact strategic objectives, capital execution, or overtime, the leadership team is committed to doing what is necessary to protect the safety of the workforce and continue to maintain reliability.

I am hopeful that the majority of the workforce will comply with the vaccine mandate and these plans will be unnecessary, but I did want to ease fears about our ability to continue to meet our mission. Together, with your support, we will continue to be successful.

Thank you,

**Michael P. Miller** | He/Him/His

Vice President

Engineering & Technical Services (TE)

Bonneville Power Administration

Office – 360-418-8647

Cell - [REDACTED]

*~This email was sent to all BFTE and CFTE in TE as a BCC~*

**From:** Hall, Lee J (BPA) - PES-6

**Sent:** Tue Sep 28 17:01:20 2021

**To:** Capps, Stephan A (BPA) - NW-1; Leady Jr, William J (BPA) - K-7

**Subject:** RE: Updated COVID Safety Policies

**Importance:** Normal

Good call to quickly get it to Cathcart, Shaheen, Cooper, and Lahti. Thanks.

**From:** Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>

**Sent:** Tuesday, September 28, 2021 4:46 PM

**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>

**Subject:** FW: Updated COVID Safety Policies

Awareness.....

**From:** Lahti, John A (BPA) - TF-DITT-2 <[jalahti@bpa.gov](mailto:jalahti@bpa.gov)>

**Sent:** Tuesday, September 28, 2021 4:44 PM

**To:** Cathcart, Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Shaheen, Richard L (BPA) - T-DITT-2 <[rshaheen@bpa.gov](mailto:rshaheen@bpa.gov)>; Cooper, Suzanne B (BPA) - P-6 <[sbcooper@bpa.gov](mailto:sbcooper@bpa.gov)>

**Subject:** RE: Updated COVID Safety Policies



Thanks Steve. Agree with Michelle. Hopefully we can get this to a point where it can be messaged with employees. This will answer many of questions employees have and will make the next steps more clear.

Thanks, John

**From:** Cathcart,Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>  
**Sent:** Tuesday, September 28, 2021 4:31 PM  
**To:** Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Lahti,John A (BPA) - TF-DITT-2 <[jalahti@bpa.gov](mailto:jalahti@bpa.gov)>; Shaheen,Richard L (BPA) - T-DITT-2 <[rlshaheen@bpa.gov](mailto:rlshaheen@bpa.gov)>; Cooper,Suzanne B (BPA) - P-6 <[sbcooper@bpa.gov](mailto:sbcooper@bpa.gov)>  
**Subject:** RE: Updated COVID Safety Policies

Thank you Steve, this is helpful. Even if it is not finalized, it is helpful to see the discussions around the issues/questions that we are hearing.

Thanks for your continued partnership,

Michelle

**From:** Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>  
**Sent:** Tuesday, September 28, 2021 4:23 PM  
**To:** Cathcart,Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>; Lahti,John A (BPA) - TF-DITT-2

<[jalahti@bpa.gov](mailto:jalahti@bpa.gov)>; Shaheen, Richard L (BPA) - T-DITT-2 <[rishaheen@bpa.gov](mailto:rishaheen@bpa.gov)>; Cooper, Suzanne B (BPA) - P-6 <[sbcooper@bpa.gov](mailto:sbcooper@bpa.gov)>

**Subject:** FW: Updated COVID Safety Policies

Latest from Terri – this is not for general distro.

**From:** Lee, Terri <[terri.lee@hq.doe.gov](mailto:terri.lee@hq.doe.gov)>

**Sent:** Tuesday, September 28, 2021 3:31 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L (BPA) - A-7 <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L (BPA) - DIN-WASH <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyler, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[pat.hoffman@hq.doe.gov](mailto:pat.hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M (BPA) - NN-1 <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[theresa.brownshute@hq.doe.gov](mailto:theresa.brownshute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** [EXTERNAL] RE: Updated COVID Safety Policies

Good afternoon/evening everyone,

I don't have any new breaking information but will give you an update on the progress with some of the key ongoing activities to help inform your planning. As a reminder, any or all of this is subject to change and therefore I kindly ask that you do not share with staff until it's been officially released by HC, MA or through a DOECAST.

(1) Attestation – The OCIO continues to address the technical glitches, mostly with the system not recognizing unique emails. We know many of the names on the list you received last week from Erin Moore may be incorrect. MyEnergy seems to be having problems recognizing many of the PMA email addresses. We are in the process of manually cross checking PMA employee names with what was submitted in the attestation system. HC plans to provide an updated attestation report to each organization by the end of this week. This second round should include data on vaccination status.

(2) Validation of Vaccination – The OCIO hopes to have the additional functionality to verify vaccination and the capability to track the reasonable accommodation process ready for review the end of this week. Once we are able to upload vaccine cards, we will have our DOE response team review all documentations to ensure they meet all the requirements. This will be a major undertaking that will require some time to validate.

(3) Reasonable accommodations – (b) (5) [REDACTED]

(4) Progressive Discipline -- (b) (5) [REDACTED]

(b) (5)

(5) Amending Contracts – (b) (5)

(6) External Communications – We are pulling together a communications package for PA and CI to use in response to external questions regarding DOE's plans on vaccination.

(7) Guidance for Visitors – DOE will soon release the memo from the Deputy Secretary on the policy for visitors to DOE facilities.

If you have any questions, please don't hesitate to send them my way.

Regards,

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Tuesday, September 21, 2021 4:02 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>;

Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated COVID Safety Policies

Hi Everyone,

In addition to today's attached DOECAST regarding the vaccination mandate, I'd like to provide you more insight on the developments. First, we continue to work with DOE's OCIO to enhance the capabilities/functionalities of the MyEnergy.gov system to comply with confirmation of vaccination by enabling all DOE federal employees to upload their vaccination card as well as include other information related to the reasonable accommodation process. All federal agencies, including DOE are required to submit their first report on vaccination status tomorrow and with regular updates to follow.

With regards to reasonable accommodations, (b) (5)

DOE recently decided that we will not be using MyEnergy.gov to collect attestations from site support service contractors due to the technical complexity. They will be treated like visitors where they will have to attest and

show proof of vaccination or a negative test before they can enter the building. A memo is being drafted on the process for managing visitors which we anticipate to be released soon.

(b) (5)



Lastly, HC plans to send out to each DOE organization tomorrow a list of their employees that have not yet attested.

As in all updates, more details are to come as we continue to work through the details on implementation and administration of President Biden's Executive Order.

Please continue to send me any questions you have and I'll try to answer the ones I can as soon as I can

Best,

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Wednesday, September 15, 2021 11:42 AM

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**Subject:** RE: Updated OMB COVID Safety Policies


Good morning,

As you all know, the President signed the Executive Order on September 9<sup>th</sup> that mandates COVID-19 vaccination for federal executive branch employees. The Safer Federal Workforce Task Force is tasked to provide an implementation framework within seven days from September 9. As of yesterday below is what I'm aware of but as like every update there are many other details to follow.

- (1) The OCIO is actively and expeditiously working to provide access to DOE's attestation data contained in MyEnergy. Notifications to staff identified for access will be made once the system is available. As a reminder, staff can update their attestation at any time.
- (2) November 22 is the deadline for all federal employees to be "fully" vaccinated. Walking back from that date, the last shot of two (Pfizer & Moderna) and the one shot for J&J, will have to be administered by Nov. 8 to allow for the two weeks for the vaccine to be effective. You can find more details from the latest updated COVID-19 guidance here, [Protecting the Federal Workforce During the COVID-19 Pandemic | Safer Federal Workforce](#).
- (3) For clarity, DOE will not need to have a COVID testing program due to the vaccine mandate.
- (4) (b) (5) [REDACTED]

contractor guidance will be shared once its completed.

(5) We are working to draft a DOECAST which we hope will be released this week/early next week explaining the vaccine mandate for all federal employees. (b) (5)



As like you, we in the DOE COVID Coordination Team have a lot of questions, and we have and will continue to raise them with OMB and the DOE leadership. Please don't hesitate to share your questions and I will try to answer the ones I can and bring the others that I can't to other's attention.

Thank you.

Terri

Terri Lee

Chief Operating Officer

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Mona-Lisa Bloomfield

(b) (6)

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**Sent:** Tuesday, September 7, 2021 2:53 PM

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**Subject:** RE: Updated OMB COVID Safety Policies

This is a quick update for the week as of today.

Regarding the September 20<sup>th</sup> deadline, consider that as a marker towards the October 18<sup>th</sup> date when all sites will need to have their testing plan ready to use (for the interim until the nation-wide federal plan is rolled out). Therefore, you are not expected to have a plan completed by September 20<sup>th</sup>.

Between now and October 18, we're asking the sites to think through any potential gaps that will need to be addressed. As I noted last Thursday, you are welcome to use the DOE HQ's plan when it's released later this month and tailor it to your needs. This hopefully can lessen the burden for you have to create something from whole cloth for temporary use. In the meantime, one thing you can research if you haven't done so already is identify testing sites close to your work locations. I know there are locations in the DC Metropolitan area that offer free testing as well. I understand availability of testing varies widely across the country and are limited in remote places. According to the Safer Workplace FAQs, "In most circumstances, agencies should authorize employees to take no more than one hour to travel to the testing site, complete testing, and return to work. Agencies should require employees taking longer than one hour to document the reasons for the additional time."

While many details regarding testing continue to be fleshed out, [REDACTED] (b) (5) [REDACTED] I've alerted the CFO and DOE's COVID Coordination Team about your non-reimbursable restrictions and they are looking into how to resolve the issue, if in fact it is an issue.

Lastly, your office should have received a request from the CHCO last week confirming the names of the few staff that will be given access to the attestation data on MyEnergy. If this has not happened, please reach out to your HC POC. Once you have insight on the numbers, the data will help inform your testing and management plans.

As always, please don't hesitate to reach out if you have any questions.

Thank you.

Terri

Terri Lee

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**Sent:** Thursday, September 2, 2021 7:06 PM

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Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>


**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone,

I wanted to provide a little more clarity on my message from yesterday as well as from today's noon COVID office hour call.

(b) (5)



As you are thinking through how to put in place your specific testing plan, you may want to consider using the DOE HQ's plan as a starting point so you don't need to create one from scratch (b) (5)  Once that's available, you're welcome to use that as a model with the ability to adjust specific to each of your site(s). I'll keep you posted on DOE's progress and timing.

Also from today's call, October 18<sup>th</sup> is the date in which OMB has identified that all agencies will need to implement their testing plan. Between that date and until OMB puts in place the nation-wide program that we can all use free of charge, all federal and site support service contractors will be reimbursed for their weekly test through a system that the CFO is in the process of putting in place. However, once the government-wide contract is effective, it will only cover federal employees and not our site support service contractors. This is what we're calling the "interim" step leading up to the nation-wide program.

Things continue to be fluid with many different moving parts. As such, everything is subject to change. For now, this is where we're heading.

As always, don't hesitate send me your questions.

Have a good evening.

Terri

Terri Lee

Chief Operating Officer

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Mona-Lisa Bloomfield

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**From:** Lee, Terri

**Sent:** Wednesday, September 1, 2021 3:23 PM

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**Subject:** RE: Updated OMB COVID Safety Policies

Good Afternoon Everyone,



This is my weekly update. To start off, I believe your HCAs (Heads of Contracting Activities) received (attached) a signed memo from John Bashista, DOE's Senior Procurement Executive and Keith Hamilton, NNSA's Senior Procurement Executive, setting forth the requirement for DOE and NNSA HCAs to direct their Contracting Officers (COs) to send letters using the attached template (attached) to Support Service Contractors (SSC) who have employees that work on any DOE/NNSA site or in any DOE/NNSA controlled facility. The template provides information on the DOE/NNSA COVID-19 vaccination attestation process for onsite SSC and their employees. Separate guidance was provided for Management and Operating (M&O) and Major Site and Facility Contractors.

This guidance implements the Administration's Safer Federal Workforce Task Force issued COVID-19 Workplace Safety: Agency Model Safety Principles (Agency Model Safety Principles or AMSP) which was issued on July 29, 2021. The AMSP directs agencies to ask about the vaccination status of Federal employees, contractor employees, and visitors to Federal buildings and sites and requires that respondents attest to the truthfulness of their response. Further information regarding testing requirements will be provided by the Contracting Officer.

I'm told that additional FAQs regarding contractors will be forthcoming and I will share those once released.

In addition, we were informed by the OMB Task Force that all agencies should begin COVID-19 testing starting September 20<sup>th</sup>. This does not mean all testing is required starting September 20<sup>th</sup> but more so to have a plan in place for testing. The DOE COVID Coordination Team plans to develop a framework/general guidelines for testing. However, given the diversity of the DOE complex, each site has a range of flexibility on how they plan to implement their testing program. If you haven't already, please start developing your implementation plan for how your site(s) will manage testing. As a reminder, those that do not respond to the vaccination attestation will be treated as unvaccinated and will be required to be tested. I want to emphasize that there is no federal mandate for vaccination and therefore vaccination is not a condition of employment.

As the guidance states, the federal government will be paying for testing for all federal employees. The CFO is in the process of developing guidance for reimbursement, including how that will work for the PMAs.

If you'd like assistance in developing your site testing plan, please let me know and I can pull a few people together from the EM, NNSA and SC sites that have experience due to their existing COVID testing program recently developed or developed in the earlier days of the pandemic.

As always, please don't hesitate to send me any questions you may have.

Best,

Terri

Terri Lee

Chief Operating Officer

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**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone,

For a quick update, the Secretary's Townhall is being moved from what was planned for tomorrow to Friday, 8/27/21, 2:30 pm – 3:45 pm. This is subject to change like all things related to COVID right now.

Due to procurement sensitivities and to avoid getting ahead of the process, I'm not going to go into any details but I do however want to make you aware that our COVID Coordination Team is working with DOE's and NNSA's HCAs (Head of Contracting Agency), John Bashista and Keith Hamilton respectively, as well as other contracting experts in DOE's programs to develop guidance for contractors (M&Os, prime & site support service) regarding vaccinations. Juston Fontaine may likely touch on this at his standing Thursday noon office hours, which many of you call in for. Don't hesitate to ask questions at that time and as always you can send questions to me as they come up.

Thank you.

Terri

Terri Lee

Chief Operating Officer

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**Subject:** RE: Updated OMB COVID Safety Policies

For your awareness, there are no new guidance from OMB as of today. I'm providing below a quick update on planned DOE announcements later this week.

- (1) DOE's electronic system for vaccination attestation for federal and onsite support service contractors is targeted to be operational this Friday, August 20.
- (2) We are working on finalizing instructions for visitors to fill out the attestation forms.
- (3) DOE's Procurement Office is currently drafting guidance that will be sent to the M&Os (date TBD) on how to manage the attestation process.

(4) A DOECAST will be released this Friday announcing the Secretary's Townhall scheduled for next Thursday, August 26, at 11:00 am EST, with a focus on the attestation guidance. The message will also include the updated Safety Protocol Plan.

(b) (5)

That's all I know as of today. Please let me know if you have any questions.

Thank you.

Terri

Terri Lee

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**Subject:** RE: Updated OMB COVID Safety Policies

To All:

To follow-up from today's "COVID Office Hour" meeting regarding testing, Todd Shrader from EM has shared

(attached) their West Valley site employee testing approach for your consideration as you plan to implement testing at your site(s). West Valley is scheduled to institute the program starting Monday. At West Valley, there are about 100 workers who will fall under this program. The cost of the tests are about \$25 a piece with some additional program administration costs.

The attached presentation is a high level summary. If anyone wants more detailed information, Todd and I can get the right people connected.

Thank you.

Terri

Terri Lee

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**Subject:** Re: Updated OMB COVID Safety Policies

Apologies for the additional email but I thought it was important to share the latest information I received today regarding the attestation process. Please know that no DOE final decisions have been made since we're still working through the technical and administrative details and therefore what I describe below is subject to change. Our hope to be able to put something in place very soon, likely sometime next week, maybe sooner if all the stars align.

We are in the process of working with our CIO office to determine the best IT system approach to automate the

attestation process. One that may be the most feasible is a SharePoint like system that the CIO has been developing to automate fillable forms for all federal staff to access and update when necessary. (b) (5)

Rather than each DOE program develop its own process, all DOE federal and support service contractor staff will be given access to the system once a decision is made on which system DOE will use.

As for outside visitors to a DOE facility, the form will be made available on the DOE website and at the front desk of the DOE check-in. The visitor will be responsible for filling out the form and keeping it with them during their visit if asked for verification. The visitor will also be responsible for disposing of the form. DOE will not be collecting the information. The DOE program host will be responsible for informing the visitor(s) of the process. This process will have to be followed by each visitor for every visit.

With regards to COVID testing, (b) (5) I'll share the information once it's available. It should not be a surprise to anyone that we are not permitted to implement our re-entry plan until the details of the testing protocols have been established. As such, the re-entry plan continues to be hold until all details have been worked out.

Our DOE COVID Coordination Team is working to update and release shortly the Safety Protocol Plan to reflect much of these and other changes, including the removal of the 25% occupancy restriction. We originally had planned to release it with the re-entry plan. Given the delay due to these policy changes, we believe it's necessary to separate the two documents in order provide everyone the latest Safety Protocol Plan as soon as possible.

Please do not hesitate to send me any questions you may have. I will answer those that I can and maintain a list of those unanswered until further information is available for me to respond or be included in future updates to our FAQs.

Thank you and good evening.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Mona-Lisa Bloomfield

Executive Assistant

(202) 586-8121 (O)

(b) (5) (C)

**From:** "Lee, Terri" <[terri.lee@hq.doe.gov](mailto:terri.lee@hq.doe.gov)>

**Date:** Monday, August 9, 2021 at 5:23 PM

**To:** "Wech, Michael S" <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>, "Hobbs, Virgil" <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>, "LeBeau, Tracey" <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>, "Hairston, John L" <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>, "Smith, Barbara L" <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>, "Thompson, Dionne E" <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>, "Baskerville, Sonya L" <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>, "Tyer, Katherine M" <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Pat Hoffman <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>, "Muse, Whitney" <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>, "Leady, William J" <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>, "Hall, Lee J" <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>, "Capps, Stephan A" <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>, "Fickes, Anne Macron" <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>, "Laylo, Sarah M" <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>, "Rodgers, Jennifer R" <[jrodgers@wapa.gov](mailto:jrodgers@wapa.gov)>, "Ardis, Melissa H" <[ardis@wapa.gov](mailto:ardis@wapa.gov)>, "Brown Shute, Theresa" <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone:

Last Friday the Safer Federal Workforce Task Force published the new Frequently Asked Questions (FAQs) related to vaccination attestation that you can find here: <https://www.saferfederalworkforce.gov/new/>. We will be working to update the DOE Safety Plan consistent with the new process. In the meantime, you can begin to update your site plans accordingly. I'm sure you'll have questions that we may or may not be able to answer right now but please share them so that we can work to address them as soon as possible.

As of now, there are no details regards the process for testing. I'll share them once they're made available.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

██████████ (b) (5) ██████████

**From:** Lee, Terri

**Sent:** Tuesday, August 3, 2021 12:41 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>

**Subject:** Updated OMB COVID Safety Policies

Hi Everyone,

Attached for your reference is the updated safety protocols from OMB from last week if you or your staff have not seen them yet. I want to point out that we are waiting for OMB guidance on the process for executing some of the new policies, particularly ones regarding vaccination verification and testing. We will update the DOE guidance consistent with OMB's direction once it's made available. In the meantime, we remain on maximum telework and continue to follow the May 24, 2021 DOE COVID Safety Plan in addition to last week's mask wearing update. You can find all of this information on the DOE Powerpedia, <https://powerpedia.energy.gov/wiki/Portal:COVID-19>.

As a reminder, the updated mask mandate is not a blanket mandate. For those vaccinated, masks are only required in high transmission areas. Please use the CDC guidelines to determine areas of high transmission. If you have neighboring areas where one has high transmission and the other has moderate transmission, and the majority of those workers come to the same work site, err on the conservative side.

Also, the re-entry plan is on hold until the process to implement the new protocols announced last Thursday are put in place.

Lastly, if you have any questions regarding federal COVID safety protocols versus local or state level protocols, please let me know and I can schedule a meeting with GC and our COVID Coordinating Team to resolve the issue.

As always, please don't hesitate to reach out to me if you have any other questions.

Thank you. Take care and stay safe.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)



**From:** Lahti,John A (BPA) - TF-DITT-2

**Sent:** Fri Oct 01 09:19:00 2021

**To:** Capps,Stephan A (BPA) - NW-1

**Cc:** Cathcart,Michelle M (BPA) - TO-DITT-2

**Subject:** RE: FYI - Latest Guidance

**Importance:** Normal

Thanks Steve. This supports what I was thinking and we need to get a process/system communicated to employees soon sharing this information and requiring proof of vaccination by November 8.

John

**From:** Capps,Stephan A (BPA) - NW-1 <sacapps@bpa.gov>

**Sent:** Friday, October 1, 2021 8:12 AM

**To:** Lahti,John A (BPA) - TF-DITT-2 <jalahti@bpa.gov>

**Cc:** Cathcart,Michelle M (BPA) - TO-DITT-2 <mmcathcart@bpa.gov>

**Subject:** FYI - Latest Guidance

John – FYI – the [Safer Workforce Task Force](#) updated their guidance today. This is brand new, and answers some of the issues we discussed yesterday. DOE may have additional implementing guidance.

From the website:

**UPDATEDQ: What steps may an agency take if a Federal employee refuses to be vaccinated or provide proof of vaccination?**

A: Employees covered by Executive Order 14043 who fail to comply with a requirement to be fully vaccinated or provide proof of vaccination and have neither received an exception nor have an exception request under consideration, are in violation of a lawful order. Employees who violate lawful orders are subject to discipline, up to and including termination or removal.

Consistent with the Administration's policy, agencies should initiate an enforcement process to work with employees to encourage their compliance. Accordingly, agencies should initiate the enforcement process with a brief period of education and counseling (5 days), including providing employees with information regarding the [the benefits of vaccination](#) and [ways to obtain the vaccine](#). If the employee does not demonstrate progress toward becoming fully vaccinated through completion of a required vaccination dose or provision of required documentation by the end of the counseling and education period, it should be followed by a short suspension (14 days or less). Continued noncompliance during the suspension can be followed by proposing removal. Unique operational needs of agencies and the circumstances affecting a particular employee may warrant departure from these guidelines if necessary, but consistency across government in enforcement of this government-wide vaccine policy is desired, and the Executive Order does not permit exceptions from the vaccination requirement except as required by law.

Agencies may initiate the enforcement process as soon as November 9, 2021, for employees who fail to submit documentation to show that they have completed receiving required vaccination dose(s) by November 8, as long as those employees have not received an exception and the agency is not considering an exception request from the employee.

If an employee responds at any phase of the discipline by submitting proof of progress toward full vaccination (i.e., completion of a required vaccination dose), the agency should hold the discipline in abeyance to afford the employee a reasonable period of time to become fully vaccinated. In pursuing any adverse action, the agency must provide the required procedural rights to an employee and follow normal processes, including any agency

policies or collective bargaining agreement requirements concerning disciplinary matters. Employees should not be placed on administrative leave while pursuing an adverse action for refusal to be vaccinated but will be required to follow safety protocols for employees who are not fully vaccinated when reporting to agency worksites.

If the employee claims a legally required exception as the reason for not being vaccinated, an agency should follow its ordinary process to review and consider what, if any, accommodation it must offer. All agency personnel designated to receive requests for accommodations should know how to handle requests consistent with the Federal employment nondiscrimination laws that may apply. If the employee's request for an exception is denied, and the employee does not comply with the vaccination requirement, the agency may pursue disciplinary action, up to and including removal from Federal service.

OPM has issued [additional guidance](#) to further assist agencies with enforcing the vaccination requirement for Federal employees.

**Stephan Capps**  
Director of Facilities and Workplace Services

Bonneville Power Administration  
Office 503-230-4498, Mobile [REDACTED]  
sacapps@bpa.gov

From: Kuhn,Shana L (BPA) - NS-4400-LL

Sent: Fri Sep 24 14:56:42 2021

To: Coseo,Nadine M (BPA) - FT-2

Subject: RE: Data from DOE - Need to Know

Importance: Normal

Thanks Nadine. We would like employees to attempt to ensure they are recorded in the system, but then collect a list of employees who are having technical difficulties that they are unable to resolve. We are going to keep a list going forward as it will be particularly important to get this corrected once we need to verify their proof of vaccination. On your employee who is retiring, I say we just note that and don't make an issue of it. He will eventually drop out of the system, but will likely continue to receive reminders.

For your awareness you will not be asked to start any disciplinary action due to an employee's inability to complete this attestation at this time. Once it shifts to the proof of vaccination and the deadline of Nov 22<sup>nd</sup> comes closer, that will be the time when things will become more serious, so sorting any technical issues out now will be important for those who are not retiring.

**From:** Coseo,Nadine M (BPA) - FT-2 <nmcoseo@bpa.gov>

**Sent:** Friday, September 24, 2021 2:45 PM

**To:** Kuhn,Shana L (BPA) - NS-4400-LL <slkuhn@bpa.gov>

**Subject:** RE: Data from DOE - Need to Know

Thanks for the details – helpful. I know that for at least one, and probably several individuals, they thought they had completed the attestation and thought they were successful, but looks like perhaps not. Or it could be the date of the pull.

(b) (6)



Thanks. Nadine

**From:** Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>  
**Sent:** Friday, September 24, 2021 1:50 PM  
**To:** Coseo, Nadine M (BPA) - FT-2 <[nmcoseo@bpa.gov](mailto:nmcoseo@bpa.gov)>  
**Subject:** Data from DOE - Need to Know

Hi Nadine,

I have prepared a data set for you that includes staff in the FT organizations who had not yet responded to the Vaccine attestation. The intent is to give you awareness and feel free to share with supervisors in your organizations as you think it is important. Our privacy officer asked that we only share the details of the names with those who have a “need to know” and are in the leadership chain of the individual on the list. This means you will need to share subsets of this data as appropriate at the TIII level if you want to distribute further.

A couple key notes:

- One disclaimer, this is only a snapshot in time and is only the list of people who had not completed an attestation as of Sept 10<sup>th</sup>. We do not yet have data on those who did submit an attestation and what they attested to.
- I tried to add some pivot tables that you might find helpful. You also have the raw data on the last tab so you can do whatever you would like to do.
- If you want to share information with people who are not managers, or not within the leadership chain, I recommend copying the charts that do not include employee names. You can share counts of position titles, by org, by location, etc without any issues. The names connected to the status as a non-responder are the pieces to consider sensitive.
- Per our privacy officer: We don't need to encrypt/password protect these; Infosec and Privacy are in agreement (with IT's input) that internal emails are sufficiently encrypted to protect information.
- Employees and their supervisors on this list received the attached emails respectively from Robin shortly after the all employee email that went out regarding attestation now being mandatory.
- Some of these employees may have attempted to submit an attestation, but are having technical issues with the system. Robin's email provides information on how to try and resolve those issues. If they are unable to resolve their technical issues, please let me know and I will add them to our list.

Let me know if you have questions or if I can help understand the data in any way.

Shana

**Shana Kuhn**

Deputy Chief Workforce and Strategy Officer | Chief Workforce and Strategy Office (D)

**Bonneville Power Administration**

[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov) | P 503-230-3836 | C (b) (6)

INTEGRITY | KINDNESS | ENTHUSIASM | CONSISTENCY | FUN

From: Miller, Mike P (BPA) - TE-DITT-2

Sent: Fri Sep 17 14:58:24 2021

To: Burt, Jason R (BPA) - TEZ-MANGAN

Subject: RE: End work 9/17

Importance: Normal

I hope it does rain until March! Thanks for the conversation today.

Mike

**From:** Burt, Jason R (BPA) - TEZ-MANGAN <jrburt@bpa.gov>  
**Sent:** Friday, September 17, 2021 2:53 PM  
**To:** Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>  
**Subject:** End work 9/17

Today I met with Stephen G. to talk through the CSI:T charter and he had a good idea. I met with Sokom and talked through a bunch of TEZT open issues. I met with my boss and rambled a bit. I had the WRG Board meeting and we talked about preparing for next year's Women's History Month ideas, along with the minutes from the Pluralism Council on Wednesday. (b) (6)

(b) (6)

did a bit of work on the CSI:T charter and the SOW for it, in between.



Steve asked if we had any questions about vaccine attestations and I mentioned this new article, which was news to him:

[Under recent executive order, federal employees must now show proof of vaccination | Federal News Network](#)

Notably, the task force said agencies should not place employees on paid administrative leave while pursuing disciplinary actions against those who refuse vaccination, another change — or at least a significant clarification — from previous policy.

Have a great weekend and make sure gutters are cleaned out! They say it will rain, probably until March.

Jason

**From:** Hunter, Kimberly A (BPA) - TTB-MODD

**Sent:** Tue Sep 28 16:32:50 2021

**To:** Raschio, Peter J (BPA) - TTS-DITT-2

**Subject:** RE: Vaccine Mandate and Contingency Plans

**Importance:** Normal

Thanks for the feedback. Let me see how to fold some of that in.

**Kim Hunter**

Acting Director | Transmission Technology

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-619-6715 | C (b) (6)

**From:** Raschio, Peter J (BPA) - TTS-DITT-2 <pjraschio@bpa.gov>

**Sent:** Tuesday, September 28, 2021 4:26 PM

**To:** Hunter, Kimberly A (BPA) - TTB-MODD <kahunter@bpa.gov>

**Subject:** RE: Vaccine Mandate and Contingency Plans

No, not flaming, but the highlighted sentence is the one that give me pause, the red more so than the yellow. Another way of saying it may be, "It is our responsibility as federal employees (and managers) to follow and

implement it.”

Another change thought, “Together, with your support, we will continue to deliver on our mission.”

(b) (6)



Just some thoughts. Certainly a difficult situation we find ourselves in here.

**Peter Raschio**

Acting Manager - TT Internal Business Ops | TTB

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-418-2563 | C

(b) (6)

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**From:** Hunter, Kimberly A (BPA) - TTB-MODD <[kahunter@bpa.gov](mailto:kahunter@bpa.gov)>  
**Sent:** Tuesday, September 28, 2021 2:55 PM  
**To:** Raschio, Peter J (BPA) - TTS-DITT-2 <[pjraschio@bpa.gov](mailto:pjraschio@bpa.gov)>  
**Subject:** Vaccine Mandate and Contingency Plans

Draft... Anything here you see as flaming the fire?

All,

As more information has come out about the vaccine mandate in the past couple of weeks, I have been hearing more questions about contingency plans if we lose significant portions of our workforce. As you all know safety and reliability of our transmission system are the highest priorities for our organization. There have been several messages from John and Robin providing information regarding the focus on the health and safety of the workforce as it relates to the COVID-19 safety protocols and the vaccine mandate; I want to ensure you all have the time and opportunity to understand what the mandate means so that you can make the appropriate choices for yourself and your family.

The executive orders mandating vaccination for [federal workers](#) and [contractors](#) should be taken very seriously. Exceptions to this mandate will be limited to only those required by law, such as medical reasons or sincerely held religious beliefs. The [Reasonable Accommodation process](#) includes forms for both medical and religious requests.

I do understand that there are members of our workforce who may still choose not to be vaccinated and do not qualify for these limited exceptions. While some people may not agree with the executive order, it is a Federal Employee's responsibility to adhere to it, and Bonneville's responsibility to enforce it, including issuing disciplinary actions up to removal from federal service. With this in mind, leadership is solidifying contingency plans to continue to operate our transmission system safely and reliably under varying levels of attrition. While some of the plans could impact strategic objectives, capital execution, or overtime, the leadership team is committed to protecting the safety of the workforce and continue to maintain reliability.

I value our entire workforce and am hopeful these plans will be unnecessary, but I did want to share with you our commitment to continue to meet our mission. Together, with your support, we will continue to be successful. Please reach out to your supervisor if you have questions.

Thank you,

**Kim Hunter**

Acting Director | Transmission Technology

**Bonneville Power Administration**

[bpa.gov](https://www.bpa.gov) | P 360-619-6715 | C (b)

From: Kirkland,Matthew C (BPA) - TER-3

Sent: Fri Sep 24 10:17:38 2021

To: Hull,Michael J (BPA) - TEV-CSB-1; Burt,Jason R (BPA) - TEZ-MANGAN; TE Tier III Managers; mlstaats@bpa.gov; rabeckerjr@bpa.gov; dmfreel@bpa.gov; mckirkland@bpa.gov; axsinha@bpa.gov; mlwilber@bpa.gov; dshunter@bpa.gov; jsbrown@bpa.gov; mpmiller@bpa.gov

Subject: RE: Assignment from Joel Cook

Importance: Normal

LOL

**From:** Hull,Michael J (BPA) - TEV-CSB-1 <mjhull@bpa.gov>

**Sent:** Friday, September 24, 2021 10:17 AM

**To:** Kirkland,Matthew C (BPA) - TER-3 <mckirkland@bpa.gov>; Burt,Jason R (BPA) - TEZ-MANGAN <jrburt@bpa.gov>; TE Tier III Managers <TETierIIIManagers@bpa.gov>

**Subject:** RE: Assignment from Joel Cook

Then he would have 1.43 pounds left. Enough to be a manager.

**From:** Kirkland,Matthew C (BPA) - TER-3 <[mckirkland@bpa.gov](mailto:mckirkland@bpa.gov)>

**Sent:** Friday, September 24, 2021 10:16 AM

**To:** Burt,Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>; TE Tier III Managers

<[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>

**Subject:** RE: Assignment from Joel Cook

I think Jason's brain is closer to 4.43 pounds....

**From:** Burt, Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>

**Sent:** Friday, September 24, 2021 9:37 AM

**To:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>; TE Tier III Managers

<[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>

**Subject:** RE: Assignment from Joel Cook

Richard makes a fair point about whether we're actually likely to lose a significant number of folks. Since we're asked to think about the worst case scenario where people do what they say they will do, this is a case of "plan for the worst and hope for the best". If we have fewer voluntary separations than we feared, that's a good thing.

There's a joke I remember from Physics where we had to consider the effect of air resistance on a cow falling out of a plane; "Consider the cow to a perfect sphere." We all know that assumption is bad, but because the actual cow shape is extremely complex, it's easier to just consider the sphere. Similarly, losing "10% of the workforce" is a "peanut-butter" model. It implies that any 1% is like any other 1%, and that there's no "disparate effect", and that folks leave as a discrete pulse. These assumptions can drive our planning so I want to address them.

Losing 10% of the TEZ workforce would be like me losing 10% of my body weight – it critically depends what 10% we're talking about. To make the math easy, let's say I weigh 200 lbs. If I lost 20 lbs of fat, that'd be great! If I lost my 3 lb brain, that'd be bad. To extend the analogy, the hiring freezes and retirements over the last decade [1779 BFTE in 2006 and 1602 BFTE today (90%) ] mean there's not much fat, so we're just talking about losing 20 lbs of organs, muscle or bone. This is why the "peanut butter" 10% is hard to answer. We all know that losing one specific FTE in our group would be vastly different than losing another specific FTE.

When we talk about voluntary separation due to vaccination requirement, we're much more likely to lose the experienced and tenured folks near retirement than we are the new folks who are still in training. The two populations simply have vastly different personal and financial impacts from leaving a steady job. "What's the impact of losing your six most tenured people?" is a different question than a random 10% of the workforce, but much more likely to happen. The impact to our products and services is also typically much more severe when we lose experienced folks than when we lose new folks.

Finally, the assumption about the "pulse" is that on 11/22/2021, 10% of the folks will simply not show up to work and cleanly resign. It's much more likely that 10% of the workforce will fight their management chain over RA rules, or pretend to get the vaccine with false documentation, or grieve discipline for conduct with their union, or just delay and document and use the bureaucratic morass to bury their supervisor in paperwork. Anyone who worked through Employee Relations with one employee will shudder at the idea of going through it with a significant fraction of the workforce, which is an impact separate and apart from actually losing the FTE itself! It's probably the case that, instead of a pulse, we'd lose people for one reason or another over one to nine months as these processes play out, and of course we can't backfill the position as the FTE self-immolates. Again, there's an impact from the loss of the worker and there's also an impact to management from the bureaucratic tsunami.

Now that I've spent a page arguing with the question, I can address TEZ. My team has about sixty people, so



losing 10% is about six people. Technical Services has some folks that are very tenured, with deep experience in specific technologies and little or no backup. Losing someone like (b) (6) would immediately and drastically reduce our support for the Field for their support areas. We also have some newer engineers, and losing them would mean starting over with the training and knowledge transfer process, without a severe immediate impact but all the problems of "eating our seed corn." Since Tech Services hires internally more than externally, personnel losses in our group would probably cascade through the organization as people move into the vacated slots, impacting other groups much more than TEZ. I remember from HR documentation that Hiring processes about four times as many internal vacancies as external, so if that held true in the "Vaccinalypse" then our 10% loss would be a 50% position turnover, which is sobering.

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Sent:** Thursday, September 23, 2021 3:09 PM  
**To:** TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** Assignment from Joel Cook

We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending on how many people actually end up not getting vaccinated.

Here is the assignment and this is not scientific, just gut feel and ideas needed:

- 1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level.

- 2) What impact would a loss of 10% have on your delivery of products and services?
- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire?  
(Overtime, reduce work intake,...)

Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike

From: Hall, Lee J (BPA) - PES-6

Sent: Tue Oct 05 07:25:35 2021

To: Capps, Stephan A (BPA) - NW-1; Leady Jr, William J (BPA) - K-7

Cc: Hall, Lee J (BPA) - PES-6

Subject: RE: 20211005 ESC Transition Update (5 Oct 2021) (V1).pptx

Importance: Normal

Looks great. I wouldn't change a thing. A few suggestions for speaking points:

- Be ready to explain what "leadership actions" mean – RA, disciplinary, etc.
- Recommend you encourage leaders to encourage front line employees to get vaccinated. The first "milestone" date for being vaccinated is approaching.
- Be ready to answer questions about RA and discipline (and even contractors) – but remind them, this is a safety brief, and ("I'm not trying to dodge these important questions, but...") those questions will increasingly be in the HCM realm and the Supply Chain/Legal realms. *In as much as RA and Discipline issues will affect people and paying attention to their jobs in work environments*, we need to ramp up pre-job briefs ("stay focused), even supervisory oversight of jobs.
- We are working communications that let employees know about where we are in planning – that is a mitigating factor, trying to relieve some anxiety with honest, transparent answers (not speculation)

I like it. Will be interested in the discussion.

**From:** Capps,Stephan A (BPA) - NW-1 <sacapps@bpa.gov>

**Sent:** Monday, October 4, 2021 5:48 PM

**To:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>

**Subject:** 20211005 ESC Transition Update (5 Oct 2021) (V1).pptx

Feedback welcome.....

(b) (5)



From: Sinha,Amit (BPA) - TEN-CSB-1

Sent: Fri Sep 24 10:00:40 2021

To: Miller,Mike P (BPA) - TE-DITT-2; TE Tier III Managers; mlstaats@bpa.gov; rabeckerjr@bpa.gov; dmfreel@bpa.gov; mjhull@bpa.gov; mckirkland@bpa.gov; axsinha@bpa.gov; mlwilber@bpa.gov; jrburt@bpa.gov; dshunter@bpa.gov; jsbrown@bpa.gov

Subject: RE: Assignment from Joel Cook

Importance: Normal

Mike

With 10% loss, spread across four organizations, the effect will depend on where the loss will occur. With TEN's few high risk Functional Areas (due to lack of bench depth), I foresee some reduction in through put of products and services. Unless, most loss occurs in one org, in which case impact may be more severe – this scenario is unlikely. Hard to put numbers.

Immediate Mitigation - overtime, prioritizing work (Std. and Spec, operational improvement initiatives etc. getting lowest priority), move staff on Details.

Long Term Mitigation – hire to back fill quickly (accounting for learning curve of new staff).

amit

Manager, Systems Engineering | TEN

**Bonneville Power Administration**



**From:** Becker II, Richard (BPA) - TEL-TPP-3 <rabeckerjr@bpa.gov>  
**Sent:** Thursday, September 23, 2021 4:17 PM  
**To:** Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>; TE Tier III Managers <TETierIIIManagers@bpasite1.bpa.gov>  
**Subject:** RE: Assignment from Joel Cook

Mike,

To me 10% loss sound alarming, but not overly frightening if hiring is made less restrictive and we hire in multiples instead of 1 at a time until we regain full staffing. We could be back up to full numbers in 3 to 6 months. I am speculating that the "hardliners to the bitter end" are actually few, and may only represent something around 1% to 5% of total staff which is about the same as normal attrition rate.

My concern is if we end with something like 3% loss in one group and 20% loss in another that we may need approaches we have not necessary used in the past. Under the excessively imbalanced scenario, I would see detailing capable people from other less impacted organizations as the means of buffering things out as necessary to prevent production stoppage until staffing strength is rebuilt.

(b) (6)



Richard A. Becker, P.E.  
Manager, Transmission Line & Civil Works Engineering - TEL  
Bonneville Power Administration  
Phone (360) 619-6220  
Cel [REDACTED] b

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Sent:** Thursday, September 23, 2021 3:09 PM  
**To:** TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** Assignment from Joel Cook

We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending on how many people actually end up not getting vaccinated.

Here is the assignment and this is not scientific, just gut feel and ideas needed:

- 1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level.
- 2) What impact would a loss of 10% have on your delivery of products and services?
- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire? (Overtime, reduce work intake,...)

Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike



**From:** Kirkland,Matthew C (BPA) - TER-3

**Sent:** Thu Sep 23 15:38:32 2021

**To:** Miller,Mike P (BPA) - TE-DITT-2

**Subject:** RE: Assignment from Joel Cook

**Importance:** Normal

RESPONSE BELOW

**From:** Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>

**Sent:** Thursday, September 23, 2021 3:09 PM

**To:** TE Tier III Managers <TETierIIIManagers@bpa.gov>

**Subject:** Assignment from Joel Cook

We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending on how many people actually end up not getting vaccinated.

Here is the assignment and this is not scientific, just gut feel and ideas needed:

1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level. 10% represents 9 employees across TER and likely that would be limited to (b) (5) and (b) (6) as everyone in (b) (6) has informed management that they're vaccinated.

2) What impact would a loss of 10% have on your delivery of products and services?

Assuming we lose 5 in (b) (8) and 4 in (b) (6) (we already know of 4 in (b) (6) that are planning to retire or quit) I think the delivery of products and services would see a nominal disruption for the time it takes to replace staff.

3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire? (Overtime, reduce work intake,...)

- Where gaps occur TER will reprioritize and assign work outside of traditional geographic boundaries, e.g. someone in Sammamish might be covering for Olympia.

- For BFTE's I've already instructed management to initiate hiring actions should any Feds retire or resign and in-turn we will notify the TE VP immediately

- For CFTE's TER leaders are to first see if we can direct hire under an existing contract, which is faster than the typical CFTE hiring process

- If we can't use an existing contract to backfill CFTE's, we will initiate and prioritize hiring actions and notify the VP immediately

- Given that all of TER programs have contracts in place to augment productivity we should be able to maintain the pace of production through service contracts

- A significant risk is if any of our COTR's opt to resign or retire, however I'm already working with the Tier IV's to strengthen the bench strength of our COTR's on staff

**(b) (6), (b) (5)**

**(b) (6), (b) (5)**

Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike

From: Cathcart,Michelle M (BPA) - TO-DITT-2

Sent: Fri Sep 24 08:59:45 2021

To: TVPs; jalahti@bpa.gov; iltyson@bpa.gov; rishaheen@bpa.gov; jwcook@bpa.gov; ssbrookshire@bpa.gov; mpmiller@bpa.gov; tgko@bpa.gov; mmcathcart@bpa.gov; kahunter@bpa.gov

Subject: TO Summary week ending 9/24/21

Importance: Normal

## 1. Important information from this week's meetings

### a. GM/EIM Meetings

1. GEM – Reviewed budget
2. OMS Sponsor – Seems to be on-track. More to come this afternoon
3. AGC Mod sponsor – Team continues to make progress. Some bugs unblocked by CAISO/Siemens, more still come up, but team is working to resolve.

### b. Wildfire/PSPS Meetings

1. None

### c. Customer Issues/Meetings

(b) (4)



(b) (4)

- d. CATS sponsor – Team made great progress, and on-track to implement changes to the ROCH and other steps on 10/1.
- e. B2H – Continued discussion on term sheet
- f. All TO Meeting – rolling out FY22 priorities – No questions on priorities, but LOTS of questions on vaccine mandate and a few on TSB
- g. Raw T/N – Later today

**2. Important topics where I represent Transmission next week**

a. GM/EIM Meetings

- 1. GEM
- 2. EIM Sponsor
- 3. OMS Update

b. Wildfire/PSPS Meetings

- 1. FERC Technical Panel
- 2. IWRMC (I don't remember what the acronym is, but this is the wildfire consortium Jeff mentioned previously)

c. Customer Issues/Meetings

- 1. NWACI Customer Meeting
- 2. BPA/PAC Markets Discussion

- d. B2H
- e. EDAM
- f. RCC
- g. RA

### 3. Strategy or business issues that are an on-going concern

- a. Unknowns around vaccination mandate. I'm worried some messaging might be giving too much hope around time after 11/22 and availability of exemptions. From my perspective, we need to hope for the best but prepare for the worst. As I understand the 11/22 date and discipline, the amount of time depends on a few assumptions that have not been decided yet. If it is a "condition of employment" the disciplinary steps can go much faster than the 30+ days associated with progressive discipline. Also, the emails that are going out to all now will serve as notice, so even if we say the requirement is 11/22, we will know by 11/8 (the date that the final dose is due before the 2 weeks time to effectiveness), and it is possible that the timer can start before 11/22. Regardless of the date, I think we need to be firm that if someone refuses to get vaccinated (or demonstrate vaccination) and does not qualify for an exemption (which will have a high bar to get) the ultimate step is termination. Softening the message too much doesn't do anyone any good in the long run.

(b) (5)



### 4. Notables

**Michelle Cathcart** (She/Her/Hers)

Vice President | Transmission System Operations

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-418-8775 | C (b) (6) [REDACTED]

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**Michelle Cathcart** (She/Her/Hers)

Vice President | Transmission System Operations

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-418-8775 | C (b) (6) [REDACTED]

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**From:** Miller, Mike P (BPA) - TE-DITT-2

**Sent:** Fri Sep 24 10:24:46 2021

**To:** Hull, Michael J (BPA) - TEV-CSB-1

**Subject:** RE: Assignment from Joel Cook

**Importance:** Normal

Well put. Thanks Mike.

Mike

**From:** Hull, Michael J (BPA) - TEV-CSB-1 <mjhull@bpa.gov>

**Sent:** Friday, September 24, 2021 10:20 AM

**To:** Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>; TE Tier III Managers <TETierIIIManagers@bpa.gov>

**Subject:** RE: Assignment from Joel Cook

If TEV lost 10%, the impact would not be immediate. Most products and services would be up to date. The risk would show up later when we start filling the gaps in Standards and Analytics. These would likely be internal hires causing a greater impact to the groups that we draw from.

The actual risk largely depends on HR and their ability to up the hiring/recruitment game.



We could make up 5-10% of reduction through OT. We may lose some specific roles that leave a dent.

Mike

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Sent:** Thursday, September 23, 2021 3:09 PM  
**To:** TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** Assignment from Joel Cook

We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending on how many people actually end up not getting vaccinated.

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- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire?

(Overtime, reduce work intake,...)

Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike

**From:** Cook,Joel D (BPA) - K-7

**Sent:** Thu Sep 23 14:03:45 2021

**To:** Furrer,Robin R (BPA) - N-7; Hairston,John L (BPA) - A-7; James,Daniel M (BPA) - D-7

**Subject:** RE: Progressive disciple - Nov 22

**Importance:** Normal

My underlying message is that we can all have our own opinions/beliefs but we have to follow the rules of our employer or face consequences.

**From:** Furrer,Robin R (BPA) - N-7 <rrfurrer@bpa.gov>

**Sent:** Thursday, September 23, 2021 1:56 PM

**To:** Cook,Joel D (BPA) - K-7 <jdcook@bpa.gov>; Hairston,John L (BPA) - A-7 <jlhairston@bpa.gov>; James,Daniel M (BPA) - D-7 <dmjames@bpa.gov>

**Subject:** RE: Progressive disciple - Nov 22

The below info from Bill is exactly what James Mosely shared with me this morning.

He also spoke with me in great detail about the plan to process these in HR, which I will not share in email.

All of the unions are aware, all acknowledge it is law and will be followed. We are required to perform I&I (impact and implementation) which is a 20 day notice.

If DOE finalizes the policy documents by the end of October, we will give notice to the unions the first of November and I&I will be concluded before Nov 22.

It all hinges on when DOE finalizes the policies and what those policies direct us to do.

**From:** Cook,Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>

**Sent:** Thursday, September 23, 2021 11:53 AM

**To:** Hairston,John L (BPA) - A-7 <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>;

James,Daniel M (BPA) - D-7 <[dmjames@bpa.gov](mailto:dmjames@bpa.gov)>

**Subject:** FW: Progressive disciple - Nov 22

My Contingency Planning message to my team today and tommorrow.

- Attestation now mandatory, at this point we only have information on attestation information which may or may not be accurate.

- Work ongoing to provide proof of vaccination which will be more reliable/useful than attestation.

- What is likely to happen 11/22. Like most things, we are not sure, this is what we do know:

- OPM/OMB/DOE is expected to release government-wide guidance "to include the progressive level of discipline" (from Terri Lee's email)

- Progressive discipline means the agency goes through progressive steps in order to allow the employee to comply. This could be up to Termination, but even then the employee has at least 30 days before the effective date of termination. The ultimate goal is to gain compliance before termination is necessary, but again we will need to wait on the specific guidance.

We need to start thinking now about how we staff functions if employees choose to not vaccinate and we begin the termination process/progressive steps.

Open discussion

**From:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>

**Sent:** Thursday, September 23, 2021 11:27 AM

**To:** Cook, Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>

**Cc:** Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** Progressive discipline - Nov 22

Joel,

What will happen on Nov 22? Like most things, we are not sure, this is what we do know:

- OPM/OMB/DOE is expected to release government-wide guidance "to include the progressive level of discipline" (from Terri Lee's email)
- Progressive discipline means the agency goes through progressive steps in order to allow the employee to comply. This could be up to Termination, but even then the employee has at least 30 days before the effective date of termination. The ultimate goal is to gain compliance before termination is necessary, but again we will need to wait on the specific guidance.

I talked with LR (James Mosley) this morning

- At this point progression discipline is a mere suggestion from OMB, therefore we do not know what it will be. James noted that during the Anthrax time, the Agency (DoD, not DOE) could and did proceed with a Termination up front, and these action were sustained before a third party. (worst case)
- OPM may provide general or specific guidance of what the progressive steps will be (this is unknown at this time)
- OPM's guidance could state that we just give the employees a warning to start, but again we just don't know.
- We may or may not have agency level discretion on how we apply progressive discipline (unknown at the time)

Sorry, lots of unknowns at this point

Bill,

-----

**Terri Lee email (Sept 21)**

“With regards to reasonable accommodations, we <DOE> are working with GC to develop a process as we wait for OPM to update and release the government-wide guidance, anticipated for next week, to include the

progressive level of discipline. (Note next week is the week of Sept 27<sup>th</sup> )

[Vaccinations | Safer Federal Workforce](#)

**Q: What steps may an agency take if a Federal employee refuses to be vaccinated or provide proof of vaccination?**

A: As an initial matter, an agency should provide employees with information regarding [the benefits of vaccination](#) and [ways to obtain the vaccine](#). If the individual continues to refuse to be vaccinated or provide proof of vaccination, the agency should pursue disciplinary measures, up to and including removal from Federal service. In pursuing any adverse action, the agency must provide the required procedural rights to an employee and follow normal processes, including any agency policies or collective bargaining agreement requirements concerning disciplinary matters. Employees should not be placed on administrative leave while pursuing an adverse action for refusal to be vaccinated, but will be required to follow safety protocols for employees who are not fully vaccinated when reporting to agency worksites.

An agency should follow a different process if the employee claims a legally required exception as the reason for not being vaccinated or providing proof of vaccination. In that case, an agency should follow its ordinary process to review and consider what, if any, reasonable accommodation it must offer. All agency personnel designated to receive requests for reasonable accommodations should know how to handle requests consistent with any Federal employment nondiscrimination laws that may apply. If the employee's request for an accommodation is denied, and the employee does not comply with the vaccination requirement, the agency may pursue disciplinary action, up to and including removal from Federal service.

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)



From: Cathcart,Michelle M (BPA) - TO-DITT-2

Sent: Mon Sep 27 13:36:24 2021

To: TO Direct Reports; addonahoo@bpa.gov; jcmcellrath@bpa.gov; acjuber@bpa.gov; ctsanford@bpa.gov; mialbright@bpa.gov; mmcathcart@bpa.gov

Subject: Heads up on Vaccine message

Importance: Normal

All,

I mentioned I've been working with LR/ER on a message to send out about the vaccine mandate, that I hope is clear. I have a feeling I'll hear some feedback on it from employees, so I wanted you to have a preview of it first. I plan to send this tomorrow morning

As more information has come out about the vaccine mandate in the past couple of weeks, I have been hearing more questions about contingency plans if we lose significant portions of our workforce. As you have heard me say many times before, safety and reliability of our transmission system are the highest priorities for our organization. Safety of our workforce includes taking necessary steps to protect our people against COVID-19, especially with the more contagious delta variation. President Biden, as supported by all of your leadership here at BPA, have made it clear that the science points to vaccines as the most effective way to protect our workforce, and the executive orders mandating vaccination for [federal workers](#) and [contractors](#) are taken very seriously. Exceptions to this mandate will be limited to only those required by law, such as medical reasons or sincerely held religious beliefs. The [Reasonable Accommodation process](#) includes forms for both medical and religious requests. A reasonable accommodation is a change that may include modification or adjustment to the work environment such as a modified work schedule, modification of existing facilities, job restructuring to enable the employee to perform the essential functions of a job/position, acquisition of approved special equipment, reassignment or the removal of other identified workplace barriers.

I do understand that there are members of our current workforce who may still choose not to be vaccinated and do not qualify for these limited exceptions. Employees who refuse to be vaccinated or provide proof of vaccination and are not approved for an exception may choose to find other options outside of working for BPA, as is their right. For BPA as an Agency, the executive order is a directive to comply, and as such, we will take what actions necessary to enforce compliance, including issuing disciplinary actions up to removal from federal service. While some may not agree with the executive order, it is a Federal Employee's responsibility to adhere to it. With this in mind, leadership is solidifying contingency plans to continue to operate our transmission system safely and reliably under varying levels of attrition. While some of the plans could impact strategic objectives, capital execution, or overtime, the leadership team is committed to doing what is necessary to protect the safety of the workforce and continue to maintain reliability.

I am hopeful that the majority of the workforce will comply with the vaccine mandate and these plans will be unnecessary, but I did want to assuage fears about our ability to continue to meet our mission. Together, with your support, we will continue to be successful.

Thank you.

**Michelle Cathcart** (She/Her/Hers)

Vice President | Transmission System Operations

**Bonneville Power Administration**

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**From:** Cathcart,Michelle M (BPA) - TO-DITT-2

**Sent:** Thu Sep 23 16:32:14 2021

**To:** Kuhn,Shana L (BPA) - NS-4400-LL

**Subject:** RE: Attestation Concern from Employee

**Importance:** Normal

Thank you, that is helpful

**From:** Kuhn,Shana L (BPA) - NS-4400-LL <slkuhn@bpa.gov>

**Sent:** Thursday, September 23, 2021 4:29 PM

**To:** Cathcart,Michelle M (BPA) - TO-DITT-2 <mmcathcart@bpa.gov>

**Subject:** RE: Attestation Concern from Employee

As a side note, DOE/BPA has been very clear that there will be no disciplinary action taken against employees who do not, or are unable to complete the attestation at this time. If you, as the manager would like to allow the employee to wait until the proof of vaccine is required, you could choose to do so.

This employee would continue to show up on the lists and may receive reminders.

**From:** Cathcart,Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>

**Sent:** Thursday, September 23, 2021 3:56 PM

**To:** Kuhn, Shana L (BPA) - NS-4400-LL <[silkuhn@bpa.gov](mailto:silkuhn@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>

**Subject:** Attestation Concern from Employee

Hi Team,

I had a concern raised from an employee that I wanted you to be aware of. This employee is generally not one to make a fuss just for the sake of it, and I believe he is genuinely struggling with a moral dilemma here.


As you know the attestation form itself says that "Providing this information is voluntary." Signing the form says "I attest that the information provided in this form is accurate and true to the best of my knowledge." Since he knows it is not true that the information is voluntary, he feels he can't attest to the form being true. Even with Robin's acknowledgment in her email about this inconsistency, he feels he can not sign an attestation that he believes is not true. He has said (and I believe) that if/when DOE fixes the language in the form, he will submit it. He is not in a MEF position.

Is there any way that DOE will consider taking the step of removing the language that "Providing this information is voluntary"? I have several other employees that are similarly pointing to this inconsistency in messaging as problematic.

**Michelle Cathcart** (She/Her/Hers)

Vice President | Transmission System Operations

**Bonneville Power Administration**

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**From:** Brown,Joelle S (BPA) - TET-CSB-1

**Sent:** Fri Sep 24 09:53:46 2021

**To:** Burt,Jason R (BPA) - TEZ-MANGAN

**Subject:** RE: Assignment from Joel Cook

**Importance:** Normal

I think you did a GREAT job of summarizing the challenges that will have to be faced going forward. I've heard others simplify as "how soon can we fill behind", but there's a lot more to it than that.

**From:** Burt,Jason R (BPA) - TEZ-MANGAN <jrburt@bpa.gov>

**Sent:** Friday, September 24, 2021 9:42 AM

**To:** Brown,Joelle S (BPA) - TET-CSB-1 <jsbrown@bpa.gov>

**Subject:** RE: Assignment from Joel Cook

Thank you, although I'm not sure what to do with compliments...?

I felt I was being ranty/prolix so I appreciate the feedback!

**From:** Brown,Joelle S (BPA) - TET-CSB-1 <[jsbrown@bpa.gov](mailto:jsbrown@bpa.gov)>

**Sent:** Friday, September 24, 2021 9:40 AM

**To:** Burt,Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>; Miller,Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** RE: Assignment from Joel Cook

Spot on Jason.

**From:** Burt,Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>  
**Sent:** Friday, September 24, 2021 9:37 AM  
**To:** Miller,Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** RE: Assignment from Joel Cook

Richard makes a fair point about whether we're actually likely to lose a significant number of folks. Since we're asked to think about the worst case scenario where people do what they say they will do, this is a case of "plan for the worst and hope for the best". If we have fewer voluntary separations than we feared, that's a good thing.

There's a joke I remember from Physics where we had to consider the effect of air resistance on a cow falling out of a plane; "Consider the cow to a perfect sphere." We all know that assumption is bad, but because the actual cow shape is extremely complex, it's easier to just consider the sphere. Similarly, losing "10% of the workforce" is a "peanut-butter" model. It implies that any 1% is like any other 1%, and that there's no "disparate effect", and that folks leave as a discrete pulse. These assumptions can drive our planning so I want to address them.

Losing 10% of the TEZ workforce would be like me losing 10% of my body weight – it critically depends what 10%

we're talking about. To make the math easy, let's say I weigh 200 lbs. If I lost 20 lbs of fat, that'd be great! If I lost my 3 lb brain, that'd be bad. To extend the analogy, the hiring freezes and retirements over the last decade [1779 BFTE in 2006 and 1602 BFTE today (90%)] mean there's not much fat, so we're just talking about losing 20 lbs of organs, muscle or bone. This is why the "peanut butter" 10% is hard to answer. We all know that losing one specific FTE in our group would be vastly different than losing another specific FTE.

When we talk about voluntary separation due to vaccination requirement, we're much more likely to lose the experienced and tenured folks near retirement than we are the new folks who are still in training. The two populations simply have vastly different personal and financial impacts from leaving a steady job. "What's the impact of losing your six most tenured people?" is a different question than a random 10% of the workforce, but much more likely to happen. The impact to our products and services is also typically much more severe when we lose experienced folks than when we lose new folks.

Finally, the assumption about the "pulse" is that on 11/22/2021, 10% of the folks will simply not show up to work and cleanly resign. It's much more likely that 10% of the workforce will fight their management chain over RA rules, or pretend to get the vaccine with false documentation, or grieve discipline for conduct with their union, or just delay and document and use the bureaucratic morass to bury their supervisor in paperwork. Anyone who worked through Employee Relations with one employee will shudder at the idea of going through it with a significant fraction of the workforce, which is an impact separate and apart from actually losing the FTE itself! It's probably the case that, instead of a pulse, we'd lose people for one reason or another over one to nine months as these processes play out, and of course we can't backfill the position as the FTE self-immolates. Again, there's an impact from the loss of the worker and there's also an impact to management from the bureaucratic tsunami.

Now that I've spent a page arguing with the question, I can address TEZ. My team has about sixty people, so losing 10% is about six people. Technical Services has some folks that are very tenured, with deep experience in specific technologies and little or no backup. Losing someone like (b) (6) would immediately and drastically reduce our support for the Field for their support areas. We also have some newer engineers, and



losing them would mean starting over with the training and knowledge transfer process, without a severe immediate impact but all the problems of “eating our seed corn.” Since Tech Services hires internally more than externally, personnel losses in our group would probably cascade through the organization as people move into the vacated slots, impacting other groups much more than TEZ. I remember from HR documentation that Hiring processes about four times as many internal vacancies as external, so if that held true in the “Vaccinalypse” then our 10% loss would be a 50% position turnover, which is sobering.

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Sent:** Thursday, September 23, 2021 3:09 PM  
**To:** TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** Assignment from Joel Cook

We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending on how many people actually end up not getting vaccinated.

Here is the assignment and this is not scientific, just gut feel and ideas needed:

- 1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level.
- 2) What impact would a loss of 10% have on your delivery of products and services?

3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire?  
(Overtime, reduce work intake,...)

Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike

From: Kirkland,Matthew C (BPA) - TER-3

Sent: Fri Sep 24 10:04:14 2021

To: Hull,Michael J (BPA) - TEV-CSB-1; Brown,Joelle S (BPA) - TET-CSB-1; Burt,Jason R (BPA) - TEZ-MANGAN; Miller,Mike P (BPA) - TE-DITT-2; TE Tier III Managers; mlstaats@bpa.gov; rabeckerjr@bpa.gov; dmfreel@bpa.gov; mckirkland@bpa.gov; axsinha@bpa.gov; mlwilber@bpa.gov; dshunter@bpa.gov

Subject: RE: Assignment from Joel Cook

Importance: Normal

That was a fun read :o)

**From:** Hull,Michael J (BPA) - TEV-CSB-1 <mjhull@bpa.gov>

**Sent:** Friday, September 24, 2021 10:04 AM

**To:** Brown,Joelle S (BPA) - TET-CSB-1 <jsbrown@bpa.gov>; Burt,Jason R (BPA) - TEZ-MANGAN <jrburt@bpa.gov>; Miller,Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>; TE Tier III Managers <TETierIIIManagers@bpa.gov>

**Subject:** RE: Assignment from Joel Cook

- 1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level. I have considered it
- 2) What impact would a loss of 10% have on your delivery of products and services? About a 10% reduction
- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire?

(Overtime, reduce work intake,...) yes

Ok, I've had my fun. I do agree with Jason "it depends which 10%". I will come up with a useful answer shortly.

**From:** Brown,Joelle S (BPA) - TET-CSB-1 <[jsbrown@bpa.gov](mailto:jsbrown@bpa.gov)>  
**Sent:** Friday, September 24, 2021 9:40 AM  
**To:** Burt,Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>; Miller,Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** RE: Assignment from Joel Cook

Spot on Jason.

**From:** Burt,Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>  
**Sent:** Friday, September 24, 2021 9:37 AM  
**To:** Miller,Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** RE: Assignment from Joel Cook

Richard makes a fair point about whether we're actually likely to lose a significant number of folks. Since we're asked to think about the worst case scenario where people do what they say they will do, this is a case of "plan for the worst and hope for the best". If we have fewer voluntary separations than we feared, that's a good thing.

There's a joke I remember from Physics where we had to consider the effect of air resistance on a cow falling out of a plane; "Consider the cow to a perfect sphere." We all know that assumption is bad, but because the actual cow shape is extremely complex, it's easier to just consider the sphere. Similarly, losing "10% of the workforce" is a "peanut-butter" model. It implies that any 1% is like any other 1%, and that there's no "disparate effect", and that folks leave as a discrete pulse. These assumptions can drive our planning so I want to address them.

Losing 10% of the TEZ workforce would be like me losing 10% of my body weight – it critically depends what 10% we're talking about. To make the math easy, let's say I weigh 200 lbs. If I lost 20 lbs of fat, that'd be great! If I lost my 3 lb brain, that'd be bad. To extend the analogy, the hiring freezes and retirements over the last decade [1779 BFTE in 2006 and 1602 BFTE today (90%) ] mean there's not much fat, so we're just talking about losing 20 lbs of organs, muscle or bone. This is why the "peanut butter" 10% is hard to answer. We all know that losing one specific FTE in our group would be vastly different than losing another specific FTE.

When we talk about voluntary separation due to vaccination requirement, we're much more likely to lose the experienced and tenured folks near retirement than we are the new folks who are still in training. The two populations simply have vastly different personal and financial impacts from leaving a steady job. "What's the impact of losing your six most tenured people?" is a different question than a random 10% of the workforce, but much more likely to happen. The impact to our products and services is also typically much more severe when we lose experienced folks than when we lose new folks.

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worked through Employee Relations with one employee will shudder at the idea of going through it with a significant fraction of the workforce, which is an impact separate and apart from actually losing the FTE itself! It's probably the case that, instead of a pulse, we'd lose people for one reason or another over one to nine months as these processes play out, and of course we can't backfill the position as the FTE self-immolates. Again, there's an impact from the loss of the worker and there's also an impact to management from the bureaucratic tsunami.

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**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Sent:** Thursday, September 23, 2021 3:09 PM  
**To:** TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
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- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire? (Overtime, reduce work intake,...)

Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike

**From:** Furrer,Robin R (BPA) - N-7

**Sent:** Thu Sep 23 13:51:02 2021

**To:** Capps,Stephan A (BPA) - NW-1

**Subject:** RE: Progressive disciple - Nov 22

**Importance:** Normal

Thanks. This is exactly what Mosely shared with me this morning as well.

**From:** Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>

**Sent:** Thursday, September 23, 2021 12:17 PM

**To:** Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>

**Subject:** FW: Progressive disciple - Nov 22

FYI,

**From:** Cook,Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>

**Sent:** Thursday, September 23, 2021 11:43 AM

**To:** Leady Jr,William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>

**Cc:** Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** RE: Progressive disciple - Nov 22



Thanks Bill

**From:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>  
**Sent:** Thursday, September 23, 2021 11:27 AM  
**To:** Cook, Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>  
**Cc:** Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Subject:** Progressive discipline - Nov 22

Joel,

What will happen on Nov 22? Like most things, we are not sure, this is what we do know:

- OPM/OMB/DOE is expected to release government-wide guidance "to include the progressive level of discipline" (from Terri Lee's email)
- Progressive discipline means the agency goes through progressive steps in order to allow the employee to comply. This could be up to Termination, but even then the employee has at least 30 days before the effective date of termination. The ultimate goal is to gain compliance before termination is necessary, but again we will need to wait on the specific guidance.

I talked with LR (James Mosley) this morning

- At this point progression discipline is a mere suggestion from OMB, therefore we do not know what it will be. James noted that during the Anthrax time, the Agency (DoD, not DOE) could and did proceed with a Termination up front, and these action were sustained before a third party. (worst case)
- OPM may provide general or specific guidance of what the progressive steps will be (this is unknown at this time)
- OPM's guidance could state that we just give the employees a warning to start, but again we just don't know.
- We may or may not have agency level discretion on how we apply progressive discipline (unknown at the time)

Sorry, lots of unknowns at this point

Bill,

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**Terri Lee email (Sept 21)**

“With regards to reasonable accommodations, we <DOE> are working with GC to develop a process as we wait for OPM to update and release the government-wide guidance, anticipated for next week, to include the progressive level of discipline. (Note next week is the week of Sept 27<sup>th</sup> )

**Q: What steps may an agency take if a Federal employee refuses to be vaccinated or provide proof of vaccination?**

A: As an initial matter, an agency should provide employees with information regarding [the benefits of vaccination](#) and [ways to obtain the vaccine](#). If the individual continues to refuse to be vaccinated or provide proof of vaccination, the agency should pursue disciplinary measures, up to and including removal from Federal service. In pursuing any adverse action, the agency must provide the required procedural rights to an employee and follow normal processes, including any agency policies or collective bargaining agreement requirements concerning disciplinary matters. Employees should not be placed on administrative leave while pursuing an adverse action for refusal to be vaccinated, but will be required to follow safety protocols for employees who are not fully vaccinated when reporting to agency worksites.

An agency should follow a different process if the employee claims a legally required exception as the reason for not being vaccinated or providing proof of vaccination. In that case, an agency should follow its ordinary process to review and consider what, if any, reasonable accommodation it must offer. All agency personnel designated to receive requests for reasonable accommodations should know how to handle requests consistent with any Federal employment nondiscrimination laws that may apply. If the employee's request for an accommodation is denied, and the employee does not comply with the vaccination requirement, the agency may pursue disciplinary action, up to and including removal from Federal service.

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)

**From:** Furrer,Robin R (BPA) - N-7

**Sent:** Tue Sep 28 07:53:47 2021

**To:** Linson,Trudy W (BPA) - NST-4400-LL; Ware,Michael K (BPA) - NSL-WHSE

**Subject:** FW: Urgent: Vaccine Mandate Questions.

**Importance:** Normal

FYSA

**From:** Furrer,Robin R (BPA) - N-7

**Sent:** Monday, September 27, 2021 10:32 PM

**To:** (b) (6)

**Cc:** (b) (6)

**Subject:** Urgent: Vaccine Mandate Questions.

Robin,

I have a few questions regarding the vaccine mandates. I submitted several of these questions in response to the request for them, before the informational video offered by DOE August 27. They were not answered on air, and I

have yet to receive a response. I've since added several additional questions. Can you please forward these questions to the appropriate person/entity if you are not able to answer them? It is imperative that I have the answers to these concerns, before I am able to make a decision regarding whether or not to receive the vaccine.

When is the deadline to submit an exemption?

When is the deadline to receive a response to my exemption, if I choose to submit one?

If an exemption is granted, what will the next step be specifically? If testing is required, what type of test will that be and how often will it be performed? Will a saliva or temperature test be acceptable for those who are not comfortable with an invasive test?

Since it is now confirmed that the vaccinated carry the same or even more viral load in their nasal passages and can acquire and transmit the virus as well, will they be required to submit to mandatory testing if they work onsite as well? If not, please explain the scientific data in support of this.

If testing is required, how long will it be required?

If an exemption is denied and the vaccine is refused, what will be the specific disciplinary protocol/timeline?

Will BPA accept liability if I suffer an adverse event due to this experimental, emergency use vaccine? Is BPA aware that the FDA approval is only for a vaccine by COMIRNATY, which is unavailable for use in the United States at this time?

If I am terminated due to refusal to be vaccinated, and at some point in the future, vaccine mandates are lifted, will I be automatically reinstated?

Will BPA offer early retirement packages to those who are close to retirement, and will be catastrophically effected financially by these unforeseen requirements?

Thank you for your timely response. This is an important and complicated decision, and I simply must have these questions answered before I am able to make it.

(b) (5)

**From:** Kirkland,Matthew C (BPA) - TER-3

**Sent:** Fri Sep 24 10:05:25 2021

**To:** TE Tier III Managers; mlstaats@bpa.gov; rabeckerjr@bpa.gov; dmfreel@bpa.gov; mjhull@bpa.gov; mckirkland@bpa.gov; axsinha@bpa.gov; mlwilber@bpa.gov; jrburt@bpa.gov; dshunter@bpa.gov; jsbrown@bpa.gov; mpmiller@bpa.gov

**Subject:** RE: Assignment from Joel Cook

**Importance:** Normal

Including Tier III's on this one...

**From:** Kirkland,Matthew C (BPA) - TER-3

**Sent:** Thursday, September 23, 2021 3:39 PM

**To:** Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>

**Subject:** RE: Assignment from Joel Cook

RESPONSE BELOW

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>

**Sent:** Thursday, September 23, 2021 3:09 PM

**To:** TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>

**Subject:** Assignment from Joel Cook



We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending on how many people actually end up not getting vaccinated.

Here is the assignment and this is not scientific, just gut feel and ideas needed:

1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level.

10% represents 9 employees across TER and likely that would be limited to (b) (6) and (b) (6) as everyone in (b) (6) has informed management that they're vaccinated.

2) What impact would a loss of 10% have on your delivery of products and services?

Assuming we lose 5 in (b) (6) and 4 in (b) (6) (we already know of 4 in (b) (6) that are planning to retire or quit) I think the delivery of products and services would see a nominal disruption for the time it takes to replace staff.

3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire? (Overtime, reduce work intake,...)

· Where gaps occur TER will reprioritize and assign work outside of traditional geographic boundaries, e.g. someone in Sammamish might be covering for Olympia.

· For BFTE's I've already instructed management to initiate hiring actions should any Feds retire or resign and in-turn we will notify the TE VP immediately

· For CFTE's TER leaders are to first see if we can direct hire under an existing contract, which is faster than

the typical CFTE hiring process

- If we can't use an existing contract to backfill CFTE's, we will initiate and prioritize hiring actions and notify the VP immediately

- Given that all of TER programs have contracts in place to augment productivity we should be able to maintain the pace of production through service contracts

- A significant risk is if any of our COTR's opt to resign or retire, however I'm already working with the Tier IV's to strengthen the bench strength of our COTR's on staff

(b) (5)



Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike

**From:** Miller, Thomas C (BPA) - TF-TRI CITIES RMHQ

**Sent:** Thu Sep 23 09:56:00 2021

**To:** Rehbein, Garrett D (BPA) - TF-ROSS MHQA

**Subject:** RE: An open letter to our natural coworkers about this mandate

**Importance:** Normal

Yep, I see that it went wide.

I fully understand how that could cause me some issues, but the intent is to alleviate the biases and I don't operate from any biases other than the obvious divisiveness that the frenzy around this topic has created. It is truly hard to manage and everyone is struggling with it.

The mandate will be a problem for many and the lack of guidance or conversation around it only creates more distance and distraction. I am hopeful that this plays out with enough diversity and room in it for everyone to exist so that it plays to our culture rather than clashes with it.

This will continue to be difficult for quite some time. Thanks for the email and advice, very helpful.

**From:** Rehbein, Garrett D (BPA) - TF-ROSS MHQA <gdrehbein@bpa.gov>

**Sent:** Thursday, September 23, 2021 9:16 AM

**To:** Miller, Thomas C (BPA) - TF-TRI CITIES RMHQ <tcmliller@bpa.gov>  
**Subject:** FW: An open letter to our natural coworkers about this mandate

I am guessing that you are aware of the email (b) (6) has sent out to her group. As many emails that are sent they get forwarded to many more folks than intended. I am not here to debate any of the information discussed, only sharing concerns that this may bring you unintended consequences in forms of perceptions/biases TF employees may now have.

As Sr leaders we have a very tough job in being able to follow the direction we are given and do it in such a way that we don't harm, hinder or create division amongst our folks. This whole pandemic and the division it has created in our population is the hardest thing I have ever struggled with.

Just thought you should be aware.....

(b) (6)



































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From: Miller, Mike P (BPA) - TE-DITT-2

Sent: Fri Sep 24 10:10:48 2021

To: Becker II, Richard (BPA) - TEL-TPP-3

Subject: RE: Assignment from Joel Cook

Importance: Normal

Thanks Richard.

Mike

**From:** Becker II, Richard (BPA) - TEL-TPP-3 <rabeckerjr@bpa.gov>

**Sent:** Thursday, September 23, 2021 4:17 PM

**To:** Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>; TE Tier III Managers <TETierIIIManagers@bpasite1.bpa.gov>

**Subject:** RE: Assignment from Joel Cook

Mike,

To me 10% loss sound alarming, but not overly frightening if hiring is made less restrictive and we hire in multiples instead of 1 at a time until we regain full staffing. We could be back up to full numbers in 3 to 6 months. I am speculating that the "hardliners to the bitter end" are actually few, and may only represent something around 1% to 5% of total staff which is about the same as normal attrition rate.

My concern is if we end with something like 3% loss in one group and 20% loss in another that we may need approaches we have not necessary used in the past. Under the excessively imbalanced scenario, I would see detailing capable people from other less impacted organizations as the means of buffering things out as necessary to prevent production stoppage until staffing strength is rebuilt.

(b) (6)



Richard A. Becker, P.E.  
Manager, Transmission Line & Civil Works Engineering - TEL  
Bonneville Power Administration  
Phone (360) 619-6220  
Cell (b) (6) [REDACTED]

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Sent:** Thursday, September 23, 2021 3:09 PM  
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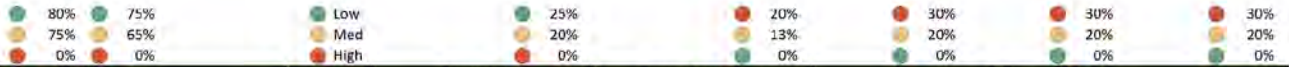
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Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike

# Mission Critical Occupation Status

as of May 6, 2020



MCO	MCO Series		Staffing					Hard to Fill	3-year Hiring			3-year Separations			Retirement Profile					
	Series	Positions	n	Positions (PMR)	Fill Rate	3 yr Retention	3yr Δ		Ave BPA Yrs	Internal	External	%	Retire-ments	Other Sep	3 yr Attrition	Eligible now	Likely now	3 year Eligible	3 years Likely	5 years Eligible
	SES	Senior Executive Series	18	19	95%	50%	none	12	0	5	28%	4	2	33%	6%	6%	22%	6%	50%	17%
	18	Safety & Occ. Health Manager/Specialist	18	20	90%	64%	+4	13	10	2	67%	1	0	6%	11%	6%	39%	11%	44%	17%
	28	Environmental Protection Specialist	25	30	83%	58%	+1	10	5	4	36%	4	3	28%	20%	20%	28%	20%	40%	24%
	80	Security Specialist (Physical, Personnel and Info)	14	15	93%	73%	-1	9	6	3	64%	2	2	29%	0%	0%	7%	0%	14%	7%
	89	Emergency Management Specialist (Continuity of Ops)	5	6	83%	40%	none	3	0	3	60%	1	1	40%	0%	0%	0%	0%	20%	0%
	110	Economist	13	14	93%	83%	+7	7	0	3	23%	0	0	0%	0%	0%	23%	0%	23%	15%
	201	Human Resources Specialist	55	57	96%	54%	-2	7	11	22	60%	7	16	42%	9%	5%	22%	9%	27%	18%
	301	Misc. Administration and Program - Analyst, Mgmt Assoc., F	64	109	59%	44%	+7	11	17	9	41%	9	6	23%	22%	14%	31%	22%	41%	28%
	401	Natural Resource Specialist	15	16	94%	57%	+1	5	1	2	20%	0	4	27%	0%	0%	7%	0%	7%	0%
	480	Fish & Wildlife Administrator	31	35	89%	73%	+5	7	3	8	35%	3	1	13%	3%	3%	16%	3%	19%	3%
	482	Fish Biologist	8	8	100%	80%	-2	8	0	0	0%	1	0	13%	13%	13%	25%	13%	25%	25%
	511	Auditing Series	11	14	79%	27%	none	2	4	5	82%	2	4	55%	0%	0%	0%	0%	0%	0%
	560	Budget Analysis Series	10	10	100%	21%	-9	12	1	2	30%	2	0	20%	30%	20%	30%	30%	60%	30%
	801	Engineer - General, Standards, Energy Management	7	7	100%	19%	-19	12	0	2	29%	3	1	57%	29%	14%	43%	29%	43%	43%
	808	Architect	5	6	83%	57%	-2	12	0	1	20%	2	1	60%	20%	20%	20%	20%	20%	20%
	810	Engineer - Civil, Structural	58	60	97%	86%	+22	11	2	6	14%	3	2	9%	12%	10%	19%	12%	21%	19%
	819	Engineer - Environmental	4	5	80%	60%	-1	12	0	1	25%	0	0	0%	25%	0%	25%	25%	25%	25%
	830	Engineer - Mechanical	43	44	98%	85%	+17	11	1	5	14%	3	3	14%	16%	9%	26%	16%	26%	21%
	840	Engineer - Nuclear	2	2	100%	67%	-1	9	0	0	0%	1	0	50%	0%	0%	0%	0%	0%	0%
	850	Engineer - Electrical	318	338	94%	79%	+37	12	42	52	30%	28	20	15%	17%	9%	24%	17%	29%	22%
	854	Computer Engineer	2	2	100%	100%	+1	22	0	0	0%	0	0	0%	0%	0%	50%	0%	50%	50%
	855	Engineer - Electronics	74	88	84%	68%	+15	10	12	10	30%	7	8	20%	12%	7%	20%	12%	28%	19%
	905	Attorney-Adviser	42	44	95%	80%	-3	9	0	4	10%	3	4	17%	7%	2%	14%	7%	17%	14%
	1101a	Account Specialist	5	8	63%	31%	-8	11	0	1	20%	1	2	60%	0%	0%	0%	0%	0%	0%
	1101c	Customer Account Executive	36	37	97%	76%	+3	16	0	4	11%	5	1	17%	28%	8%	42%	28%	42%	39%
	1101i	Other 1101 Misc. Business & Industry - Analyst, Compliance	118	124	95%	57%	+37	11	25	4	25%	17	8	21%	14%	8%	23%	14%	31%	19%
	1102	Procurement Analyst & Contract Specialist	68	73	93%	68%	-5	7	10	22	47%	5	10	22%	9%	4%	21%	9%	28%	15%
	1130	Public Utilities Specialist	265	292	91%	67%	-6	12	51	17	26%	30	23	20%	16%	9%	28%	16%	35%	25%
	1170	Realty Specialist	20	23	87%	55%	-11	9	1	2	15%	4	7	55%	15%	10%	30%	15%	35%	25%
	1171	Appraiser	1	1	100%	20%	-4	2	0	0	0%	4	0	400%	100%	0%	100%	100%	100%	100%
	1301	Physical Scientist	33	35	94%	58%	none	9	2	12	42%	4	3	21%	15%	12%	21%	15%	24%	15%
	1315	Hydrologist	5	5	100%	80%	none	9	0	0	0%	0	1	20%	40%	20%	60%	40%	60%	60%
	1320	Chemist	2	2	100%	100%	none	27	0	0	0%	0	0	0%	100%	100%	100%	100%	100%	100%
	1340	Meteorologist	4	4	100%	100%	none	14	0	0	0%	0	0	0%	25%	25%	50%	25%	100%	50%
	1350	Geologist	1	1	100%	100%	none	26	0	0	0%	0	0	0%	100%	100%	100%	100%	100%	100%
	1370	Cartographer	2	2	100%	100%	none	13	0	0	0%	0	0	0%	0%	0%	50%	0%	100%	0%
	1373	Land Surveyor	9	10	90%	56%	none	4	0	5	56%	3	1	44%	33%	11%	44%	33%	56%	44%
	1501	Data Scientist	1	0	n/a	0%	none	1	1	0	100%	0	1	100%	0%	0%	0%	0%	0%	0%
	1515	Operations Research Analyst	44	49	90%	67%	+1	6	8	8	36%	1	6	16%	0%	0%	11%	0%	16%	9%
	1520	Mathematician	1	1	100%	100%	none	6	0	0	0%	0	0	0%	0%	0%	0%	0%	0%	0%
	1529	Mathematical Statistician	3	3	100%	50%	+1	2	1	2	100%	0	1	33%	0%	0%	0%	0%	0%	0%
	1601	Equipment, Facilities and Services - Transmission Maintenan	44	46	96%	51%	-15	18	8	1	20%	8	4	27%	16%	7%	48%	16%	59%	34%
	1640	Facility Operations Specialist	11	12	92%	80%	+1	6	0	3	27%	0	1	9%	18%	0%	27%	18%	45%	18%
	2181	Aircraft Pilot	4	6	67%	50%	-2	5	1	0	25%	2	1	75%	0%	0%	25%	0%	50%	0%
	2210	IT Specialist	192	229	84%	77%	+100	12	11	15	14%	24	22	24%	23%	9%	38%	23%	47%	35%
	2604	Power System Control Craftsman	46	51	90%	80%	+5	8	1	0	2%	5	2	15%	17%	2%	41%	17%	52%	37%
	2606	System Protection Control Craftsman	48	49	98%	79%	+5	11	5	0	10%	4	3	15%	17%	4%	21%	17%	25%	21%
	2610	Data Systems Craftsman	11	12	92%	n/a	+11	9	1	0	9%	2	0	18%	18%	9%	36%	18%	36%	27%
	2810	High Voltage Electrician - Line Equip Operator, Lineman, Ele	320	325	98%	73%	-26	9	52	68	38%	39	43	26%	12%	4%	20%	12%	28%	17%
	5407	Dispatcher and Substation Operator	189	188	101%	81%	-9	10	43	14	30%	18	6	13%	14%	7%	25%	14%	30%	21%
	8852	Aircraft Maintenance Technician	6	6	100%	100%	none	7	0	0	0%	0	0	0%	17%	0%	33%	17%	33%	17%

† Only high risk for particular group of occupations within series (Cybersecurity Specialists within 2210, journeyman level within 5407)

**From:** Miller, Mike P (BPA) - TE-DITT-2

**Sent:** Mon Sep 27 06:52:39 2021

**To:** Cathcart, Michelle M (BPA) - TO-DITT-2

**Subject:** RE: message to staff

**Importance:** Normal

Thanks for sharing Michelle. Let me know what you get back. I may steal it from you if that is OK.

Mike

**From:** Cathcart, Michelle M (BPA) - TO-DITT-2 <mmcathcart@bpa.gov>

**Sent:** Friday, September 24, 2021 3:26 PM

**To:** TVPs <tvps@BPASite1.bpa.gov>

**Subject:** FYI: message to staff

FYI on a message I'm planning to send to my staff next week, subject to approval from LR/ER on it.

**From:** Cathcart, Michelle M (BPA) - TO-DITT-2

**Sent:** Friday, September 24, 2021 3:23 PM

**To:** Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>



**Cc:** Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>

**Subject:** PLEASE REVIEW: message to staff

Hi James,

Would you please review the message below that I would like to send to my team next week, and see if you have any concerns with it from an LR/ER perspective? I'm copying Shana too, since I had mentioned to her that I was drafting something around this.

Thank you!

Michelle

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As more information has come out about the vaccine mandate in the past couple of weeks, I have been hearing more questions about contingency plans if we lose significant portions of our workforce. As you have heard me say many times before, safety and reliability of our transmission system are the highest priorities for our organization. Safety of our workforce includes taking necessary steps to protect our people against COVID-19, especially with the more contagious delta variation. President Biden, as supported by all of your leadership here at BPA, have made it clear that the science points to vaccines as the most effective way to protect our workforce, and the executive orders mandating vaccination for [federal workers](#) and [contractors](#) are taken very seriously. Exceptions to this mandate will be limited to only those required by law, such as medical reasons or sincerely held religious beliefs. The [Reasonable Accommodation process](#) includes forms for both medical and religious requests.

I do understand that there are members of our current workforce who may still choose not to be vaccinated and do not qualify for these limited exceptions. Employees who refuse to be vaccinated or provide proof of vaccination and are not approved for an exception may choose to leave federal service or will face disciplinary measures, up to and including removal from Federal service. With this in mind, leadership is solidifying contingency plans to continue to operate our transmission system safely and reliably under varying levels of attrition. While some of the plans could impact strategic objectives, capital execution, or overtime, the leadership team is committed to doing what is necessary to protect the safety of the workforce and continue to maintain reliability. I am hopeful that the majority of the workforce will comply with the vaccine mandate and these plans will be unnecessary, but I did want to assuage fears about our ability to continue to meet our mission.

**Michelle Cathcart** (She/Her/Hers)

Vice President | Transmission System Operations

**Bonneville Power Administration**

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From: Freel,Dean M (BPA) - TEP-TPP-1

Sent: Thu Sep 23 15:18:22 2021

To: Miller, Mike P (BPA) - TE-DITT-2

Subject: RE: Assignment from Joel Cook

Importance: Normal

(b) (5)



--Dean

**From:** Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>  
**Sent:** Thursday, September 23, 2021 3:09 PM  
**To:** TE Tier III Managers <TETierIIIManagers@bpa.gov>  
**Subject:** Assignment from Joel Cook

We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending on how many people actually end up not getting vaccinated.

Here is the assignment and this is not scientific, just gut feel and ideas needed:

- 1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level.
- 2) What impact would a loss of 10% have on your delivery of products and services?
- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire? (Overtime, reduce work intake,...)

Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike

**From:** Miller, Mike P (BPA) - TE-DITT-2

**Sent:** Fri Sep 24 10:16:32 2021

**To:** Kirkland, Matthew C (BPA) - TER-3

**Subject:** RE: Assignment from Joel Cook

**Importance:** Normal

Ha! At least.

**From:** Kirkland, Matthew C (BPA) - TER-3 <mckirkland@bpa.gov>

**Sent:** Friday, September 24, 2021 10:16 AM

**To:** Burt, Jason R (BPA) - TEZ-MANGAN <jrburt@bpa.gov>; TE Tier III Managers <TETierIIIManagers@bpa.gov>

**Subject:** RE: Assignment from Joel Cook

I think Jason's brain is closer to 4.43 pounds....

**From:** Burt, Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>

**Sent:** Friday, September 24, 2021 9:37 AM

**To:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** RE: Assignment from Joel Cook

Richard makes a fair point about whether we're actually likely to lose a significant number of folks. Since we're asked to think about the worst case scenario where people do what they say they will do, this is a case of "plan for the worst and hope for the best". If we have fewer voluntary separations than we feared, that's a good thing.

There's a joke I remember from Physics where we had to consider the effect of air resistance on a cow falling out of a plane; "Consider the cow to a perfect sphere." We all know that assumption is bad, but because the actual cow shape is extremely complex, it's easier to just consider the sphere. Similarly, losing "10% of the workforce" is a "peanut-butter" model. It implies that any 1% is like any other 1%, and that there's no "disparate effect", and that folks leave as a discrete pulse. These assumptions can drive our planning so I want to address them.

Losing 10% of the TEZ workforce would be like me losing 10% of my body weight – it critically depends what 10% we're talking about. To make the math easy, let's say I weigh 200 lbs. If I lost 20 lbs of fat, that'd be great! If I lost my 3 lb brain, that'd be bad. To extend the analogy, the hiring freezes and retirements over the last decade [1779 BFTE in 2006 and 1602 BFTE today (90%)] mean there's not much fat, so we're just talking about losing 20 lbs of organs, muscle or bone. This is why the "peanut butter" 10% is hard to answer. We all know that losing one specific FTE in our group would be vastly different than losing another specific FTE.

When we talk about voluntary separation due to vaccination requirement, we're much more likely to lose the experienced and tenured folks near retirement than we are the new folks who are still in training. The two populations simply have vastly different personal and financial impacts from leaving a steady job. "What's the impact of losing your six most tenured people?" is a different question than a random 10% of the workforce, but

much more likely to happen. The impact to our products and services is also typically much more severe when we lose experienced folks than when we lose new folks.

Finally, the assumption about the “pulse” is that on 11/22/2021, 10% of the folks will simply not show up to work and cleanly resign. It’s much more likely that 10% of the workforce will fight their management chain over RA rules, or pretend to get the vaccine with false documentation, or grieve discipline for conduct with their union, or just delay and document and use the bureaucratic morass to bury their supervisor in paperwork. Anyone who worked through Employee Relations with one employee will shudder at the idea of going through it with a significant fraction of the workforce, which is an impact separate and apart from actually losing the FTE itself! It’s probably the case that, instead of a pulse, we’d lose people for one reason or another over one to nine months as these processes play out, and of course we can’t backfill the position as the FTE self-immolates. Again, there’s an impact from the loss of the worker and there’s also an impact to management from the bureaucratic tsunami.

Now that I’ve spent a page arguing with the question, I can address TEZ. My team has about sixty people, so losing 10% is about six people. Technical Services has some folks that are very tenured, with deep experience in specific technologies and little or no backup. Losing someone like (b) (5) would immediately and drastically reduce our support for the Field for their support areas. We also have some newer engineers, and losing them would mean starting over with the training and knowledge transfer process, without a severe immediate impact but all the problems of “eating our seed corn.” Since Tech Services hires internally more than externally, personnel losses in our group would probably cascade through the organization as people move into the vacated slots, impacting other groups much more than TEZ. I remember from HR documentation that Hiring processes about four times as many internal vacancies as external, so if that held true in the “Vaccinalypse” then our 10% loss would be a 50% position turnover, which is sobering.

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>



**Sent:** Thursday, September 23, 2021 3:09 PM  
**To:** TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** Assignment from Joel Cook

We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending on how many people actually end up not getting vaccinated.

Here is the assignment and this is not scientific, just gut feel and ideas needed:

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- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire? (Overtime, reduce work intake,...)

Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike

**From:** James,Daniel M (BPA) - D-7

**Sent:** Fri Sep 24 13:27:32 2021

**To:** Bargaen,Tim J (BPA) - NHE-AMPN-1; Kuhn,Shana L (BPA) - NS-4400-LL; Churchill,Amber R (BPA) - D-7

**Cc:** Furrer,Robin R (BPA) - N-7

**Subject:** RE: Attestation deadline

**Importance:** Normal

Thank you Tim. I welcome such a briefing for me and my deputy, Shana Kuhn.

Please work with Amber Churchill to set it up.

Have a nice weekend.

Dan

**From:** Bargaen,Tim J (BPA) - NHE-AMPN-1 <tjbargaen@bpa.gov>

**Sent:** Friday, September 24, 2021 12:23 PM

**To:** Furrer,Robin R (BPA) - N-7 <rrfurrer@bpa.gov>; James,Daniel M (BPA) - D-7 <dmjames@bpa.gov>

**Subject:** FW: Attestation deadline

James,

From time-to-time, especially now in your new role, you may receive e-mails from the unions directly. Typically, they will fall into two categories: 1) Requesting a management action or raising a concern of some sort; or 2) Awareness or sharing.

The unions are required to bring matters to the Labor Relations Office (me), but they periodically will reach out directly. While they copied me in this case, that is not always the case. As the Labor Relations Officer, my role is to advise and coordinate with management and then communicate with the union.

The correspondence in the first category needs to be discussed and coordinated, when a response is appropriate. The second does not require further action. This e-mail falls in the second and does not require action.

I'd like to set up some time with you to reorient you to the labor relations program as you take on your new role, you'll be dealing with more labor issues moving forward.

If you have any questions or want to discuss, please give me a call.

Tim

360-418-2370

**From:** Pansky, Tom (BPA) - EWB-4 <[tepansky@bpa.gov](mailto:tepansky@bpa.gov)>

**Sent:** Friday, September 24, 2021 11:34 AM

**To:** Braden, Michael L (BPA) - JNPC-Z992 <[mlbraden@bpa.gov](mailto:mlbraden@bpa.gov)>; Borgen, Tim J (BPA) - NHE-AMPN-1 <[tjborgen@bpa.gov](mailto:tjborgen@bpa.gov)>; Keskitalo II, David H (BPA) - NHE-AMPN-1 <[dhkeskitaloii@bpa.gov](mailto:dhkeskitaloii@bpa.gov)>; Schoenberg, Judy L (TFE)(BPA) - TOOC-DITT-2 <[jschoenberg@bpa.gov](mailto:jschoenberg@bpa.gov)>; Dave Rondeau ([Dave@ibew125.com](mailto:Dave@ibew125.com)) <[Dave@ibew125.com](mailto:Dave@ibew125.com)>; Furrer, Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>; James, Daniel M (BPA) - D-7 <[dmjames@bpa.gov](mailto:dmjames@bpa.gov)>

**Subject:** RE: Attestation deadline

I told Mike that his early morning email (below) is the best written piece I've seen on the subject so far. Keep up the great work!

Adding Robin and Dan so they are aware. We're all in this together.

Judy and I have received a few inquiries about Reasonable Accommodation, along with a few snarky responses, but nothing like what Mike's been getting (see attached). At least not yet.

Best! - tom

**From:** Braden,Michael L (BPA) - JNPC-Z992 <[mlbraden@bpa.gov](mailto:mlbraden@bpa.gov)>  
**Sent:** Friday, September 24, 2021 11:19 AM  
**To:** Bergen,Tim J (BPA) - NHE-AMPN-1 <[tjbergen@bpa.gov](mailto:tjbergen@bpa.gov)>; Keskitalo II,David H (BPA) - NHE-AMPN-1 <[dhkeskitaloii@bpa.gov](mailto:dhkeskitaloii@bpa.gov)>; Pansky,Tom (BPA) - EWB-4 <[tepansky@bpa.gov](mailto:tepansky@bpa.gov)>; Schoenberg,Judy L (TFE)(BPA) - TOOC-DITT-2 <[jschoenberg@bpa.gov](mailto:jschoenberg@bpa.gov)>  
**Subject:** FW: Attestation deadline

This is the email that response (attached) was to.

Mike

**From:** Braden,Michael L (BPA) - JNPC-Z992  
**Sent:** Friday, September 24, 2021 4:28 AM  
**To:** AFGE – Union Mailbox <[afgeunion@bpa.gov](mailto:afgeunion@bpa.gov)>  
**Cc:** 'Michael Braden' <(b) (6)>  
**Subject:** Attestation deadline

(b) (6)

So, since I was up at this fine 03:35am, I remembered the one thing I didn't like about being in the military.

Anywho, I have had a few people contact me after the management email about people needing to complete the attestation.

Initially it was voluntary, however, it is now mandatory. The timeline, which management sent out the other day, leaves very little time for people being able to meet the Nov 22<sup>nd</sup> deadline due to the time between doses for Pfizer and Moderna. The J&J only requires 1 shot instead of 2.

While not everyone wants to get the shot, for various reasons, the attestation doesn't require you to say whether or not you have had the vaccine. There is an option where you can tick a box, "I decline to respond."

As people have asked, "What could happen if I do not comply with the order from management to take the attestation by, well today September 24, 2021."

Simple answer, they can start disciplinary action. Since, "start disciplinary action" is rather vague, I'll try to expand on that for you. Disciplinary action varies, you could get a verbal warning with a new dead line, as the least that **could** happen. From there they become more severe, up to and including termination from federal service.

The saying, "We hope for the best, but prepare for the worst." Fits quite aptly here. There are a number of variables and possibilities which could be the outcome. I do not know what those would be for everyone. Obviously we will assist in any way we can, but whatever choice you make, it can have results you might not like. Liking them doesn't make anything less than a superior giving you an instruction and you refusing. If you feel the attestation is something BPA can require you to fill out, I haven't seen anything which gives you an out. We have to attest to a Code of Conduct, training each year, security badge renewals (we do need stinking badges), etc. So, if you wanted to grieve this, we, the union, would be obligated to represent you, however, you have to be able to prove why the attestation violates some right you have. Just articles from news agencies, responses like, "My brothers, sister-cousin, out of Walachia, told my dad's brother uncle (the one whose wife makes that delish possum pie), told you that they couldn't force you to attest."

It would have to be something we could fight with as a reason.

The "I decline to respond" answer on the attestation is the only one which would keep you from having any action taken against you for declining to attest to your vaccination status.

My advice would be to choose that option. That at least gives you time to decide about what direction you are wanting to go with regards to the vaccine mandate.

Thus far the only court cases against vaccine mandates support the employers insistence to impose mandates. Remember, an opinion is not a law, it is just that, an opinion. You won't win anything with only an opinion.

If you want the union to represent you, you can't just say, "I expect the union to back me up on this, unconstitutional and illegal mandate!" and expect us to come up with how/what it is unconstitutional and illegal. You have to provide the proof.

(b) | [REDACTED], you are more than welcome to email me at my home email address, it is in the CC field of this email. You can also text or call me to discuss this matter. If you all me, please remember other people may be calling as well, so the text and email would be the best options. If you are going to call me to tell me how much of a POS I am for not stopping this, don't bother calling as me being a POS, or whatever adjective you choose to call me, isn't proof your rights were violated.

You need to make your choice on the mandate, but don't let 1 tick box be the reason management comes down on you. The request for you to complete the attestation form is no different than your boss asking you to clean your desk off before you go home, or the agency asking you to work within the core hours of 9am-3pm. Just comply and figure out your next course of action.

If you fight and lose, it might end up being your job you are giving up. Remember that some people are in their probationary period, meaning they can be terminated for any reason and we can't protect them. If you have 15yrs of federal service, are you ok with, and have you discussed you may lose your pay, insurance, retirement, etc if you do not attest with your family?

So, repeating myself again, if you call or email me colorful adjectives, it doesn't mean I nor anyone else won't still back you, or try to assist. I will just tell you your adjectives are your opinion, and don't bother me a bit. Take the attestation, even if you are still unsure of the stance you want to take.



Mike Braden

President, AFGE Local 0928

P.S. It is 4:26am as I finish this and I have been up since just after 3am, so not running on all cylinders.

**From:** Braden, Michael L (BPA) - JNPC-Z992  
**Sent:** Wednesday, September 22, 2021 3:22 PM  
**To:** AFGE – Union Mailbox <[afgeunion@bpa.gov](mailto:afgeunion@bpa.gov)>  
**Cc:** 'Michael Braden' <(b) (6)>  
**Subject:** Reasonable Accommodation changes for DoE  
**Importance:** High

Hey, me again, your very own piñata, target, or whatever you might think of. I have been cussed at in 10-15 languages, so not much phases me anymore. No, I am not throwing down the gauntlet.

Attached is a policy memorandum from DoE on Reasonable Accommodations (RA). It explains the process/steps required to get an RA. There are a few things I have stated before which I want to make sure everyone knows. If you have a medical, mental, physical limitation, or some other disability defined under the ADA (Americans with Disabilities Act), and no, having extra-long nose hairs is not considered a disability, you **DO NOT AT ANYTIME** need to tell your supervisor what your issue is or anything specific about your issue. If you have an issue, let your supervisor know you would like to start the RA process. The only people who should know your condition(s) are

you, your doctor and the folks in RA. The RA staff is professional and does not judge you on your conditions. I am not saying all supervisors are, but there are some who act like they are the best Dr. Google out there.

Please look through the attached document and let me know your questions, concerns, comments, etc so we can fine tune this to ensure it is fair and reasonable.

One thing we are going to keep pushing for, as a union, is allowing people who are at high risk, or who are taking care/live with people who are high risk to be able to telework as long as possible. The last thing we want is for someone to be exposed to something which could harm them or a loved one.

While the teleworking policy is different than the RA process, I did want to mention, if you are teleworking and receive odd requests like getting key logger software installed, insistence in having a camera on so people could see your face at any time, or any other crazy request, please let us know. You shouldn't have to feel like the FBI is watching you while you are working. If there is nothing wrong with your performance, you shouldn't be having any issues.

I was going to repeat the highlighted, underlined, bolded text above, but I think everyone can see and read it fine. If you don't understand it, feel free to let me know. I am speaking from experience on that one. Fun was not had by all when my manager started making jokes and telling others what was going on medically with me. I don't want anyone else to have to go through that.

As always, feel free to ask any questions you have. I believe I answer all the emails I receive, unless I miss it because someone sent it at the middle of the night and it is buried under a bunch of system error messages. I do

try though.

Thanks

Mike Braden

President, AFGE Local 0928

From: Harris, Marcus A (BPA) - F-2

Sent: Wed Sep 22 17:41:16 2021

To: Dunning, Christopher G (BPA) - F-2; Wittig, Veronica (BPA) - FR-2; Coseo, Nadine M (BPA) - FT-2; Kintz, Jesse H (BPA) - FA-2; Hargin, Cheryl D (BPA) - FAB-MODW

Subject: Fwd: Policy Group Awareness - Mandatory Attestations

Importance: High

FYI

Sent from Workspace ONE Boxer

----- Forwarded message -----

From: "Hall, Lee J (BPA) - PES-6" <ljhall@bpa.gov>

Date: Sep 22, 2021 4:48 PM

Subject: Policy Group Awareness - Mandatory Attestations

To: "Hairston, John L (BPA) - A-7" <jlhairston@bpa.gov>, "Furrer, Robin R (BPA) - N-7" <rrfurrer@bpa.gov>, "Cook, Joel D (BPA) - K-7" <jdcook@bpa.gov>, "James, Daniel M (BPA) - D-7" <dmjames@bpa.gov>, "Shaheen, Richard L (BPA) - T-DITT-2" <rlshaheen@bpa.gov>, "Cooper, Suzanne B (BPA) - P-6" <sbcooper@bpa.gov>, "Cathcart, Michelle M (BPA) - TO-DITT-2" <mmcathcart@bpa.gov>, "Lahti, John A (BPA) - TF-DITT-2" <jalahti@bpa.gov>, "Harris, Marcus A (BPA) - F-2" <maharris@bpa.gov>, "Berry, Benjamin L (BPA) - J-3" <blberry@bpa.gov>, "Scruggs, Joel L (BPA) - DK-7" <jlscruggs@bpa.gov>, "Fickes, Anne Macron (BPA) - NH-1" <acmacron@bpa.gov>, "Chong Tim, Marcus H (BPA) - L-7" <mhchongtim@bpa.gov>  
Cc: "Hall, Lee J (BPA) - PES-6" <ljhall@bpa.gov>, "Capps, Stephan A (BPA) - NW-1" <sacapps@bpa.gov>, "Leady Jr, William J (BPA) - K-7" <wjleady@bpa.gov>, "Kuhn, Shana L (BPA) - NS-4400-LL" <slkuhn@bpa.gov>, "Laylo, Sarah M (BPA) - NN-1" <smlaylo@bpa.gov>

Team,

This is a heads up on a message that will be sent from the front office tomorrow (Thursday).

Previously, we've communicated that the DOE attestation system was voluntary. With the new executive orders, this is now a mandatory requirement for BFTEs. Today, we received the roll up (below) and names (this is controlled information – only 4 senior leaders have the list of names). The target to have BFTE staff to complete a mandatory attestation in the system is Friday 9/24.

Tomorrow, the front office will send an email to employees who have not completed attestation, to notify them that the form is now mandatory and directing them to go into the MyEnergy system. Expect questions from your teams on this. For now, the message is that it is mandatory. We're working on the process to share the names with you. We are still waiting on additional guidance on reasonable accommodations, disciplinary actions, and other issues.

Declined to respond

Fully Vaccinated

Not vaccinated

Partially Vaccinated

Missing

Total

332

1966

98

56

632

3084

Thanks -- Lee, Steve and Bill

**From:** Baker, Kevlyn D (BPA) - TPCV-TPP-4

**Sent:** Fri Sep 17 11:22:30 2021

**To:** Johnson, Kelly G (BPA) - TPC-TPP-4; Sauer, Dena J (BPA) - TPCC-TPP-4; Cardoza, Lorissa J (BPA) - TPCR-TPP-4; Hitchens, Victor P (BPA) - TPCF-MEAD-GOB

**Subject:** FW: Vaccination requirement date set, Delta variant impact being felt at BPA

**Importance:** Normal

Kelly asked me to share what I sent to TPCV:

**From:** Baker, Kevlyn D (BPA) - TPCV-TPP-4 <[kdmathews@bpa.gov](mailto:kdmathews@bpa.gov)>

**Sent:** Wednesday, September 15, 2021 9:17 AM

**To:** ADL\_TPCV\_ALL <[ADL\\_TPCV\\_ALL@BPASite1.bpa.gov](mailto:ADL_TPCV_ALL@BPASite1.bpa.gov)>

**Subject:** FW: Vaccination requirement date set, Delta variant impact being felt at BPA

Per the manager update yesterday, the guidance has been issued that federal employees are required to be fully vaccinated by November 22<sup>nd</sup>. Steve Capps communicated that this means that you are 2 weeks past your last shot. For the two shot vaccines, that may mean that Oct 11<sup>th</sup> is your due date to receive the first shot so plan accordingly. I'm sure we will talk more next Monday at the TPC coordination meeting, so let me know if you have any questions.

They also mentioned a glitch in DOE's attestation system that was sending email reminders to those that did complete, saying that they had not. If you received one of those emails, please email [occupationalhealth@bpa.gov](mailto:occupationalhealth@bpa.gov).

I also attended the Reasonable Accommodation Webinar yesterday and I wanted to provide you with the new Policy: [PM100 RA +Templates.pdf \(bpa.gov\)](#). This details the RA process and provides templates for receiving medical and religious accommodations. BPA's Reasonable Accommodations Coordinator is Madeleine Goldfarb ([bmgoldfarb@bpa.gov](mailto:bmgoldfarb@bpa.gov)).

As always, I am open to any questions or concerns that you have so don't hesitate to reach out. I will pass along more information as I have it, but at both the manager and RA training they mentioned that BPA is still awaiting more guidance from DOE.

Kevlyn

**From:** Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>

**Sent:** Wednesday, September 15, 2021 8:57 AM

**Subject:** Vaccination requirement date set, Delta variant impact being felt at BPA

**TO:** All BPA

We knew this was coming. We could see the rise of COVID-19 cases in our service territory related to the Delta variant of the disease. And the pattern over the past year-and-a-half of seeing a marked increase in the quarantine of members of our workforce within a week or two of a major holiday has unfortunately held true.

Words cannot express my heartbreak at the loss of one of our BPA family to this disease. Katie was a friend and a colleague. She was beautiful and brilliant. I just saw her a few weeks ago at the grocery store and she recognized me through our masks and was her normal friendly, bubbly self. Her loss is so tragic.

As of Monday, some 50 workers were on quarantine as either a cautionary measure or as a result of a positive COVID-19 case. Overnight to Tuesday, a few of those cases completed the quarantine process, but another 19 members of our workforce were added to quarantine following contact tracing from new self-reports. Currently, we



have 66 members of the workforce in quarantine – an amount we've not seen since last winter.

In the past month, we've seen an average of 5-7 self-report cases daily. At times, this has placed whole crews within Transmission Field Services on quarantine – a concerning prospect that impacts the timeliness of our ability to respond to emergency outages and starts to stretch our resources. According to an epidemiologist with the Oregon Health & Science University, this upward tick of cases is likely to persist until at least mid-October.

### **Take precautionary measures both at work, home and play**

We must continue to take a disciplined approach to reducing the risk of COVID-19 to our workforce and our mission to deliver power to load. That means wear the mask at BPA facilities or worksites and observe all policies related to our pandemic response, including the use of the self-evaluation questionnaire. Stay home if you're sick or showing symptoms. It also means that you should try to mitigate your risks when away from work. All the precautions that we take at our facilities cannot prevent your potential exposure on personal time if you let your discipline down.

Please remember that we're talking about your safety – and more: Reducing your risk of exposure is a means to protect your family, friends, loved ones and co-workers. The inconvenience we suffer through today may prevent greater suffering of others later.

And if you experience symptoms or become aware of an exposure to someone who is symptomatic or tested positive for COVID-19, report that to your manager or [Continuity@bpa.gov](mailto:Continuity@bpa.gov). Self-reporting is a critically important tool for reducing the spread of COVID in our workforce. Self-reporting saves lives.

### **If you can, get vaccinated by Nov. 22**

As we've heard time and time again from the Centers for Disease Control and Prevention, the single greatest step we can take to reduce the potential that we contract COVID-19 is to get vaccinated. The science has shown that vaccination has another positive impact in that it also has been shown to lessen the chance of a severe case of

COVID-19 if a breakthrough infection occurs.

The White House issued two Executive Orders on Sept. 9 that pertain directly to us. The first requires that all Federal employees (GS and Wage Grade) need to be vaccinated by Nov. 22, and the second requires the same for all contractors accessing our facilities. While we are still waiting on the details regarding exceptions, updated contract clauses and other guidance, I highly encourage you to get vaccinated if you can medically do so and haven't already completed the process. Please reach out to your health care providers if there are concerns about the safety and efficacy of the vaccine.

We will weather this current surge together and then look forward to a time when we can resume more normal operations.

As always, please take care of you and yours.

Robin

From: Berry, Benjamin L (BPA) - J-3

Sent: Thu Sep 23 07:44:32 2021

To: J CIO Staff; tlclouse@bpa.gov; jsviskov@bpa.gov; Immantanona@bpa.gov; gbbryan@bpa.gov; prdickson@bpa.gov; gadodd@bpa.gov; kjnorton@bpa.gov; yrgill@bpa.gov; jlgreen@bpa.gov; mjharris@bpa.gov; laperigo@bpa.gov; kahunter@bpa.gov; blberry@bpa.gov; rlwilde@bpa.gov

Subject: FW: Policy Group Awareness - Mandatory Attestations

Importance: Normal


CIO Leadership Team,

For the 8:30am IT Stand-up Meeting today, I will discuss the data points below. I want all of you to be knowledgeable about the numbers and the implications to your staff resources going forward passed the mandatory November 22<sup>nd</sup> vaccination deadline.

**Benjamin Lawrence Berry**

Exec VP, Information Technology & CIO | Information Technology

**Bonneville Power Administration**

[blberry@bpa.gov](mailto:blberry@bpa.gov) | P 503-230-4072 | C 

Facebook-Icon\_31x31\_v3Flickr-Icon\_31x31Instagram-Icon\_31x31LinkedIn-Icon\_31x31[Twitter](#)\_31x31YouTube\_31x31

**From:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Sent:** Wednesday, September 22, 2021 4:49 PM

**To:** Hairston, John L (BPA) - A-7 <jlhairston@bpa.gov>; Furrer, Robin R (BPA) - N-7 <rrfurrer@bpa.gov>; Cook, Joel D (BPA) - K-7 <jdcook@bpa.gov>; James, Daniel M (BPA) - D-7 <dmjames@bpa.gov>; Shaheen, Richard L (BPA) - T-DITT-2 <rishaheen@bpa.gov>; Cooper, Suzanne B (BPA) - P-6 <sbcooper@bpa.gov>; Cathcart, Michelle M (BPA) - TO-DITT-2 <mmcathcart@bpa.gov>; Lahti, John A (BPA) - TF-DITT-2 <jalahti@bpa.gov>; Harris, Marcus A (BPA) - F-2 <maharris@bpa.gov>; Berry, Benjamin L (BPA) - J-3 <blberry@bpa.gov>; Scruggs, Joel L (BPA) - DK-7 <jlscruggs@bpa.gov>; Fickes, Anne Macron (BPA) - NH-1 <acmacron@bpa.gov>; Chong Tim, Marcus H (BPA) - L-7 <mhchongtim@bpa.gov>

**Cc:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>; Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Kuhn, Shana L (BPA) - NS-4400-LL <slkuhn@bpa.gov>; Laylo, Sarah M (BPA) - NN-1 <smlaylo@bpa.gov>

**Subject:** Policy Group Awareness - Mandatory Attestations

Team,

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632

3084

Thanks -- Lee, Steve and Bill

**From:** Wright,Colleen C F (BPA) - NHQ-1

**Sent:** Mon Sep 27 09:53:59 2021

**To:** Fickes,Anne Macron (BPA) - NH-1; Romancito,Dayna T (BPA) - NHQ-1; Wylie,Amanda D (BPA) - NHQ-1; Oaks,Rebecca C (BPA) - NHQ-1

**Subject:** RE: Vaccinations and New Hires

**Importance:** Normal

**Attachments:** REQUIRED READ: Hiring guidance for vaccine mandate

Thanks Anne. At this point we are only providing the guidance to managers in the attached and Specialists have followed up with selections in process to ensure they still accept the offer using the language in the attached. Erin stated in the CHCO tag-up call last week not to put anything in JOA's or offer letters until we have that language from OPM, which she is expecting this week. We will need guidance, though, on (1) who is reviewing the vaccination documentation and confirming it is valid (I think it should be Occ Health but there's also a question on how that documentation is collected which is reflected below), and (2) what is the process for a selectee to request an accommodation pre-employment. There also needs to be decisions on whether to require approved RA or confirmed documentation prior to EOD – Erin says we should not that RA can be in process and just attestation is fine then collect proof at EOD, James says they should prove before EOD or have an approved RA because trickier to remove once hired. I'm afraid this won't be ironed out before I'm out of the office on leave but I think James and Dayna can figure this out once we have guidance and decisions.

**From:** Fickes,Anne Macron (BPA) - NH-1 <acmacron@bpa.gov>

**Sent:** Monday, September 27, 2021 9:45 AM

**To:** Wright,Colleen C F (BPA) - NHQ-1 <ccwright@bpa.gov>; Romancito,Dayna T (BPA) - NHQ-1 <dtromancito@bpa.gov>; Wylie,Amanda D (BPA) - NHQ-1 <adwylie@bpa.gov>; Oaks,Rebecca C (BPA) - NHQ-1 <rcoaks@bpa.gov>

**Subject:** Vaccinations and New Hires  
**Importance:** High

Hello,

Please note, it states below to not distribute widely and these notes are rough. However, I wanted to ensure you had the latest.

*PMC Enforcement Mtg*

*Next steps:*

- *1 guidance on the hiring process and language – CHCO memo and the task force will have a Q&A (question of days not weeks)*
- *1 guidance document on enforcement and viewing it as failure to follow lawful order. (question of days not weeks)*
- *Consistency is helpful. Have the education and counseling period. It's critical.*

*New Hires*

- *Rqmts apply to new hires now. Fully vaccinated before they EOD after Nov 8. Agency head approval required. Very limited – true emergencies. Fighting a fire. Sample language for use in JOAs. Can look at our language now if we want to.*
- *JOA didn't include rqmt with tentative or final job offers. Important to reach out to those people now.*



*Guidance will include language for tentative and final. Will need to reissue those letters.*

- *Enforcement – better to require documentation before they EOD for practical reasons. Simpler HR offer than termination. Seek documentation that establishes the applicant is fully vaccinated.*

- o *\*\*\*Need to include the vaccination attestation now. I don't think it's necessary to get proof before they come onboard as long as we have the attestation.*

- *Can bring them onboard now but they have to be fully vaccinated by Nov 22 (or later). Those coming onboard after Nov 22 have to be vaccinated before they come onboard.*

- *Use of onboarding manager to secure the documentation then we can move it.*

- o *Not sure. They will get back to us or we can work through our privacy people.*

- *Policy of EO applies to new hires, JOAs, final, and tentative offers from OPM.*

- *339 – is there an intersection and there's a condition of employment and a program in place. OPM is reading the EO as creating a lawful order. OPM is not viewing it as initiating 339.*

- *Condition of employment after Nov 22 as well as federal e.*

- *After Nov 22, they are required to be vaccinated by their onboard date*

- *They can be on a cert if not vaccinated*

- *Can't onboard someone if they haven't met the Nov 8 deadline.*

- *New hires asking for RAs, the RA may be in progress when you onboard them. You don't have to delay them starting. If denied, they have to become fully vaccinated.*

- *After Nov 22, if a hiring manager doesn't want to wait for someone to become fully vaccinated is there any guidance around that*

**From:** Moore, Erin <[erin.moore@hq.doe.gov](mailto:erin.moore@hq.doe.gov)>  
**Sent:** Thursday, September 23, 2021 4:49 PM  
**To:** DL-HC-CHCO Direct Reports <[DL-HC-CHCODirectReports@HQ.DOE.Gov](mailto:DL-HC-CHCODirectReports@HQ.DOE.Gov)>  
**Subject:** [EXTERNAL] Notes from PMC Enforcement

Hiya –

(b) (5)



Thanks!

Erin Moore

Chief Human Capital Officer

Department of Energy

202-586-2666

*Need a quick answer to an HR question? Call the **HR Hotline** 301-903-2500, option 2, or email [HRHotline@hc.doe.gov](mailto:HRHotline@hc.doe.gov).*

*Just **ASK!** Assistance, Service, and Knowledge*

From: Wright, Colleen C F (BPA) - NHQ-1

Sent: Tue Sep 21 07:31:15 2021

To: ADL\_NHQ\_ALL

Cc: Claire, Jody A (BPA) - NHI-AMPN-1; Wachal, Ellen E (BPA) - NHI-6; Yannello, Alisa J (BPA) - NH-1; Shaut Jr, David L (BPA) - NHI-1; Rodriguez, Rachel (BPA) - NHI-1; Rux, Linda D (BPA) - NHI-AMPN-1

Subject: REQUIRED READ: Hiring guidance for vaccine mandate

Importance: Normal

Good morning all,

There are a lot of questions swirling around how EO 14043 will be implemented in the workforce. While those questions are being sorted out and guidance developed at the OPM and DOE levels, it is important that we start providing guidance to hiring managers and selectees before selectees enter on duty. Below is the interim guidance that I have for you right now. Specifics may change as more guidance is issued (e.g., we may add a question to the eligibility questionnaire, a condition of employment to the JOA, and/or a statement in the tentative offer letter) but for now please use the following. I will let you know when we have further updates.

**Guidance for managers with selection certificates or selections in process:**

Executive Order 14043 requires that all federal employees must be fully vaccinated against COVID-19 or have an approved reasonable accommodation based on medical reasons or sincerely held religious beliefs. In order to prevent unnecessary turnover or removal of your new employee, you are advised to ensure that candidates are aware of this new requirement during the interest and availability inquiry or in the selection process. Rather than asking candidates about their specific vaccination status, it is recommended that you use the following language:

*Per Executive Order 14043, all federal employees must be fully vaccinated against COVID-19 or have an approved reasonable accommodation. Employees will be considered fully vaccinated for COVID-19 2 weeks after they have received the requisite number of doses of a COVID-19 vaccine either approved or authorized for emergency use by the U.S. Food and Drug Administration or that has been listed for emergency use by the World Health Organization. Selected Candidates must be fully vaccinated by their start date or November 22, 2021, whichever is later. After November 8, 2021, proof of vaccination will be required before start date can be established. If you are unable to get the COVID-19 vaccine due to medical reasons or sincerely held religious beliefs, you may request reasonable accommodation. Now that you are aware of this new Federal requirement, are you still interested in this position?*

**Statement for Selected Candidates currently pending on-boarding:**

Per Executive Order 14043, all federal employees must be fully vaccinated against COVID-19 or have an approved reasonable accommodation. Employees will be considered fully vaccinated for COVID-19 2 weeks after they have received the requisite number of doses of a COVID-19 vaccine either approved or authorized for emergency use by the U.S. Food and Drug Administration or that has been listed for emergency use by the World Health Organization. Selected Candidates must be fully vaccinated by their start date or November 22, 2021, whichever is later. After November 8, 2021, proof of vaccination will be required before start date can be established. If you are unable to get the COVID-19 vaccine due to medical reasons or sincerely held religious beliefs, you may request reasonable accommodation. Now that you are aware of this new Federal requirement, do you still accept this position and wish to continue the onboarding process?

As always please let me know if you have any questions.

Best,

**Colleen C. F. Wright**

Acting Deputy Director | Human Resources Service Center

**Bonneville Power Administration**

**U.S. Department of energy**

[bpa.gov](http://bpa.gov) | P 503-230-7517 | F 503-230-3816

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**Career Opportunities:**

BPA Opportunities: [careers.bpa.gov](http://careers.bpa.gov)

DOE Energy: <http://energy.gov/jobs/career-opportunities>

USAJOBS: <https://www.usajobs.gov>

**Program Inquiries:**

Disabled Persons (Schedule A): [schedulea@bpa.gov](mailto:schedulea@bpa.gov)

Veterans: [veterans@bpa.gov](mailto:veterans@bpa.gov)

Contract Positions: [Supplaborjobs@bpa.gov](mailto:Supplaborjobs@bpa.gov)

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**From:** Miller, Mike P (BPA) - TE-DITT-2

**Sent:** Fri Sep 24 10:13:35 2021

**To:** Hull, Michael J (BPA) - TEV-CSB-1

**Subject:** RE: Assignment from Joel Cook

**Importance:** Normal

Ha! Love it Mike. I needed a laugh today. Thanks

Mike

**From:** Hull, Michael J (BPA) - TEV-CSB-1 <mjhull@bpa.gov>

**Sent:** Friday, September 24, 2021 10:04 AM

**To:** Brown, Joelle S (BPA) - TET-CSB-1 <jsbrown@bpa.gov>; Burt, Jason R (BPA) - TEZ-MANGAN <jrburt@bpa.gov>; Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>; TE Tier III Managers <TETierIIIManagers@bpasite1.bpa.gov>

**Subject:** RE: Assignment from Joel Cook

- 1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level. I have considered it
- 2) What impact would a loss of 10% have on your delivery of products and services? About a 10% reduction
- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire? (Overtime, reduce work intake,...) yes



Ok, I've had my fun. I do agree with Jason "it depends which 10%". I will come up with a useful answer shortly.

**From:** Brown, Joelle S (BPA) - TET-CSB-1 <[jsbrown@bpa.gov](mailto:jsbrown@bpa.gov)>  
**Sent:** Friday, September 24, 2021 9:40 AM  
**To:** Burt, Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>; Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** RE: Assignment from Joel Cook

Spot on Jason.

**From:** Burt, Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>  
**Sent:** Friday, September 24, 2021 9:37 AM  
**To:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** RE: Assignment from Joel Cook

Richard makes a fair point about whether we're actually likely to lose a significant number of folks. Since we're asked to think about the worst case scenario where people do what they say they will do, this is a case of "plan for the worst and hope for the best". If we have fewer voluntary separations than we feared, that's a good thing.

There's a joke I remember from Physics where we had to consider the effect of air resistance on a cow falling out of a plane; "Consider the cow to a perfect sphere." We all know that assumption is bad, but because the actual cow shape is extremely complex, it's easier to just consider the sphere. Similarly, losing "10% of the workforce" is a "peanut-butter" model. It implies that any 1% is like any other 1%, and that there's no "disparate effect", and that folks leave as a discrete pulse. These assumptions can drive our planning so I want to address them.

Losing 10% of the TEZ workforce would be like me losing 10% of my body weight – it critically depends what 10% we're talking about. To make the math easy, let's say I weigh 200 lbs. If I lost 20 lbs of fat, that'd be great! If I lost my 3 lb brain, that'd be bad. To extend the analogy, the hiring freezes and retirements over the last decade [1779 BFTE in 2006 and 1602 BFTE today (90%) ] mean there's not much fat, so we're just talking about losing 20 lbs of organs, muscle or bone. This is why the "peanut butter" 10% is hard to answer. We all know that losing one specific FTE in our group would be vastly different than losing another specific FTE.

When we talk about voluntary separation due to vaccination requirement, we're much more likely to lose the experienced and tenured folks near retirement than we are the new folks who are still in training. The two populations simply have vastly different personal and financial impacts from leaving a steady job. "What's the impact of losing your six most tenured people?" is a different question than a random 10% of the workforce, but much more likely to happen. The impact to our products and services is also typically much more severe when we lose experienced folks than when we lose new folks.

Finally, the assumption about the "pulse" is that on 11/22/2021, 10% of the folks will simply not show up to work and cleanly resign. It's much more likely that 10% of the workforce will fight their management chain over RA rules, or pretend to get the vaccine with false documentation, or grieve discipline for conduct with their union, or just delay and document and use the bureaucratic morass to bury their supervisor in paperwork. Anyone who worked through Employee Relations with one employee will shudder at the idea of going through it with a

significant fraction of the workforce, which is an impact separate and apart from actually losing the FTE itself! It's probably the case that, instead of a pulse, we'd lose people for one reason or another over one to nine months as these processes play out, and of course we can't backfill the position as the FTE self-immolates. Again, there's an impact from the loss of the worker and there's also an impact to management from the bureaucratic tsunami.

Now that I've spent a page arguing with the question, I can address TEZ. My team has about sixty people, so losing 10% is about six people. Technical Services has some folks that are very tenured, with deep experience in specific technologies and little or no backup. Losing someone like (b) (6) would immediately and drastically reduce our support for the Field for their support areas. We also have some newer engineers, and losing them would mean starting over with the training and knowledge transfer process, without a severe immediate impact but all the problems of "eating our seed corn." Since Tech Services hires internally more than externally, personnel losses in our group would probably cascade through the organization as people move into the vacated slots, impacting other groups much more than TEZ. I remember from HR documentation that Hiring processes about four times as many internal vacancies as external, so if that held true in the "Vaccinalypse" then our 10% loss would be a 50% position turnover, which is sobering.

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Sent:** Thursday, September 23, 2021 3:09 PM  
**To:** TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** Assignment from Joel Cook

We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending on how many people actually end up not getting vaccinated.

Here is the assignment and this is not scientific, just gut feel and ideas needed:

- 1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level.
- 2) What impact would a loss of 10% have on your delivery of products and services?
- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire? (Overtime, reduce work intake,...)

Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike

From: Shaheen, Richard L (BPA) - T-DITT-2

Sent: Thu Sep 23 12:26:07 2021

To: Hall, Lee J (BPA) - PES-6

Subject: RE: Policy Group Awareness - Mandatory Attestations

Importance: Normal

Thx...

**From:** Hall, Lee J (BPA) - PES-6 <ljh@bpa.gov>

**Sent:** Thursday, September 23, 2021 11:14 AM

**To:** Shaheen, Richard L (BPA) - T-DITT-2 <rishaheen@bpa.gov>

**Subject:** RE: Policy Group Awareness - Mandatory Attestations

Richard, yes – BFTE only. Thanks – Lee

**From:** Shaheen, Richard L (BPA) - T-DITT-2 <rishaheen@bpa.gov>

**Sent:** Thursday, September 23, 2021 10:31 AM

**To:** Hall, Lee J (BPA) - PES-6 <ljh@bpa.gov>

**Subject:** RE: Policy Group Awareness - Mandatory Attestations

Lee,

Are the numbers in the below table just BPA BFTE?

Richard

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Sent:** Wednesday, September 22, 2021 4:49 PM

**To:** Hairston, John L (BPA) - A-7 <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Furrer, Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>; Cook, Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>; James, Daniel M (BPA) - D-7 <[dmjames@bpa.gov](mailto:dmjames@bpa.gov)>; Shaheen, Richard L (BPA) - T-DITT-2 <[rlshaheen@bpa.gov](mailto:rlshaheen@bpa.gov)>; Cooper, Suzanne B (BPA) - P-6 <[sbcooper@bpa.gov](mailto:sbcooper@bpa.gov)>; Cathcart, Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>; Lahti, John A (BPA) - TF-DITT-2 <[jalahti@bpa.gov](mailto:jalahti@bpa.gov)>; Harris, Marcus A (BPA) - F-2 <[maharris@bpa.gov](mailto:maharris@bpa.gov)>; Berry, Benjamin L (BPA) - J-3 <[blberry@bpa.gov](mailto:blberry@bpa.gov)>; Scruggs, Joel L (BPA) - DK-7 <[jlsruggs@bpa.gov](mailto:jlsruggs@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Chong Tim, Marcus H (BPA) - L-7 <[mhchongtim@bpa.gov](mailto:mhchongtim@bpa.gov)>

**Cc:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>; Laylo, Sarah M (BPA) - NN-1 <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>

**Subject:** Policy Group Awareness - Mandatory Attestations

Team,

This is a heads up on a message that will be sent from the front office tomorrow (Thursday).

Previously, we've communicated that the DOE attestation system was voluntary. With the new executive orders, this is now a mandatory requirement for BFTEs. Today, we received the roll up (below) and names (this is controlled information – only 4 senior leaders have the list of names). The target to have BFTE staff to complete a mandatory attestation in the system is Friday 9/24.

Tomorrow, the front office will send an email to employees who have not completed attestation, to notify them that the form is now mandatory and directing them to go into the MyEnergy system. Expect questions from your teams on this. For now, the message is that it is mandatory. We're working on the process to share the names with you. We are still waiting on additional guidance on reasonable accommodations, disciplinary actions, and other issues.

Declined to respond

Fully Vaccinated

Not vaccinated

Partially Vaccinated

Missing

Total

332

1966

98

56

632

3084

Thanks -- Lee, Steve and Bill



**From:** Hunter, Kimberly A (BPA) - TTB-MODD

**Sent:** Thu Sep 23 11:31:16 2021

**To:** Lahti, John A (BPA) - TF-DITT-2; Miller, Mike P (BPA) - TE-DITT-2; Shaheen, Richard L (BPA) - T-DITT-2; Tyson, Ivy L (BPA) - TA-DITT-2; Cathcart, Michelle M (BPA) - TO-DITT-2

**Subject:** RE: Policy Group Awareness - Mandatory Attestations

**Importance:** Normal

Will we be able to see the CFTE numbers also? Given TT is 68% CFTE it would be good to see the risk exposure there also.

**Kim Hunter**

Acting Director | Transmission Technology

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-619-6715 | (b) (6)

**From:** Lahti, John A (BPA) - TF-DITT-2 <jalahti@bpa.gov>

**Sent:** Thursday, September 23, 2021 11:18 AM

**To:** Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>; Shaheen, Richard L (BPA) - T-DITT-2 <rishaheen@bpa.gov>; Tyson, Ivy L (BPA) - TA-DITT-2 <iltyson@bpa.gov>; Hunter, Kimberly A (BPA) - TTB-MODD <kahunter@bpa.gov>; Cathcart, Michelle M (BPA) - TO-DITT-2 <mmcathcart@bpa.gov>

**Subject:** FW: Policy Group Awareness - Mandatory Attestations

**From:** Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>  
**Sent:** Wednesday, September 22, 2021 4:55 PM  
**To:** Cathcart,Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>; Lahti,John A (BPA) - TF-DITT-2 <[jalahti@bpa.gov](mailto:jalahti@bpa.gov)>  
**Subject:** FW: Policy Group Awareness - Mandatory Attestations

FYI only. Please don't share too widely.

Shana did a quick sort of the data and shared a roll up of the no responses by org/occupation. Bill, Lee and I can't see the entire data set.

steve

**Organization/Occupation**

**Count**

SPECIALTY SERVICES

32

APPRENTICES

30

CENTRAL ELECTRICAL SERVICES

26

TRANSMISSION STUDENT DEVELOPMENT

18

DITTMER DISPATCH

16

CORPORATE & INFRASTRUCTURE

11

MOBILE EQUIPMENT MAINTENANCE

11

TLM BELL

7

CONTRACT ADMINISTRATION

6

MUNRO DISPATCH

6

EASTERN ENGINEERING

5

FIELD SAFETY

5

INTERNAL OPERATIONS

5

OUTAGE OFFICE

5

SUBSTATION MAINT ROSS

5

SUBSTATION MAINT THE DALLES

5

SUBSTATION OPS CELILO

5

SYSTEMS ADMINISTRATION

5

TLM COVINGTON

5

TLM IDAHO FALLS

5

TLM KALISPELL

5

WAREHOUSE MANAGEMENT

5

CLASSIFICATION & POSITION MGMT

4

HR SYSTEMS & AUTOMATION

4

OPERATIONS CONTROL

5

4

OPERATIONS PLANNING

4

PROGRAM IMPLEMENTATION

4

PSC IDAHO FALLS

4

REAL PROPERTY FIELD SERVICES

4

SPC LEWISTON

4

SUBSTATION MAINT NORTH BEND

4

SUBSTATION MAINT PASCO

4

TLM PASCO

4

TRANSMISSION ACCOUNT SERVICES

4

TRANSMISSION EIM SETTLEMENTS

4

ASSET MGMT & ENGINEERING

3

CAPITAL INVESTMENT

3

COMMUNICATIONS/CONTROL PLNG

3

CONSTRUCTION & MAINTENANCE SVCS

3

CONVERGED INFRASTRUCTURE

3

CUSTOMER BILLING-PORTLAND

3

CUSTOMER CONTRACT SUPPORT

3

DIAGNOSTICS, METROLOGY & LABS

3

DIGITAL MEDIA & VISUAL DESIGN

3

ENTERPRISE RISK MANAGEMENT

3

FIELD STRATEGY & OP EX

3

IT PROJECT MANAGEMENT

3

PROGRAM COORD & VALUATION

3

PSC KALISPELL

3

REAL TIME



3

RECRUITMENT & PLACEMENT

3

SCHEDULING

3

SUBSTATION MAINT BELL

3

SUBSTATION MAINT BURLEY

3

SUBSTATION MAINT CHEMAWA

3

SUBSTATION MAINT COVINGTON

3

SUBSTATION MAINT LONGVIEW

3

SUBSTATION OPS BELL

3

SYSTEM DEVELOPMENT AND SUPPORT

3

TLM CHEMAWA

3

TLM GRAND COULEE

3

TRANS STRUCTURAL & CIVIL ENG

3

TRANSMISSION CHIEF OF STAFF

3

UNIFIED COMMUNICATIONS

3

BENEFITS & PROCESSING

2

BUDGET OPERATIONS

2

BUSINESS CONTROLS & INFO

2

CHIEF ADMINISTRATIVE OFFICE

2

CONSTRUCTION MGMT & INSPECTION

2

CONTINUITY OF OPERATIONS

2

CONTRACT ADMINISTRATION AND SETTLEMENTS

2

CONTROL CENTER COMM OPS

2

CRITICAL BUS SYS DEVELOPMENT

2

CRITICAL BUS SYS OPS & DEV

2

CUSTOMER BILLING - VANCOUVER

2

CYBER SECURITY

2

DATA INTEGRATION & REPORTING

2

DEBT & LIQUIDITY MGMT

2

DUTY SCHEDULING

2

EASTERN POWER ACCOUNT SERVICES

2

EF&W & COMMODITY INVESTMENT

2

EMPLOYEE AND LABOR RELATIONS

2

ENERGY INFRASTRUCTURE DELIVERY

2

ENVIRON. COMP. CULTURAL RES.

2

FACILITIES PLANNING & PROJECTS

2

FIN SYSTEMS & AUTOMATION

2

FINANCE OPERATIONS

2

GENERAL ACCOUNTING

2

GENERATION SUPPORT

2

LEARNING & WORKFORCE DEVELOP

2

LOAD FORECASTING & ANALYSIS

2

MAIL AND MEDIA SERVICES

2

MONTANA/IDAHO IMPLEMENTATION

2

MUNRO SCHEDULING

2

NATURAL RESOURCES

2

OREGON IMPLEMENTATION

2

POWER

2

POWER RATES

2

POWER STUDENT DEVELOPMENT

2

PROJECT SCOPING

2

PROTECTION & CONTROL

2

QUALITY CONTROL

2

REAL TIME OPERATIONS

2

REAL TIME STUDY DESK

2

SPC CELILO

2

SPC FRANKLIN

2

SPC IDAHO FALLS

2

SPC MCNARY

2

SPC NORTH BEND

2

STRATEGIC COMMS & ENGAGEMENT

2

STRATEGIC DELIVERY & OVERSIGHT

2

SUBSTATION MAINT ALVEY

2

SUBSTATION MAINT KALISPELL

2

SUBSTATION MAINT LEWISTON

2

SUBSTATION MAINT SICKLER

2

SUBSTATION OPERATIONS



2

SUBSTATION OPS CHEMAWA

2

SUBSTATION OPS OLYMPIA

2

SUBSTATION OPS REDMOND

2

TARIFF

2

TECH & STRATEGIC PLANNING

2

TECHNICAL & REGIONAL SERVICES

2

TECHNOLOGY SERVICES SUPPORT

2

THE DALLES EAST SPC

2

TLM ALVEY

2

TLM CHEHALIS

2

TLM ELLENSBURG

2

TLM OLYMPIA

2

TLM REDMOND

2

TLM ROSS

2

TRANS LINE & CIVIL WORKS ENG

2

TRANS PROJECT ENGINEERING

2

TRANSMISSION GRID MODELING

2

TRANSMISSION SALES

2

TT PROGRAM MGMT & GOVERNANCE

2

TT WORK PLANNING & DELIVERY

2

VEGETATION MGMT & FORESTRY

2

WORK PLANNING & EVALUATION

2

ACCOUNTING

1

AGENCY COMMERCIAL SYSTEMS

1

ANALYSIS & FORECASTING

1

APPLICATION ENG & ANALYTICS

1

ASSET MGMT BUS DELIVER & PERF

1

ASSET RELIABILITY & MAINT

1

BUSINESS APPLICATIONS

1

BUSINESS INTEL & INTEGRITY

1

BUSINESS OPERATIONS & SERVICES

1

BUSINESS OPERATIONS SUPPORT

1

COMPL RESP & REMDTN

1

CONTRACT GENERATING RESOURCES

1

CUSTOMER BILLING

1

DESKTOP DELIVERY

1

DISTRIBUTED ENERGY RESOURCES

1

DITTMER SCHEDULING

1

END USER SERVICES

1

ENERGY EFFICIENCY

1

ENT TECHNLOGY OPERATIONS SVCS

1

ENTERPRISE APPLICATIONS SPPT

1

EQUIPMENT AND TOOL LOAN POOL

1

FACILITIES O&M

1

FACILITY MAINT COVINGTON

1

FACILITY MAINT REDMOND

1

FEDERAL HYDRO PROJECTS OPS

1

FERC COMPLIANCE

1

FIELD SUPPORT SERVICES

1

FINANCIAL PLANNING & ANALYSIS

1

FLEET EQUIP ANALYSIS & POLICY

1

GENERAL

1

GENERATING ASSETS

1

GOVERNANCE & CONTROLS

1

IDAHO FALLS DISTRICT

1

INFORMATION GOVERNANCE

1

INFORMATION TECHNOLOGY

1

INFRASTRUCTURE SERVICES

1

KALISPELL DISTRICT

1

LEGAL SUPPORT

1

LONG TERM SALES AND PURCHASES

1

MCC SITE OPS SVCS

1

MEDIA, POLICY & WRITING

1

METERING SERVICES

1

OASIS MANAGEMENT

1

OPERATIONAL VIRTUALIZATION



1

ORG. DELIVERY & PERFORMANCE

1

PERSONNEL AND INFORMATION SECURITY

1

PLANNING & ASSET MANAGEMENT

1

POLICY AND PLANNING

1

POLLUTION PREVENT. & ABATEMENT

1

POWER ACCOUNT SERVICES

1

POWER BUSINESS OPERATIONS

1

PROD MGMT AND MARKET ANALYSIS

1

PROGRAMS

1

PROJECT ENGINEERING TELECOM

1

PSC ALVEY

1

PSC ASHE

1

PSC BELL

1

PSC LEWISTON

1

PSC LONGVIEW

1

PSC MCNARY

1

PSC OLYMPIA

1

PSC REDMOND

1

PSC SICKLER

1

PSC THE DALLES

1

PURCHASING/PROPERTY GOVERNANCE

1

RAS ENGINEERING

1

REAL PROPERTY SVCS

1

REV REQ, REPMT & FIN STRATEGY

1

ROSS O&M

1

SAFETY

1

SALEM DISTRICT

1

SCHEDULING COORDINATION

1

SHORT TERM PLANNING

1

SLICE OPERATIONS & MANAGEMENT

1

SPACE MANAGEMENT

1

SPC ALVEY

1

SPC ASHE

1

SPC BELL

1

SPC CHEMAWA

1

SPC KALISPELL

1

SPC KITSAP

1

SPC MALIN

1

SPC SICKLER

1

SUBSTATION DESIGN

1

SUBSTATION MAINT CELILO

1

SUBSTATION MAINT GARRISON

1

SUBSTATION MAINT IDAHO FALLS

1

SUBSTATION MAINT MALIN

1

SUBSTATION MAINT MCNARY

1

SUBSTATION MAINT SNOHOMISH

1

SUBSTATION OPS FRANKLIN

1

SUBSTATION OPS IDAHO FALLS

1

SUBSTATION OPS KALISPELL

1

SUBSTATION OPS LONGVIEW

1

SUBSTATION OPS NORTH BEND

1

SUBSTATION OPS ROSS

1

SUBSTATION OPS SICKLER

1

SUPP LABOR MANAGEMENT OFFICE

1

SYSTEMS & COMM TESTING

1

TECHNICAL TRAINING

1

TECHNOLOGY INNOVATION

1

TECHNOLOGY PLANNING

1

TEST & EVALUATION

1

TESTING & ENERGIZATION

1

TLM NORTH BEND

1

TLM SNOHOMISH

1

TRANS COMM BUS RATES & REVENUE

1

TRANS COMMERCIAL PLANNING

1

TRANS COMMRCIAL SYS PROCESS&IMP

1

TRANS COMMRCIAL SYS PROD SUPPORT



1

TRANS INFRASTRUCTURE DEV PLAN

1

TRANS LINE ENGINEERING

1

TRANS LONG TERM ENGINEERING

1

TRANSFER SERVICES

1

TRANSMISSION

1

TRANSMISSION PLANNING

1

TRANSMISSION SERV PLAN

1

TRAVEL & PAYROLL

1

TRI-CITIES DISTRICT

1

WASHINGTON IMPLEMENTATION

1

WEATHER & STREAMFLOW FORECASTING

1

WESTERN ENGINEERING

1

632

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Sent:** Wednesday, September 22, 2021 4:49 PM

**To:** Hairston, John L (BPA) - A-7 <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Furrer, Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>; Cook, Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>; James, Daniel M (BPA) - D-7 <[dmjames@bpa.gov](mailto:dmjames@bpa.gov)>; Shaheen, Richard L (BPA) - T-DITT-2 <[rlshaheen@bpa.gov](mailto:rlshaheen@bpa.gov)>; Cooper, Suzanne B (BPA) - P-6 <[sbcooper@bpa.gov](mailto:sbcooper@bpa.gov)>; Cathcart, Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>; Lahti, John A (BPA) - TF-DITT-2 <[jalahti@bpa.gov](mailto:jalahti@bpa.gov)>; Harris, Marcus A (BPA) - F-2 <[maharris@bpa.gov](mailto:maharris@bpa.gov)>; Berry, Benjamin L (BPA) - J-3 <[blberry@bpa.gov](mailto:blberry@bpa.gov)>; Scruggs, Joel L (BPA) - DK-7 <[jlscruggs@bpa.gov](mailto:jlscruggs@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Chong Tim, Marcus H (BPA) - L-7 <[mhchongtim@bpa.gov](mailto:mhchongtim@bpa.gov)>

**Cc:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>; Laylo, Sarah M (BPA) - NN-1 <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>

**Subject:** Policy Group Awareness - Mandatory Attestations

Team,

This is a heads up on a message that will be sent from the front office tomorrow (Thursday).

Previously, we've communicated that the DOE attestation system was voluntary. With the new executive orders, this is now a mandatory requirement for BFTEs. Today, we received the roll up (below) and names (this is controlled information – only 4 senior leaders have the list of names). The target to have BFTE staff to complete a mandatory attestation in the system is Friday 9/24.

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3084

Thanks -- Lee, Steve and Bill

From: Becker II, Richard (BPA) - TEL-TPP-3

Sent: Thu Sep 23 16:16:30 2021

To: Miller, Mike P (BPA) - TE-DITT-2; TE Tier III Managers; mlstaats@bpa.gov; rabeckerjr@bpa.gov; dmfreeel@bpa.gov; mjhull@bpa.gov; mckirkland@bpa.gov; axsinha@bpa.gov; mlwilber@bpa.gov; jrburt@bpa.gov; dshunter@bpa.gov; jsbrown@bpa.gov

Subject: RE: Assignment from Joel Cook

Importance: Normal

Mike,

To me 10% loss sound alarming, but not overly frightening if hiring is made less restrictive and we hire in multiples instead of 1 at a time until we regain full staffing. We could be back up to full numbers in 3 to 6 months. I am speculating that the "hardliners to the bitter end" are actually few, and may only represent something around 1% to 5% of total staff which is about the same as normal attrition rate.

My concern is if we end with something like 3% loss in one group and 20% loss in another that we may need approaches we have not necessary used in the past. Under the excessively imbalanced scenario, I would see detailing capable people from other less impacted organizations as the means of buffering things out as necessary to prevent production stoppage until staffing strength is rebuilt.

(b) (B)



Richard A. Becker, P.E.  
Manager, Transmission Line & Civil Works Engineering - TEL  
Bonneville Power Administration  
Phone (360) 619-6220  
Cell (b) (6) [REDACTED]

**From:** Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>  
**Sent:** Thursday, September 23, 2021 3:09 PM  
**To:** TE Tier III Managers <TETierIIIManagers@bpa.gov>  
**Subject:** Assignment from Joel Cook

We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending on how many people actually end up not getting vaccinated.

Here is the assignment and this is not scientific, just gut feel and ideas needed:

- 1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level.
- 2) What impact would a loss of 10% have on your delivery of products and services?
- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire?  
(Overtime, reduce work intake,...)

Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike

**From:** Hall, Lee J (BPA) - PES-6

**Sent:** Tue Sep 21 19:07:10 2021

**To:** Capps, Stephan A (BPA) - NW-1

**Cc:** Leady Jr, William J (BPA) - K-7; Hall, Lee J (BPA) - PES-6

**Subject:** FW: Updated COVID Safety Policies

**Importance:** Normal

Steve, keeping you in the loop....

**From:** Yannello, Alisa J (BPA) - NH-1 <ajyannello@bpa.gov>

**Sent:** Tuesday, September 21, 2021 6:51 PM

**To:** Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Wingert, Kevin M (BPA) - DKP-7 <kwingert@bpa.gov>;

Kuhn, Shana L (BPA) - NS-4400-LL <slkuhn@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Cc:** Yannello, Alisa J (BPA) - NH-1 <ajyannello@bpa.gov>

**Subject:** RE: Updated COVID Safety Policies

Thanks Bill and these are some of the questions we heard this morning – FYI in case you were curious:

1. Where do we send RA request to?
2. If an employee is awaiting an RA decision, but is denied near or after the Nov deadline, how much time will



they have in order to get vaccinated after that decision is rendered?

RA's can take up to 30 days or longer and if the approval has not yet been completed by the dates provided, will the employee still face disciplinary actions? or what happens if someone is disapproved after the dates given?

3. Info needed re: Duty Time for Federal Employees -

In most circumstances, agencies should authorize employees to take up to four hours to travel to the vaccination site, complete a vaccination dose, and return to work—for example, up to eight hours of duty time for employees receiving two doses. (If an employee needs to spend less time getting the vaccine, only the needed amount of duty time should be granted.)

- Agencies should require employees taking longer than four hours to document the reasons for the additional time (e.g., they may need to travel long distances to get the vaccine). If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours, the normal overtime hours of work rules apply.

- Reasonable transportation costs that are incurred as a result of obtaining the vaccine from a site preapproved by the agency should be handled the same way as local travel or temporary duty (TDY) cost reimbursement is handled based on agency policy and the Federal Travel Regulation.

4. What is the disciplinary action being taken?

5. So does this mean that all DOE employees will have to have the booster shots in the future and at what point does this stop?

6. I have the same question about the boosters. I thought FDA didn't recommend them for everyone?

7. When do you anticipate the exemption form will be available?
  
8. When is it expected department elements receive the reporting from the attestation data as collected?
  
9. Will the attestation form be available for new hires in the pre-employment process to confirm their vaccination status and upload their vaccine record?
  
10. If a new hire from another agency had an approved reasonable accommodation exemption in their previous agency, will we need to consider that in bringing them onboard here? Assuming they would go through the full process here as well, but would we consider it for hiring them on the front end.
  
11. Will there be a confirmation that you have provided adequate proof of vaccination after we submit it? Like to avoid being disciplined if I think I've provided sufficient proof, but in fact, did not.
  
12. Will boosters be required?
  
13. Hires post 11/22, will new hires have a specific timeline to be vaccinated by (i.e., 60 days from date of hire)?

14. Postponing an EOD for a new hire from outside the Gov't - would 6 weeks be the "reasonable" expectation?

15. When will the complete list of required documents be provided to employees (e.g. what other paperwork besides the vaccination card, if any)?


16. Based upon past decision based upon your professional knowledge how likely is this mandate to stand before the supreme court?

**Alisa J. Yannello, SPHR**

Director | HR Advisory Services and Culture Enrichment NH-1

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<https://connection.bud.bpa.gov/workplace-resources/branding-toolbox/PublishingImages/Icons/Icon-Strategic-Goal-5-VALUE.png>

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**From:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>

**Sent:** Tuesday, September 21, 2021 1:13 PM

**To:** Yannello, Alisa J (BPA) - NH-1 <[ajyannello@bpa.gov](mailto:ajyannello@bpa.gov)>; Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>;  
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**Subject:** FW: Updated COVID Safety Policies

As discussed on the call

**Bill Leady P.E.**

Asset Manager | K

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**From:** Lee, Terri <[terri.lee@hq.doe.gov](mailto:terri.lee@hq.doe.gov)>

**Sent:** Tuesday, September 21, 2021 1:02 PM

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**Subject:** [EXTERNAL] RE: Updated COVID Safety Policies

Hi Everyone,

In addition to today's attached DOECAST regarding the vaccination mandate, I'd like to provide you more insight on the developments. First, we continue to work with DOE's OCIO to enhance the capabilities/functionalities of the MyEnergy.gov system to comply with confirmation of vaccination by enabling all DOE federal employees to upload their vaccination card as well as include other information related to the reasonable accommodation process. All federal agencies, including DOE are required to submit their first report on vaccination status tomorrow and with regular updates to follow.

With regards to reasonable accommodations, (b) (5)

DOE recently decided that we will not be using MyEnergy.gov to collect attestations from site support service contractors due to the technical complexity. They will be treated like visitors where they will have to attest and show proof of vaccination or a negative test before they can enter the building. A memo is being drafted on the process for managing visitors which we anticipate to be released soon.

(b) (5)

Lastly, HC plans to send out to each DOE organization tomorrow a list of their employees that have not yet attested.

As in all updates, more details are to come as we continue to work through the details on implementation and administration of President Biden's Executive Order.

Please continue to send me any questions you have and I'll try to answer the ones I can as soon as I can.

Best,

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

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Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Wednesday, September 15, 2021 11:42 AM

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**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Good morning,

As you all know, the President signed the Executive Order on September 9<sup>th</sup> that mandates COVID-19 vaccination for federal executive branch employees. The Safer Federal Workforce Task Force is tasked to provide an implementation framework within seven days from September 9. As of yesterday below is what I'm aware of but as like every update there are many other details to follow.

(1) The OCIO is actively and expeditiously working to provide access to DOE's attestation data contained in MyEnergy. Notifications to staff identified for access will be made once the system is available. As a reminder, staff can update their attestation at any time.



(2) November 22 is the deadline for all federal employees to be “fully” vaccinated. Walking back from that date, the last shot of two (Pfizer & Moderna) and the one shot for J&J, will have to be administered by Nov. 8 to allow for the two weeks for the vaccine to be effective. You can find more details from the latest updated COVID-19 guidance here, [Protecting the Federal Workforce During the COVID-19 Pandemic | Safer Federal Workforce](#).

(3) For clarity, DOE will not need to have a COVID testing program due to the vaccine mandate.

(4) (b) (5) [REDACTED]

(5) We are working to draft a DOECAST which we hope will be released this week/early next week explaining the vaccine mandate for all federal employees. I (b) (5) [REDACTED]. Details on this process are to follow.

As like you, we in the DOE COVID Coordination Team have a lot of questions, and we have and will continue to raise them with OMB and the DOE leadership. Please don't hesitate to share your questions and I will try to answer the ones I can and bring the others that I can't to other's attention.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

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**Sent:** Tuesday, September 7, 2021 2:53 PM

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**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

This is a quick update for the week as of today.

Regarding the September 20<sup>th</sup> deadline, consider that as a marker towards the October 18<sup>th</sup> date when all sites will need to have their testing plan ready to use (for the interim until the nation-wide federal plan is rolled out). Therefore, you are not expected to have a plan completed by September 20<sup>th</sup>.

Between now and October 18, we're asking the sites to think through any potential gaps that will need to be addressed. As I noted last Thursday, you are welcome to use the DOE HQ's plan when it's released later this month and tailor it to your needs. This hopefully can lessen the burden for you have to create something from whole cloth for temporary use. In the meantime, one thing you can research if you haven't done so already is identify testing sites close to your work locations. I know there are locations in the DC Metropolitan area that offer free testing as well. I understand availability of testing varies widely across the country and are limited in remote places. According to the Safer Workplace FAQs, "In most circumstances, agencies should authorize employees to take no more than one hour to travel to the testing site, complete testing, and return to work. Agencies should require employees taking longer than one hour to document the reasons for the additional time."

While many details regarding testing continue to be fleshed out, (b) (5) I've alerted the CFO and DOE's COVID Coordination Team about your non-reimbursable restrictions and they are looking into how to resolve the issue, if in fact it is an issue.

Lastly, your office should have received a request from the CHCO last week confirming the names of the few staff that will be given access to the attestation data on MyEnergy. If this has not happened, please reach out to your HC POC. Once you have insight on the numbers, the data will help inform your testing and management plans.

As always, please don't hesitate to reach out if you have any questions.

Thank you.

Terri

Terri Lee

Chief Operating Officer

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**Sent:** Thursday, September 2, 2021 7:06 PM

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**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone,

I wanted to provide a little more clarity on my message from yesterday as well as from today's noon COVID office hour call.

(b) (5)

(b) (5)

As you are thinking through how to put in place your specific testing plan, you may want to consider using the DOE HQ's plan as a starting point so you don't need to create one from scratch. (b) (5) Once that's available, you're welcome to use that as a model with the ability to adjust specific to each of your site(s). I'll keep you posted on DOE's progress and timing.

Also from today's call, October 18<sup>th</sup> is the date in which OMB has identified that all agencies will need to implement their testing plan. Between that date and until OMB puts in place the nation-wide program that we can all use free of charge, all federal and site support service contractors will be reimbursed for their weekly test through a system that the CFO is in the process of putting in place. However, once the government-wide contract is effective, it will only cover federal employees and not our site support service contractors. This is what we're calling the "interim" step leading up to the nation-wide program.

Things continue to be fluid with many different moving parts. As such, everything is subject to change. For now, this is where we're heading.

As always, don't hesitate send me your questions.

Have a good evening.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

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Mona-Lisa Bloomfield

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**Sent:** Wednesday, September 1, 2021 3:23 PM

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**Subject:** RE: Updated OMB COVID Safety Policies

Good Afternoon Everyone,

This is my weekly update. To start off, I believe your HCAs (Heads of Contracting Activities) received (attached) a signed memo from John Bashista, DOE's Senior Procurement Executive and Keith Hamilton, NNSA's Senior Procurement Executive, setting forth the requirement for DOE and NNSA HCAs to direct their Contracting Officers (COs) to send letters using the attached template (attached) to Support Service Contractors (SSC) who have employees that work on any DOE/NNSA site or in any DOE/NNSA controlled facility. The template provides information on the DOE/NNSA COVID-19 vaccination attestation process for onsite SSC and their employees. Separate guidance was provided for Management and Operating (M&O) and Major Site and Facility Contractors.

This guidance implements the Administration's Safer Federal Workforce Task Force issued COVID-19 Workplace Safety: Agency Model Safety Principles (Agency Model Safety Principles or AMSP) which was issued on July 29, 2021. The AMSP directs agencies to ask about the vaccination status of Federal employees, contractor employees, and visitors to Federal buildings and sites and requires that respondents attest to the truthfulness of their response. Further information regarding testing requirements will be provided by the Contracting Officer.

I'm told that additional FAQs regarding contractors will be forthcoming and I will share those once released.



In addition, we were informed by the OMB Task Force that all agencies should begin COVID-19 testing starting September 20<sup>th</sup>. This does not mean all testing is required starting September 20<sup>th</sup> but more so to have a plan in place for testing. The DOE COVID Coordination Team plans to develop a framework/general guidelines for testing. However, given the diversity of the DOE complex, each site has a range of flexibility on how they plan to implement their testing program. If you haven't already, please start developing your implementation plan for how your site(s) will manage testing. As a reminder, those that do not respond to the vaccination attestation will be treated as unvaccinated and will be required to be tested. I want to emphasize that there is no federal mandate for vaccination and therefore vaccination is not a condition of employment.

As the guidance states, the federal government will be paying for testing for all federal employees. The CFO is in the process of developing guidance for reimbursement, including how that will work for the PMAs.

If you'd like assistance in developing your site testing plan, please let me know and I can pull a few people together from the EM, NNSA and SC sites that have experience due to their existing COVID testing program recently developed or developed in the earlier days of the pandemic.

As always, please don't hesitate to send me any questions you may have.

Best,

Terri

Terri Lee

Chief Operating Officer

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**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone,

For a quick update, the Secretary's Townhall is being moved from what was planned for tomorrow to Friday, 8/27/21, 2:30 pm – 3:45 pm. This is subject to change like all things related to COVID right now.

Due to procurement sensitivities and to avoid getting ahead of the process, I'm not going to go into any details but I do however want to make you aware that our COVID Coordination Team is working with DOE's and NNSA's HCAs (Head of Contracting Agency), John Bashista and Keith Hamilton respectively, as well as other contracting experts in DOE's programs to develop guidance for contractors (M&Os, prime & site support service) regarding vaccinations. Juston Fontaine may likely touch on this at his standing Thursday noon office hours, which many of you call in for. Don't hesitate to ask questions at that time and as always you can send questions to me as they come up.

Thank you.

Terri

Terri Lee

Chief Operating Officer

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**From:** Lee, Terri

**Sent:** Tuesday, August 17, 2021 5:01 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jrodgers@wapa.gov](mailto:jrodgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

For your awareness, there are no new guidance from OMB as of today. I'm providing below a quick update on planned DOE announcements later this week.

- (1) DOE's electronic system for vaccination attestation for federal and onsite support service contractors is targeted to be operational this Friday, August 20.
- (2) We are working on finalizing instructions for visitors to fill out the attestation forms.
- (3) DOE's Procurement Office is currently drafting guidance that will be sent to the M&Os (date TBD) on how to manage the attestation process.
- (4) A DOECAST will be released this Friday announcing the Secretary's Townhall scheduled for next Thursday, August 26, at 11:00 am EST, with a focus on the attestation guidance. The message will also include the updated Safety Protocol Plan.

(b) (5)



That's all I know as of today. Please let me know if you have any questions.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Thursday, August 12, 2021 1:23 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyler, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>;

Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

To All:

To follow-up from today's "COVID Office Hour" meeting regarding testing, Todd Shrader from EM has shared (attached) their West Valley site employee testing approach for your consideration as you plan to implement testing at your site(s). West Valley is scheduled to institute the program starting Monday. At West Valley, there are about 100 workers who will fall under this program. The cost of the tests are about \$25 a piece with some additional program administration costs.

The attached presentation is a high level summary. If anyone wants more detailed information, Todd and I can get the right people connected.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

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Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri <[terri.lee@hq.doe.gov](mailto:terri.lee@hq.doe.gov)>

**Sent:** Tuesday, August 10, 2021 9:06 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[sibaskerville@bpa.gov](mailto:sibaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>


**Cc:** Hoffman, Patricia <[pat.hoffman@hq.doe.gov](mailto:pat.hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[theresa.brownshute@hq.doe.gov](mailto:theresa.brownshute@hq.doe.gov)>

**Subject:** Re: Updated OMB COVID Safety Policies



Apologies for the additional email but I thought it was important to share the latest information I received today regarding the attestation process. Please know that no DOE final decisions have been made since we're still working through the technical and administrative details and therefore what I describe below is subject to change. Our hope to be able to put something in place very soon, likely sometime next week, maybe sooner if all the stars align.

We are in the process of working with our CIO office to determine the best IT system approach to automate the attestation process. One that may be the most feasible is a SharePoint like system that the CIO has been developing to automate fillable forms for all federal staff to access and update when necessary. (b) (5)



Rather than each DOE program develop its own process, all DOE federal and support service contractor staff will be given access to the system once a decision is made on which system DOE will use.

As for outside visitors to a DOE facility, the form will be made available on the DOE website and at the front desk of the DOE check-in. The visitor will be responsible for filling out the form and keeping it with them during their visit if asked for verification. The visitor will also be responsible for disposing of the form. DOE will not be collecting the information. The DOE program host will be responsible for informing the visitor(s) of the process. This process will have to be followed by each visitor for every visit.

With regards to COVID testing, (b) (5)



(b) (5) I'll share the information once it's available. It should not be a surprise to anyone that we are not permitted to implement our re-entry plan until the details of the testing protocols have been established. As such, the re-entry plan continues to be hold until all details have been worked out.

Our DOE COVID Coordination Team is working to update and release shortly the Safety Protocol Plan to reflect much of these and other changes, including the removal of the 25% occupancy restriction. We originally had planned to release it with the re-entry plan. Given the delay due to these policy changes, we believe it's necessary to separate the two documents in order provide everyone the latest Safety Protocol Plan as soon as possible.

Please do not hesitate to send me any questions you may have. I will answer those that I can and maintain a list of those unanswered until further information is available for me to respond or be included in future updates to our FAQs.

Thank you and good evening.

Terri

Terri Lee

Chief Operating Officer

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Mona-Lisa Bloomfield

Executive Assistant

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██████████ (b) (6) ██████████ (C)

**From:** "Lee, Terri" <[terri.lee@hq.doe.gov](mailto:terri.lee@hq.doe.gov)>

**Date:** Monday, August 9, 2021 at 5:23 PM

**To:** "Wech, Michael S" <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>, "Hobbs, Virgil" <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>, "LeBeau, Tracey" <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>, "Hairston, John L" <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>, "Smith, Barbara L" <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>, "Thompson, Dionne E" <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>, "Baskerville, Sonya L" <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>, "Tyer, Katherine M" <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Pat Hoffman <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>, "Muse, Whitney" <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>, "Leady, William J" <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>, "Hall, Lee J" <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>, "Capps, Stephan A" <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>, "Fickes, Anne Macron" <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>, "Laylo, Sarah M" <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>, "Rodgers, Jennifer R" <[jrodgers@wapa.gov](mailto:jrodgers@wapa.gov)>, "Ardis, Melissa H" <[ardis@wapa.gov](mailto:ardis@wapa.gov)>, "Brown Shute, Theresa" <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone:

Last Friday the Safer Federal Workforce Task Force published the new Frequently Asked Questions (FAQs) related to vaccination attestation that you can find here: <https://www.saferfederalworkforce.gov/new/>. We will be working to update the DOE Safety Plan consistent with the new process. In the meantime, you can begin to update your site plans accordingly. I'm sure you'll have questions that we may or may not be able to answer right now but please share them so that we can work to address them as soon as possible.

As of now, there are no details regards the process for testing. I'll share them once they're made available.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

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Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Tuesday, August 3, 2021 12:41 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>

**Subject:** Updated OMB COVID Safety Policies

Hi Everyone,

Attached for your reference is the updated safety protocols from OMB from last week if you or your staff have not seen them yet. I want to point out that we are waiting for OMB guidance on the process for executing some of the new policies, particularly ones regarding vaccination verification and testing. We will update the DOE guidance consistent with OMB's direction once it's made available. In the meantime, we remain on maximum telework and

continue to follow the May 24, 2021 DOE COVID Safety Plan in addition to last week's mask wearing update. You can find all of this information on the DOE Powerpedia, <https://powerpedia.energy.gov/wiki/Portal:COVID-19>.

As a reminder, the updated mask mandate is not a blanket mandate. For those vaccinated, masks are only required in high transmission areas. Please use the CDC guidelines to determine areas of high transmission. If you have neighboring areas where one has high transmission and the other has moderate transmission, and the majority of those workers come to the same work site, err on the conservative side.

Also, the re-entry plan is on hold until the process to implement the new protocols announced last Thursday are put in place.

Lastly, if you have any questions regarding federal COVID safety protocols versus local or state level protocols, please let me know and I can schedule a meeting with GC and our COVID Coordinating Team to resolve the issue.

As always, please don't hesitate to reach out to me if you have any other questions.

Thank you. Take care and stay safe.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

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(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Hunter,Douglas S (BPA) - TEB-DITT-2

**Sent:** Thu Sep 23 15:20:36 2021

**To:** Miller,Mike P (BPA) - TE-DITT-2

**Subject:** RE: Assignment from Joel Cook

**Importance:** Normal

Here is my response in the highlighted text...if this is not adequate then please let me know and I will put more time into it. It is so speculative it is hard to theorize all the what ifs.

**From:** Miller,Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>

**Sent:** Thursday, September 23, 2021 3:09 PM

**To:** TE Tier III Managers <TETierIIIManagers@bpasite1.bpa.gov>

**Subject:** Assignment from Joel Cook

We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending on how many people actually end up not getting vaccinated.

Here is the assignment and this is not scientific, just gut feel and ideas needed:



- 1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level.
- 2) What impact would a loss of 10% have on your delivery of products and services? 10% would likely have the largest impact on Julia's group. In particular the invoicing and prompt payment and we would move work and refocus. I don't see a significant impact when all the dust settles that we could work around
- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire? (Overtime, reduce work intake,...) depending on where the 10% came from I would move BFTE onto the payments and unitizing work. We may delay some of the Opex projects but no show stoppers.

Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike

**From:** Fickes,Anne Macron (BPA) - NH-1

**Sent:** Sat Sep 25 09:44:47 2021

**To:** Wright,Colleen C F (BPA) - NHQ-1

**Subject:** RE: From CHCO call today

**Importance:** Normal

Thank you! Oh man – we were hoping for a different outcome on the progressive discipline front.

**From:** Wright,Colleen C F (BPA) - NHQ-1 <ccwright@bpa.gov>

**Sent:** Thursday, September 23, 2021 11:57 AM

**To:** Fickes,Anne Macron (BPA) - NH-1 <acmacron@bpa.gov>

**Subject:** From CHCO call today

I'm sharing this with James and team at our NHE check-in today but want to make sure you're aware as well. This is what Erin shared at the CHCO tag-up today.

OPM says they will have guidance coming out next week - 2 memos: 1 on enforcement and 1 on hiring process

New hires/hiring process:

- Will have language for JOA, TO and FO so wait for that, don't do anything on our end yet.
- RA's - new hires can be in-process for RA and EOD, if denied then will have to become fully vaccinated or go through enforcement process
- Require documentation before EOD - unsure, OPM is saying it's required but Erin arguing attestation to get hired and then have to show proof once hired through myenergy portal because too many questions around how is proof submitted and who is reviewing that pre-hire

#### Enforcement:

- Process can begin as soon as 11/9 but don't have to, can wait until 11/22. For example: you know if someone doesn't have second shot by 11/8 that there is a problem so could start enforcement on 11/9 if you want to. DOE will make this decision, HC should be aligned on this.
- Charge = failure to follow lawful order
- OPM clear that process is at agency discretion but recommending progressive steps as follows:
  - o (1) counseling & education 5 days to come back and show proof they got first shot,
  - o (2) impose short suspension of 14 days or less (there was some discussion around this – Carl says 14 days or less (so could be 3 for example) but Erin says 14 days exactly),
  - o (3) removal - will vary for SES because different requirements and also for someone who is already in progressive discipline process, will weave this into guidance

**Colleen C. F. Wright**

Acting Deputy Director | Human Resources Service Center

**Bonneville Power Administration**

**U.S. Department of energy**

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**Career Opportunities:**

BPA Opportunities: [careers.bpa.gov](http://careers.bpa.gov)

DOE Energy: <http://energy.gov/jobs/career-opportunities>

USAJOBS: <https://www.usajobs.gov>

**Program Inquiries:**

Disabled Persons (Schedule A): [schedulea@bpa.gov](mailto:schedulea@bpa.gov)

Veterans: [veterans@bpa.gov](mailto:veterans@bpa.gov)

Contract Positions: [Supplaborjobs@bpa.gov](mailto:Supplaborjobs@bpa.gov)

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From: Miller, Mike P (BPA) - TE-DITT-2

Sent: Fri Sep 24 10:11:55 2021

To: Burt, Jason R (BPA) - TEZ-MANGAN

Subject: RE: Assignment from Joel Cook

Importance: Normal

Thanks Jason.

Mike

**From:** Burt, Jason R (BPA) - TEZ-MANGAN <jrburt@bpa.gov>

**Sent:** Friday, September 24, 2021 9:37 AM

**To:** Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>; TE Tier III Managers <TETierIIIManagers@bpa.gov>

**Subject:** RE: Assignment from Joel Cook

Richard makes a fair point about whether we're actually likely to lose a significant number of folks. Since we're asked to think about the worst case scenario where people do what they say they will do, this is a case of "plan for the worst and hope for the best". If we have fewer voluntary separations than we feared, that's a good thing.

There's a joke I remember from Physics where we had to consider the effect of air resistance on a cow falling out of a plane; "Consider the cow to a perfect sphere." We all know that assumption is bad, but because the actual

cow shape is extremely complex, it's easier to just consider the sphere. Similarly, losing "10% of the workforce" is a "peanut-butter" model. It implies that any 1% is like any other 1%, and that there's no "disparate effect", and that folks leave as a discrete pulse. These assumptions can drive our planning so I want to address them.

Losing 10% of the TEZ workforce would be like me losing 10% of my body weight – it critically depends what 10% we're talking about. To make the math easy, let's say I weigh 200 lbs. If I lost 20 lbs of fat, that'd be great! If I lost my 3 lb brain, that'd be bad. To extend the analogy, the hiring freezes and retirements over the last decade [1779 BFTE in 2006 and 1602 BFTE today (90%) ] mean there's not much fat, so we're just talking about losing 20 lbs of organs, muscle or bone. This is why the "peanut butter" 10% is hard to answer. We all know that losing one specific FTE in our group would be vastly different than losing another specific FTE.

When we talk about voluntary separation due to vaccination requirement, we're much more likely to lose the experienced and tenured folks near retirement than we are the new folks who are still in training. The two populations simply have vastly different personal and financial impacts from leaving a steady job. "What's the impact of losing your six most tenured people?" is a different question than a random 10% of the workforce, but much more likely to happen. The impact to our products and services is also typically much more severe when we lose experienced folks than when we lose new folks.

Finally, the assumption about the "pulse" is that on 11/22/2021, 10% of the folks will simply not show up to work and cleanly resign. It's much more likely that 10% of the workforce will fight their management chain over RA rules, or pretend to get the vaccine with false documentation, or grieve discipline for conduct with their union, or just delay and document and use the bureaucratic morass to bury their supervisor in paperwork. Anyone who worked through Employee Relations with one employee will shudder at the idea of going through it with a significant fraction of the workforce, which is an impact separate and apart from actually losing the FTE itself! It's probably the case that, instead of a pulse, we'd lose people for one reason or another over one to nine months as these processes play out, and of course we can't backfill the position as the FTE self-immolates. Again, there's an impact from the loss of the worker and there's also an impact to management from the bureaucratic tsunami.

Now that I've spent a page arguing with the question, I can address TEZ. My team has about sixty people, so losing 10% is about six people. Technical Services has some folks that are very tenured, with deep experience in specific technologies and little or no backup. Losing someone like (b) (6) would immediately and drastically reduce our support for the Field for their support areas. We also have some newer engineers, and losing them would mean starting over with the training and knowledge transfer process, without a severe immediate impact but all the problems of "eating our seed corn." Since Tech Services hires internally more than externally, personnel losses in our group would probably cascade through the organization as people move into the vacated slots, impacting other groups much more than TEZ. I remember from HR documentation that Hiring processes about four times as many internal vacancies as external, so if that held true in the "Vaccinalypse" then our 10% loss would be a 50% position turnover, which is sobering.

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Sent:** Thursday, September 23, 2021 3:09 PM  
**To:** TE Tier III Managers <[TETierIIIManagers@bpasite1.bpa.gov](mailto:TETierIIIManagers@bpasite1.bpa.gov)>  
**Subject:** Assignment from Joel Cook

We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending on how many people actually end up not getting vaccinated.

Here is the assignment and this is not scientific, just gut feel and ideas needed:



- 1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level.
- 2) What impact would a loss of 10% have on your delivery of products and services?
- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire? (Overtime, reduce work intake,...)

Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike

From: Kuhn,Shana L (BPA) - NS-4400-LL

Sent: Tue Sep 21 14:02:40 2021

To: Yannello,Alisa J (BPA) - NH-1; Leady Jr,William J (BPA) - K-7; Wingert,Kevin M (BPA) - DKP-7; Hall,Lee J (BPA) - PES-6; Capps,Stephan A (BPA) - NW-1; Laylo,Sarah M (BPA) - NN-1

Subject: RE: Updated COVID Safety Policies

Importance: Normal

Thanks Alisa. We will need to provide guidance to our workforce who will be interacting with contractors in the field, where there is not "entry into a building". I'm not sure how to address this, but wanted to put it on everyone's radar.

**From:** Yannello,Alisa J (BPA) - NH-1 <ajyannello@bpa.gov>

**Sent:** Tuesday, September 21, 2021 1:14 PM

**To:** Leady Jr,William J (BPA) - K-7 <wjleady@bpa.gov>; Wingert,Kevin M (BPA) - DKP-7 <kwingert@bpa.gov>; Kuhn,Shana L (BPA) - NS-4400-LL <slkuhn@bpa.gov>

**Subject:** RE: Updated COVID Safety Policies



Thanks Bill!

**Alisa J. Yannello, SPHR**

Director | HR Advisory Services and Culture Enrichment NH-1

**Bonneville Power Administration**

U.S. Department of Energy

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<https://connection.bud.bpa.gov/workplace-resources/branding-toolbox/PublishingImages/Icons/Icon-Strategic-Goal-5-VALUE.png>

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**From:** Leady Jr,William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>

**Sent:** Tuesday, September 21, 2021 1:13 PM

**To:** Yannello,Alisa J (BPA) - NH-1 <[ajyannello@bpa.gov](mailto:ajyannello@bpa.gov)>; Wingert,Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>;  
Kuhn,Shana L (BPA) - NS-4400-LL <[sikuhn@bpa.gov](mailto:sikuhn@bpa.gov)>

**Subject:** FW: Updated COVID Safety Policies

As discussed on the call

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

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**From:** Lee, Terri <[terri.lee@hq.doe.gov](mailto:terri.lee@hq.doe.gov)>

**Sent:** Tuesday, September 21, 2021 1:02 PM

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**Subject:** [EXTERNAL] RE: Updated COVID Safety Policies

Hi Everyone,

In addition to today's attached DOECAST regarding the vaccination mandate, I'd like to provide you more insight on the developments. First, we continue to work with DOE's OCIO to enhance the capabilities/functionalities of the MyEnergy.gov system to comply with confirmation of vaccination by enabling all DOE federal employees to upload their vaccination card as well as include other information related to the reasonable accommodation process. All federal agencies, including DOE are required to submit their first report on vaccination status tomorrow and with regular updates to follow.

With regards to reasonable accommodations, (b) (5)

DOE recently decided that we will not be using MyEnergy.gov to collect attestations from site support service contractors due to the technical complexity. They will be treated like visitors where they will have to attest and show proof of vaccination or a negative test before they can enter the building. A memo is being drafted on the process for managing visitors which we anticipate to be released soon.

(b) (5)

Lastly, HC plans to send out to each DOE organization tomorrow a list of their employees that have not yet attested.

As in all updates, more details are to come as we continue to work through the details on implementation and administration of President Biden's Executive Order.

Please continue to send me any questions you have and I'll try to answer the ones I can as soon as I can.

Best,

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

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(b) (6)

**From:** Lee, Terri

**Sent:** Wednesday, September 15, 2021 11:42 AM

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**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Good morning,

As you all know, the President signed the Executive Order on September 9<sup>th</sup> that mandates COVID-19 vaccination for federal executive branch employees. The Safer Federal Workforce Task Force is tasked to provide an implementation framework within seven days from September 9. As of yesterday below is what I'm aware of but as like every update there are many other details to follow.

- (1) The OCIO is actively and expeditiously working to provide access to DOE's attestation data contained in MyEnergy. Notifications to staff identified for access will be made once the system is available. As a reminder, staff can update their attestation at any time.
- (2) November 22 is the deadline for all federal employees to be "fully" vaccinated. Walking back from that date, the last shot of two (Pfizer & Moderna) and the one shot for J&J, will have to be administered by Nov. 8 to allow for the two weeks for the vaccine to be effective. You can find more details from the latest updated COVID-19 guidance here, [Protecting the Federal Workforce During the COVID-19 Pandemic | Safer Federal Workforce](#).
- (3) For clarity, DOE will not need to have a COVID testing program due to the vaccine mandate.

(4) (b) (5) [REDACTED]

(5) We are working to draft a DOECAST which we hope will be released this week/early next week explaining the vaccine mandate for all federal employees. (b) (5) [REDACTED] Details on this process are to follow.

As like you, we in the DOE COVID Coordination Team have a lot of questions, and we have and will continue to



raise them with OMB and the DOE leadership. Please don't hesitate to share your questions and I will try to answer the ones I can and bring the others that I can't to other's attention.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

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**Sent:** Tuesday, September 7, 2021 2:53 PM

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**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jrodgers@wapa.gov](mailto:jrodgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

This is a quick update for the week as of today.

Regarding the September 20<sup>th</sup> deadline, consider that as a marker towards the October 18<sup>th</sup> date when all sites will need to have their testing plan ready to use (for the interim until the nation-wide federal plan is rolled out). Therefore, you are not expected to have a plan completed by September 20<sup>th</sup>.

Between now and October 18, we're asking the sites to think through any potential gaps that will need to be addressed. As I noted last Thursday, you are welcome to use the DOE HQ's plan when it's released later this month and tailor it to your needs. This hopefully can lessen the burden for you have to create something from whole cloth for temporary use. In the meantime, one thing you can research if you haven't done so already is identify testing sites close to your work locations. I know there are locations in the DC Metropolitan area that offer free testing as well. I understand availability of testing varies widely across the country and are limited in remote places. According to the Safer Workplace FAQs, "In most circumstances, agencies should authorize employees to take no more than one hour to travel to the testing site, complete testing, and return to work. Agencies should

require employees taking longer than one hour to document the reasons for the additional time.”

While many details regarding testing continue to be fleshed out, (b) (5) I've alerted the CFO and DOE's COVID Coordination Team about your non-reimbursable restrictions and they are looking into how to resolve the issue, if in fact it is an issue.

Lastly, your office should have received a request from the CHCO last week confirming the names of the few staff that will be given access to the attestation data on MyEnergy. If this has not happened, please reach out to your HC POC. Once you have insight on the numbers, the data will help inform your testing and management plans.

As always, please don't hesitate to reach out if you have any questions.

Thank you.

Terri

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**From:** Lee, Terri  
**Sent:** Thursday, September 2, 2021 7:06 PM  
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**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>  
**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone,

I wanted to provide a little more clarity on my message from yesterday as well as from today's noon COVID office hour call.

(b) (5)

As you are thinking through how to put in place your specific testing plan, you may want to consider using the DOE HQ's plan as a starting point so you don't need to create one from scratch. (b) (5)  
Once that's available, you're welcome to use that as a model with the ability to adjust specific to each of your site(s). I'll keep you posted on DOE's progress and timing.

Also from today's call, October 18<sup>th</sup> is the date in which OMB has identified that all agencies will need to implement their testing plan. Between that date and until OMB puts in place the nation-wide program that we can all use free of charge, all federal and site support service contractors will be reimbursed for their weekly test through a system that the CFO is in the process of putting in place. However, once the government-wide contract is effective, it will only cover federal employees and not our site support service contractors. This is what we're calling the "interim" step leading up to the nation-wide program.

Things continue to be fluid with many different moving parts. As such, everything is subject to change. For now, this is where we're heading.

As always, don't hesitate send me your questions.

Have a good evening.

Terri

Terri Lee

Chief Operating Officer

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**Sent:** Wednesday, September 1, 2021 3:23 PM

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**Subject:** RE: Updated OMB COVID Safety Policies

Good Afternoon Everyone,

This is my weekly update. To start off, I believe your HCAs (Heads of Contracting Activities) received (attached) a signed memo from John Bashista, DOE's Senior Procurement Executive and Keith Hamilton, NNSA's Senior Procurement Executive, setting forth the requirement for DOE and NNSA HCAs to direct their Contracting Officers (COs) to send letters using the attached template (attached) to Support Service Contractors (SSC) who have employees that work on any DOE/NNSA site or in any DOE/NNSA controlled facility. The template provides information on the DOE/NNSA COVID-19 vaccination attestation process for onsite SSC and their employees. Separate guidance was provided for Management and Operating (M&O) and Major Site and Facility Contractors.

This guidance implements the Administration's Safer Federal Workforce Task Force issued COVID-19 Workplace Safety: Agency Model Safety Principles (Agency Model Safety Principles or AMSP) which was issued on July 29, 2021. The AMSP directs agencies to ask about the vaccination status of Federal employees, contractor employees, and visitors to Federal buildings and sites and requires that respondents attest to the truthfulness of their response. Further information regarding testing requirements will be provided by the Contracting Officer.

I'm told that additional FAQs regarding contractors will be forthcoming and I will share those once released.

In addition, we were informed by the OMB Task Force that all agencies should begin COVID-19 testing starting September 20<sup>th</sup>. This does not mean all testing is required starting September 20<sup>th</sup> but more so to have a plan in place for testing. The DOE COVID Coordination Team plans to develop a framework/general guidelines for testing. However, given the diversity of the DOE complex, each site has a range of flexibility on how they plan to implement their testing program. If you haven't already, please start developing your implementation plan for how your site(s) will manage testing. As a reminder, those that do not respond to the vaccination attestation will be treated as unvaccinated and will be required to be tested. I want to emphasize that there is no federal mandate for vaccination and therefore vaccination is not a condition of employment.

As the guidance states, the federal government will be paying for testing for all federal employees. The CFO is in the process of developing guidance for reimbursement, including how that will work for the PMAs.

If you'd like assistance in developing your site testing plan, please let me know and I can pull a few people together from the EM, NNSA and SC sites that have experience due to their existing COVID testing program recently developed or developed in the earlier days of the pandemic.

As always, please don't hesitate to send me any questions you may have.



Best,

Terri

Terri Lee

Chief Operating Officer

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██████████ (03) 155 ██████████

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**Sent:** Wednesday, August 25, 2021 2:15 PM

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**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone,

For a quick update, the Secretary's Townhall is being moved from what was planned for tomorrow to Friday, 8/27/21, 2:30 pm – 3:45 pm. This is subject to change like all things related to COVID right now.

Due to procurement sensitivities and to avoid getting ahead of the process, I'm not going to go into any details but I do however want to make you aware that our COVID Coordination Team is working with DOE's and NNSA's HCAs (Head of Contracting Agency), John Bashista and Keith Hamilton respectively, as well as other contracting experts in DOE's programs to develop guidance for contractors (M&Os, prime & site support service) regarding vaccinations. Juston Fontaine may likely touch on this at his standing Thursday noon office hours, which many of you call in for. Don't hesitate to ask questions at that time and as always you can send questions to me as they come up.

Thank you.

Terri

Terri Lee

Chief Operating Officer

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**From:** Lee, Terri

**Sent:** Tuesday, August 17, 2021 5:01 PM

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**Subject:** RE: Updated OMB COVID Safety Policies

For your awareness, there are no new guidance from OMB as of today. I'm providing below a quick update on planned DOE announcements later this week.

- (1) DOE's electronic system for vaccination attestation for federal and onsite support service contractors is targeted to be operational this Friday, August 20.
- (2) We are working on finalizing instructions for visitors to fill out the attestation forms.
- (3) DOE's Procurement Office is currently drafting guidance that will be sent to the M&Os (date TBD) on how to manage the attestation process.
- (4) A DOECAST will be released this Friday announcing the Secretary's Townhall scheduled for next Thursday, August 26, at 11:00 am EST, with a focus on the attestation guidance. The message will also include the updated Safety Protocol Plan.

(b) (5)

That's all I know as of today. Please let me know if you have any questions.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

██████████ (b) (6) ██████████

**From:** Lee, Terri

**Sent:** Thursday, August 12, 2021 1:23 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jrodgers@wapa.gov](mailto:jrodgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

To All:

To follow-up from today's "COVID Office Hour" meeting regarding testing, Todd Shrader from EM has shared (attached) their West Valley site employee testing approach for your consideration as you plan to implement testing at your site(s). West Valley is scheduled to institute the program starting Monday. At West Valley, there are about 100 workers who will fall under this program. The cost of the tests are about \$25 a piece with some additional program administration costs.

The attached presentation is a high level summary. If anyone wants more detailed information, Todd and I can get the right people connected.

Thank you.

Terri

Terri Lee

Chief Operating Officer

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 (b) (6)

**From:** Lee, Terri <[terri.lee@hq.doe.gov](mailto:terri.lee@hq.doe.gov)>

**Sent:** Tuesday, August 10, 2021 9:06 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[pat.hoffman@hq.doe.gov](mailto:pat.hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[theresa.brownshute@hq.doe.gov](mailto:theresa.brownshute@hq.doe.gov)>

**Subject:** Re: Updated OMB COVID Safety Policies

Apologies for the additional email but I thought it was important to share the latest information I received today regarding the attestation process. Please know that no DOE final decisions have been made since we're still working through the technical and administrative details and therefore what I describe below is subject to change. Our hope to be able to put something in place very soon, likely sometime next week, maybe sooner if all the stars align.

We are in the process of working with our CIO office to determine the best IT system approach to automate the attestation process. One that may be the most feasible is a SharePoint like system that the CIO has been developing to automate fillable forms for all federal staff to access and update when necessary. (b) (5)

Rather than each DOE program develop its own process, all DOE federal and support service contractor staff will be given access to the system once a decision is made on which system DOE will use.



As for outside visitors to a DOE facility, the form will be made available on the DOE website and at the front desk of the DOE check-in. The visitor will be responsible for filling out the form and keeping it with them during their visit if asked for verification. The visitor will also be responsible for disposing of the form. DOE will not be collecting the information. The DOE program host will be responsible for informing the visitor(s) of the process. This process will have to be followed by each visitor for every visit.

With regards to COVID testing, (b) (5) [REDACTED] [REDACTED] [REDACTED] I'll share the information once it's available. It should not be a surprise to anyone that we are not permitted to implement our re-entry plan until the details of the testing protocols have been established. As such, the re-entry plan continues to be hold until all details have been worked out.

Our DOE COVID Coordination Team is working to update and release shortly the Safety Protocol Plan to reflect much of these and other changes, including the removal of the 25% occupancy restriction. We originally had planned to release it with the re-entry plan. Given the delay due to these policy changes, we believe it's necessary to separate the two documents in order provide everyone the latest Safety Protocol Plan as soon as possible.

Please do not hesitate to send me any questions you may have. I will answer those that I can and maintain a list of those unanswered until further information is available for me to respond or be included in future updates to our FAQs.

Thank you and good evening.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

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Mona-Lisa Bloomfield

Executive Assistant

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██████████ (b) (5) (C)

**From:** "Lee, Terri" <[terri.lee@hq.doe.gov](mailto:terri.lee@hq.doe.gov)>

**Date:** Monday, August 9, 2021 at 5:23 PM

**To:** "Wech, Michael S" <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>, "Hobbs, Virgil" <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>, "LeBeau, Tracey"

<[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>, "Hairston, John L" <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>, "Smith, Barbara L" <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>, "Thompson, Dionne E" <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>, "Baskerville, Sonya L" <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>, "Tyer, Katherine M" <[tyer@wapa.gov](mailto:tyer@wapa.gov)>  
**Cc:** Pat Hoffman <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>, "Muse, Whitney" <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>, "Leady, William J" <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>, "Hall, Lee J" <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>, "Capps, Stephan A" <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>, "Fickes, Anne Macron" <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>, "Laylo, Sarah M" <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>, "Rodgers, Jennifer R" <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>, "Ardis, Melissa H" <[ardis@wapa.gov](mailto:ardis@wapa.gov)>, "Brown Shute, Theresa" <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>  
**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone:

Last Friday the Safer Federal Workforce Task Force published the new Frequently Asked Questions (FAQs) related to vaccination attestation that you can find here: <https://www.saferfederalworkforce.gov/new/>. We will be working to update the DOE Safety Plan consistent with the new process. In the meantime, you can begin to update your site plans accordingly. I'm sure you'll have questions that we may or may not be able to answer right now but please share them so that we can work to address them as soon as possible.

As of now, there are no details regards the process for testing. I'll share them once they're made available.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Tuesday, August 3, 2021 12:41 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[sibaskerville@bpa.gov](mailto:sibaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>

**Subject:** Updated OMB COVID Safety Policies

Hi Everyone,

Attached for your reference is the updated safety protocols from OMB from last week if you or your staff have not seen them yet. I want to point out that we are waiting for OMB guidance on the process for executing some of the new policies, particularly ones regarding vaccination verification and testing. We will update the DOE guidance consistent with OMB's direction once it's made available. In the meantime, we remain on maximum telework and continue to follow the May 24, 2021 DOE COVID Safety Plan in addition to last week's mask wearing update. You can find all of this information on the DOE Powerpedia, <https://powerpedia.energy.gov/wiki/Portal:COVID-19>.

As a reminder, the updated mask mandate is not a blanket mandate. For those vaccinated, masks are only required in high transmission areas. Please use the CDC guidelines to determine areas of high transmission. If you have neighboring areas where one has high transmission and the other has moderate transmission, and the majority of those workers come to the same work site, err on the conservative side.

Also, the re-entry plan is on hold until the process to implement the new protocols announced last Thursday are put in place.

Lastly, if you have any questions regarding federal COVID safety protocols versus local or state level protocols, please let me know and I can schedule a meeting with GC and our COVID Coordinating Team to resolve the issue.

As always, please don't hesitate to reach out to me if you have any other questions.

Thank you. Take care and stay safe.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

From: Hunter, Kimberly A (BPA) - TTB-MODD

Sent: Fri Oct 01 07:36:20 2021

To: ADL\_TT\_ALL; ctcyr@bpa.gov; jklee@bpa.gov; vqbui@bpa.gov; mjoneal@bpa.gov; jmneyman@bpa.gov; cmsampair@bpa.gov; jwwester@bpa.gov; jdschmuhl@bpa.gov; dmharvey@bpa.gov; jdmanacher@bpa.gov; rlvantrease@bpa.gov; awwillbanks@bpa.gov; jlsanders@bpa.gov; mc hearing@bpa.gov; taweathers@bpa.gov; bsrobinson@bpa.gov; crdann@bpa.gov; ccle@bpa.gov; maweber@bpa.gov; relee@bpa.gov; jdstreech@bpa.gov; tdhale@bpa.gov; valingle@bpa.gov; rthouseman@bpa.gov; rrzornick@bpa.gov; spleach@bpa.gov; hnngo@bpa.gov; rlschwarzkopf@bpa.gov; bjeails@bpa.gov; btnelson@bpa.gov; carobertson@bpa.gov; cdknopik@bpa.gov; jewhaley@bpa.gov; kclarsen@bpa.gov; dkhanson@bpa.gov; acjohnson@bpa.gov; pakarasev@bpa.gov; amkhan@bpa.gov; rwbooker@bpa.gov; jrpeirce@bpa.gov; jcwood@bpa.gov; lvholm@bpa.gov; whmacintosh@bpa.gov; djmccartney@bpa.gov; bmweber@bpa.gov; clegleston@bpa.gov; vlmitchell@bpa.gov; setyskiewicz@bpa.gov; bmporter@bpa.gov; maalexander@bpa.gov; aaramirezrial@bpa.gov; rrmoldenhauer@bpa.gov; avanschijndel@bpa.gov; jktaylor@bpa.gov; kllovelady@bpa.gov; jejosephson@bpa.gov; rlbradley@bpa.gov; aramanathan@bpa.gov; jkseverson@bpa.gov; tvtbui@bpa.gov; jdchampoux@bpa.gov; jmashmore@bpa.gov; msrobinett@bpa.gov; cbhopson@bpa.gov; dlakzinor@bpa.gov; rehuntley@bpa.gov; ajackson@bpa.gov; mckaufman@bpa.gov; pdblake@bpa.gov; pjraschio@bpa.gov; sxmarong@bpa.gov; mrhawley@bpa.gov; wllamb@bpa.gov; jablackwood@bpa.gov; rabarker@bpa.gov; dhmoon@bpa.gov; ehstephens@bpa.gov; mllerng@bpa.gov; rpjones@bpa.gov; vlminden@bpa.gov; spdargen@bpa.gov; rknashif@bpa.gov; lmhofer@bpa.gov; wlkress@bpa.gov; wtvaughn@bpa.gov; sdmurphy@bpa.gov; jhcope@bpa.gov; bjnightingale@bpa.gov; rccamacho@bpa.gov; tccross@bpa.gov; wd Rogers@bpa.gov; swgallman@bpa.gov; jkwaggener@bpa.gov; klpatterson@bpa.gov; bcanderson1@bpa.gov; kabreuer@bpa.gov; ldduhigg@bpa.gov; ahflores@bpa.gov; mwstrickland@bpa.gov; jnandres@bpa.gov; cjwilliams@bpa.gov; rjhansen@bpa.gov; mddemory@bpa.gov; ajdejong@bpa.gov; jjanderson@bpa.gov; fabryant@bpa.gov; thyeager@bpa.gov; swpreece@bpa.gov; jrswatosh@bpa.gov; pagardner@bpa.gov; memalfatti@bpa.gov; ksknol@bpa.gov; bkjohnson@bpa.gov; jwjemmett@bpa.gov; mrproctor@bpa.gov; msing@bpa.gov; axfeliciano@bpa.gov; ajkanikunnel@bpa.gov; mebrowne@bpa.gov; fxtorres@bpa.gov; ppham@bpa.gov; cmlarvick@bpa.gov; saroche@bpa.gov; dmosier@bpa.gov; seskyles@bpa.gov; emhazen@bpa.gov; djstahl@bpa.gov; pkbeatty@bpa.gov; ladawkins@bpa.gov; hrhack@bpa.gov; jsskinner@bpa.gov; lepagano@bpa.gov; msgreene@bpa.gov; wplyons@bpa.gov; fmkrigbaum@bpa.gov; pashkarovskiy@bpa.gov; dcbarr@bpa.gov; blhartwell@bpa.gov; acsherman@bpa.gov; kmramsey@bpa.gov; rtfuwider@bpa.gov; tpscaldina@bpa.gov; tmcharron@bpa.gov; djmiller@bpa.gov; lgraham@bpa.gov; wpbanker@bpa.gov; medemezas@bpa.gov; bpmmai@bpa.gov; cjwyatt@bpa.gov; drparson@bpa.gov; pameininge@bpa.gov; trhenning@bpa.gov; bklough@bpa.gov; pcreverman@bpa.gov; mdleytham@bpa.gov; dakrugman@bpa.gov; japarks@bpa.gov;

gmendez@bpa.gov; mjlavioie@bpa.gov; trmeyer@bpa.gov; tdhoang@bpa.gov; ragarcia@bpa.gov; kwshipman@bpa.gov; cshunter@bpa.gov; ceperkins@bpa.gov; cxxia@bpa.gov; axhua@bpa.gov; txchandler@bpa.gov; tpculligan@bpa.gov; kahunter@bpa.gov; remckinney@bpa.gov; mgkleinberg@bpa.gov; ajokey@bpa.gov; rmdustan@bpa.gov; mamartin@bpa.gov; mamcnulty@bpa.gov; mdburton@bpa.gov; mtlippold@bpa.gov; iiravenblade@bpa.gov; kejudge@bpa.gov; mrgaddam@bpa.gov; jedawson@bpa.gov; srauger@bpa.gov; kbjones@bpa.gov; amyaneccek@bpa.gov; jjmalone@bpa.gov; jrschoberl@bpa.gov; jpnelson@bpa.gov; jkhurich@bpa.gov; mpbrandsey@bpa.gov; snparker@bpa.gov; jdsiegel@bpa.gov; cmlarson@bpa.gov; svpavlenko@bpa.gov; seriggin@bpa.gov; jlblack@bpa.gov; babaker@bpa.gov; fdrotinski@bpa.gov; ixbaja@bpa.gov; ptcoates@bpa.gov; ejcobb@bpa.gov; jrneal@bpa.gov; exchen@bpa.gov; acsparland@bpa.gov; meeichmeier@bpa.gov; dgmarshall@bpa.gov; wwgenzoli@bpa.gov; slyoung@bpa.gov; tasherfick@bpa.gov; drdivird@bpa.gov; jwcowley@bpa.gov; dkking@bpa.gov; papaulson@bpa.gov; cxtroup@bpa.gov; mdsteenwyk@bpa.gov; rdpepple@bpa.gov; dcbennett@bpa.gov; masantana@bpa.gov; pdhaley@bpa.gov; ecren@bpa.gov; semccann@bpa.gov; gllim@bpa.gov; mponeil@bpa.gov; smsheehy@bpa.gov; egolyshevskiy@bpa.gov; capowers@bpa.gov; txiannizzotto@bpa.gov; cmcardenas@bpa.gov; sxshynne@bpa.gov; jmmarrs@bpa.gov; tdragel@bpa.gov; plhurley@bpa.gov; rlbain@bpa.gov; rhmanning@bpa.gov; jpdonnelly@bpa.gov; sdermanel@bpa.gov; adchilders@bpa.gov; lledwards@bpa.gov; pxchen@bpa.gov; smtaylor@bpa.gov; gmmcmillan@bpa.gov; cmattoon@bpa.gov; cxclarke@bpa.gov; dxravichandran@bpa.gov; jfnackos@bpa.gov; cwdorcheus@bpa.gov; amallenleggett@bpa.gov; edwalker@bpa.gov; kcbrandt@bpa.gov; ramann@bpa.gov; hatallman@bpa.gov; bsmower@bpa.gov; jlvankleek@bpa.gov; srmorgan-risley@bpa.gov; bmdietze@bpa.gov; csnair@bpa.gov; jrcameron@bpa.gov; jiperkins@bpa.gov; saovcharenko@bpa.gov; msrowan@bpa.gov; pcchadwick@bpa.gov; mtchapman@bpa.gov; amzimmerman@bpa.gov; mcrenner@bpa.gov; rccherewich@bpa.gov; txnguyen@bpa.gov; regriffith@bpa.gov; kperry@bpa.gov; gwweepie@bpa.gov; gyjung@bpa.gov; jproth@bpa.gov; cmarnold@bpa.gov; cjangus@bpa.gov; drbudnik@bpa.gov; jehudson-rosemon@bpa.gov; mmrector@bpa.gov; jwwells@bpa.gov; kjduggins@bpa.gov; damerrick@bpa.gov; rafanning@bpa.gov; vtnguyen@bpa.gov; jirusso@bpa.gov; gcrooker@bpa.gov; tdsuico@bpa.gov; cgsturm@bpa.gov; bkhart@bpa.gov; wejohanson@bpa.gov; earifi@bpa.gov; baplanton@bpa.gov; rjmorgan@bpa.gov; ppconrad@bpa.gov; jlnash@bpa.gov; etdecker@bpa.gov; daharris@bpa.gov; tjaubry@bpa.gov; mckaufmann@bpa.gov

**Subject:** Vaccine Mandate and Contingency Plans

**Importance:** High

**Attachments:** Level setting for a new fiscal year, timely safety reminder



All,

As more information has come out about the vaccine mandate in the past couple of weeks, I have been hearing more questions about contingency plans if we lose significant portions of our workforce. As you all know safety and reliability of our transmission system are the highest priorities for our organization. There have been several messages from John and Robin providing information regarding the focus on the health and safety of the workforce as it relates to the COVID-19 safety protocols and the vaccine mandate; I want to ensure you all have the time and opportunity to understand what the mandate means so that you can make the appropriate choices for yourself and your family.

The executive orders mandating vaccination for [federal workers](#) and [contractors](#) should be taken very seriously. Exceptions to this mandate will be limited to only those required by law, such as medical reasons or sincerely held religious beliefs. The [Reasonable Accommodation](#) process includes forms for both medical and religious requests. If you intend to pursue the reasonable accommodations process, I encourage you to do that now and not wait.

I do understand that there are members of our workforce who may still choose not to be vaccinated and do not qualify for these limited exceptions. While some people may not agree with the executive order, it is our responsibility as federal employees (and managers) to follow and implement it, and Bonneville's responsibility to enforce it; including issuing disciplinary actions up to removal from federal service. With this in mind, leadership is solidifying contingency plans to continue to operate our transmission system safely and reliably under varying levels of attrition. While some of the plans could impact strategic objectives, capital project execution, or overtime, the leadership team is committed to protecting the safety of the workforce and continue to maintain reliability.

I value our entire workforce and am hopeful these plans will be unnecessary, but I did want to share with you our

commitment to continue to meet our mission and maintaining the safety of the workforce. I know people take a lot of pride in the work we do here at BPA and the mission we serve to the Northwest. I also recognize that the pandemic has put an unprecedented burden on you and your families and you may be wrestling with decisions that lie ahead. We have come together as a work family to keep the lights on for many years and supporting each other through extraordinary times and at the same time caring for our families at home that depend on us. Together, with your support, we will continue to deliver on our mission.

Please reach out to your supervisor if you have questions.

Have a great weekend and stay safe!

**Kim Hunter**

Acting Director | Transmission Technology

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-619-6715 | C (b) (6)

From: Furrer,Robin R (BPA) - N-7

Sent: Thu Sep 30 11:32:18 2021

Subject: Level setting for a new fiscal year, timely safety reminder

Importance: Normal

**TO:** All BPA

Happy New Year! At the end of this week, we will enter a new fiscal year. This seems a good time to take a quick stock of where we're at in terms of our pandemic response and what's on the horizon.

**We remain in maximum telework until further notice.** BPA remains committed to giving at least six weeks of notice prior to a change in status.

**Wearing a mask is a requirement** in a federal facility or indoors at a worksite. There are a few exceptions, including for eating and drinking, but those must incorporate the use of social distancing. Social distancing remains in effect at all BPA facilities or worksites, regardless of whether indoors or outdoors.

Before you come into a BPA facility or worksite, **you should complete a [self-evaluation questionnaire](#)** – every time. Stay home if you're sick and call your manager so contact tracing may begin. This has been one of the most successful tools that BPA has been able to use to minimize potential outbreaks.

**The DOE vaccination attestation is now mandatory.** We are aware that some employees may still be experiencing some technical difficulties in completing the process on MyEnergy. We've developed some strategies and workarounds to address those issues. Look for details later today on [Connection](#).

**Vaccination for COVID-19 is mandatory government-wide by Nov. 22.** The following are key dates for unvaccinated employees to be aware of in order to achieve the "fully vaccinated" status by the deadline:

- **October 11:** First dose deadline (if employees are getting the Moderna COVID-19 vaccine)
- **October 18:** First dose deadline (if employees are getting the Pfizer-BioNTech COVID-19 vaccine)
- **November 8:** Second dose deadline (for Moderna and Pfizer-BioNTech)
- **November 8:** First (only) dose deadline (if employees are getting the Johnson and Johnson (J&J)/Janssen COVID-19 vaccine)
- **November 22:** BPA Federal employees must be fully vaccinated

**Federal employees will now be required to provide proof of vaccination.** DOE is working on a system for employees to submit documentation of their vaccination (like a vaccination card or a medical record). As soon as we receive those details, we will share them with you. As a reminder, the time spent by an employee to obtain a vaccine, including travel time, is now considered duty time. Unvaccinated employees should work with their supervisor to obtain time to get vaccinated. You also have up to two days of administrative leave for recovery if needed after each shot. You also are allowed up to 4 hours of administrative leave to take family members to receive each COVID-19 vaccine shot.

Any exception for vaccinations – either medical or religious – will be handled through the [Reasonable Accommodation](#) process. DOE is working on implementing guidance. When we have that additional information, we'll share that as well. In the meantime, the reasonable accommodation process can be initiated now by those employees interested in pursuing an RA exception.

**We recognize that contractors are heavily impacted by these requirements, too.** There are a separate set of guidelines and deadlines for CFTE and our Supplemental Labor Management Office will work with the contracting companies to get that information disseminated as it becomes available.

One other quick reminder: The Emergency Paid Leave Fund for qualifying circumstances due to COVID-19 is set to end today, Sept. 30.

## **A reminder of the Safety and Occupational Health Manual**

Safety has developed a “go-to” solution for when safety questions arise. The Safety and Occupational Health Manual is easy to [access](#) and should be the first resource that employees use. Originally published in 2016, the SOHM is an up-to-date, valuable collection of programs and procedures that provide direction and answers to safety issues across the spectrum of work at BPA. You can also find the SOHM on [Safety's Connection page](#). The safety and welfare of every employee and contractor at BPA is our top priority. It is important to each of us in leadership that our entire workforce is able to perform their duties in a safe environment and go home to family and friends at the end of the day.

I appreciate your patience (and understand your frustration) as we continue to await further details and direction from the Department. We remain committed to providing you the information as quickly as we receive it.

Please keep you and yours safe and healthy.

Robin

From: Cathcart,Michelle M (BPA) - TO-DITT-2

Sent: Thu Sep 23 07:42:59 2021

To: Lahti,John A (BPA) - TF-DITT-2; Capps,Stephan A (BPA) - NW-1

Subject: RE: Policy Group Awareness - Mandatory Attestations

Importance: Normal

Thanks Steve. Let me know if you (or someone with access to the names) would like to see the shift schedule for the next week to see where there may be some gaps for a little longer. If managers could have the names in these limited groups they could help flag the request to staff (dispatchers don't always read John's messages immediately, assuming they are All BPA type emails), but I understand if that is not possible.

Sent from Workspace ONE Boxer

On Sep 23, 2021 7:11 AM, "Capps,Stephan A (BPA) - NW-1" <sacapps@bpa.gov> wrote:

The numbers are those that did not go into the system and submit any data. I think this is the latest data dump, so I'm assuming that some of the error reports have been resolved if the individual submitted them again.

For John's note (staff on 4 10s), we'll note that we may have staff submitting info early next week due to work schedules etc.

steve

**From:** Cathcart,Michelle M (BPA) - TO-DITT-2 <mmcathcart@bpa.gov>  
**Sent:** Wednesday, September 22, 2021 7:00 PM  
**To:** Lahti,John A (BPA) - TF-DITT-2 <jalahti@bpa.gov>; Capps,Stephan A (BPA) - NW-1 <sacapps@bpa.gov>  
**Subject:** FW: Policy Group Awareness - Mandatory Attestations

Thank you Steve, this is helpful. To be clear, this is the number of people that did not respond, not the people that said they were not vaccinated? And did this confirm against the people that said they got the reminder even after they submitted?

Sent from Workspace ONE Boxer

On Sep 22, 2021 4:54 PM, "Capps,Stephan A (BPA) - NW-1" <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)> wrote:

FYI only. Please don't share too widely.

Shana did a quick sort of the data and shared a roll up of the no responses by org/occupation. Bill, Lee and I can't see the entire data set.

steve

**Organization/Occupation**

**Count**

SPECIALTY SERVICES

32

APPRENTICES

30

CENTRAL ELECTRICAL SERVICES

26

TRANSMISSION STUDENT DEVELOPMENT

18

DITTMER DISPATCH

16

CORPORATE & INFRASTRUCTURE

11

MOBILE EQUIPMENT MAINTENANCE

11



TLM BELL

7

CONTRACT ADMINISTRATION

6

MUNRO DISPATCH

6

EASTERN ENGINEERING

5

FIELD SAFETY

5

INTERNAL OPERATIONS

5

OUTAGE OFFICE

5

SUBSTATION MAINT ROSS

5

SUBSTATION MAINT THE DALLES

5

SUBSTATION OPS CELILO

5

SYSTEMS ADMINISTRATION

5

TLM COVINGTON

5

TLM IDAHO FALLS

5

TLM KALISPELL

5

WAREHOUSE MANAGEMENT

5

CLASSIFICATION & POSITION MGMT

4

HR SYSTEMS & AUTOMATION

5

4

OPERATIONS CONTROL

4

OPERATIONS PLANNING

4

PROGRAM IMPLEMENTATION

4

PSC IDAHO FALLS

4

REAL PROPERTY FIELD SERVICES

4

SPC LEWISTON

4

SUBSTATION MAINT NORTH BEND

4

SUBSTATION MAINT PASCO

4

TLM PASCO

4

TRANSMISSION ACCOUNT SERVICES

4

TRANSMISSION EIM SETTLEMENTS

4

ASSET MGMT & ENGINEERING

3

CAPITAL INVESTMENT

3

COMMUNICATIONS/CONTROL PLNG

3

CONSTRUCTION & MAINTENANCE SVCS

3

CONVERGED INFRASTRUCTURE

3

CUSTOMER BILLING-PORTLAND

3

CUSTOMER CONTRACT SUPPORT

3

DIAGNOSTICS, METROLOGY & LABS

3

DIGITAL MEDIA & VISUAL DESIGN

3

ENTERPRISE RISK MANAGEMENT

3

FIELD STRATEGY & OP EX

3

IT PROJECT MANAGEMENT

3

PROGRAM COORD & VALUATION

3

PSC KALISPELL

3

REAL TIME

3

RECRUITMENT & PLACEMENT

3

SCHEDULING

3

SUBSTATION MAINT BELL

3

SUBSTATION MAINT BURLEY

3

SUBSTATION MAINT CHEMAWA

3

SUBSTATION MAINT COVINGTON

3

SUBSTATION MAINT LONGVIEW

3

SUBSTATION OPS BELL

3

SYSTEM DEVELOPMENT AND SUPPORT

3

TLM CHEMAWA

3

TLM GRAND COULEE

3

TRANS STRUCTURAL & CIVIL ENG

3

TRANSMISSION CHIEF OF STAFF

3

UNIFIED COMMUNICATIONS

3

BENEFITS & PROCESSING

2

BUDGET OPERATIONS

2

BUSINESS CONTROLS & INFO

2

CHIEF ADMINISTRATIVE OFFICE

2

CONSTRUCTION MGMT & INSPECTION

2

CONTINUITY OF OPERATIONS

2

CONTRACT ADMINISTRATION AND SETTLEMENTS

2

CONTROL CENTER COMM OPS

2

CRITICAL BUS SYS DEVELOPMENT

2



CRITICAL BUS SYS OPS & DEV

2

CUSTOMER BILLING - VANCOUVER

2

CYBER SECURITY

2

DATA INTEGRATION & REPORTING

2

DEBT & LIQUIDITY MGMT

2

DUTY SCHEDULING

2

EASTERN POWER ACCOUNT SERVICES

2

EF&W & COMMODITY INVESTMENT

2

EMPLOYEE AND LABOR RELATIONS

2

ENERGY INFRASTRUCTURE DELIVERY

2

ENVIRON. COMP. CULTURAL RES.

2

FACILITIES PLANNING & PROJECTS

2

FIN SYSTEMS & AUTOMATION

2

FINANCE OPERATIONS

2

GENERAL ACCOUNTING

2

GENERATION SUPPORT

2

LEARNING & WORKFORCE DEVELOP

2

LOAD FORECASTING & ANALYSIS

2

MAIL AND MEDIA SERVICES

2

MONTANA/IDAHO IMPLEMENTATION

2

MUNRO SCHEDULING

2

NATURAL RESOURCES

2

OREGON IMPLEMENTATION

2

POWER

2

POWER RATES

2

POWER STUDENT DEVELOPMENT

2

PROJECT SCOPING

2

PROTECTION & CONTROL

2

QUALITY CONTROL

2

REAL TIME OPERATIONS

2

REAL TIME STUDY DESK

2

SPC CELILO

2

SPC FRANKLIN

2

SPC IDAHO FALLS

2

SPC MCNARY

2

SPC NORTH BEND

2

STRATEGIC COMMS & ENGAGEMENT

2

STRATEGIC DELIVERY & OVERSIGHT

2

SUBSTATION MAINT ALVEY

2

SUBSTATION MAINT KALISPELL

2

SUBSTATION MAINT LEWISTON

2

SUBSTATION MAINT SICKLER

2

SUBSTATION OPERATIONS

2

SUBSTATION OPS CHEMAWA

2

SUBSTATION OPS OLYMPIA

2

SUBSTATION OPS REDMOND

2

TARIFF

2

TECH & STRATEGIC PLANNING

2

TECHNICAL & REGIONAL SERVICES

2

TECHNOLOGY SERVICES SUPPORT

2

THE DALLES EAST SPC

2

TLM ALVEY

2

TLM CHEHALIS

2

TLM ELLENSBURG

2

TLM OLYMPIA

2

TLM REDMOND

2

TLM ROSS

2

TRANS LINE & CIVIL WORKS ENG

2

TRANS PROJECT ENGINEERING

2

TRANSMISSION GRID MODELING

2

TRANSMISSION SALES

2

TT PROGRAM MGMT & GOVERNANCE

2

TT WORK PLANNING & DELIVERY

2

VEGETATION MGMT & FORESTRY

2

WORK PLANNING & EVALUATION

2

ACCOUNTING

1



AGENCY COMMERCIAL SYSTEMS

1

ANALYSIS & FORCASTING

1

APPLICATION ENG & ANALYTICS

1

ASSET MGMT BUS DELIVER & PERF

1

ASSET RELIABILITY & MAINT

1

BUSINESS APPLICATIONS

1

BUSINESS INTEL & INTEGRITY

1

BUSINESS OPERATIONS & SERVICES

1

BUSINESS OPERATIONS SUPPORT

1

COMPL RESP & REMDTN

1

CONTRACT GENERATING RESOURCES

1

CUSTOMER BILLING

1

DESKTOP DELIVERY

1

DISTRIBUTED ENERGY RESOURCES

1

DITTMER SCHEDULING

1

END USER SERVICES

1

ENERGY EFFICIENCY

1

ENT TECHNLOGY OPERATIONS SVCS

1

ENTERPRISE APPLICATIONS SPPT

1

EQUIPMENT AND TOOL LOAN POOL

1

FACILITIES O&M

1

FACILITY MAINT COVINGTON

1

FACILITY MAINT REDMOND

1

FEDERAL HYDRO PROJECTS OPS

1

FERC COMPLIANCE

1

FIELD SUPPORT SERVICES

1

FINANCIAL PLANNING & ANALYSIS

1

FLEET EQUIP ANALYSIS & POLICY

1

GENERAL

1

GENERATING ASSETS

1

GOVERNANCE & CONTROLS

1

IDAHO FALLS DISTRICT

1

INFORMATION GOVERNANCE

1

INFORMATION TECHNOLOGY

1

INFRASTRUCTURE SERVICES

1

KALISPELL DISTRICT

1

LEGAL SUPPORT

1

LONG TERM SALES AND PURCHASES

1

MCC SITE OPS SVCS

1

MEDIA, POLICY & WRITING

1

METERING SERVICES

1

OASIS MANAGEMENT

1

OPERATIONAL VIRTUALIZATION

1

ORG. DELIVERY & PERFORMANCE

1

PERSONNEL AND INFORMATION SECURITY

1

PLANNING & ASSET MANAGEMENT

1

POLICY AND PLANNING

1

POLLUTION PREVENT. & ABATEMENT

1

POWER ACCOUNT SERVICES

1

POWER BUSINESS OPERATIONS

1

PROD MGMT AND MARKET ANALYSIS

1

PROGRAMS

1

PROJECT ENGINEERING TELECOM

1

PSC ALVEY

1

PSC ASHE

1

PSC BELL

1

PSC LEWISTON

1

PSC LONGVIEW

1

PSC MCNARY

1

PSC OLYMPIA

1

PSC REDMOND

1

PSC SICKLER

1

PSC THE DALLES

1

PURCHASING/PROPERTY GOVERNANCE

1

RAS ENGINEERING

1

REAL PROPERTY SVCS

1



REV REQ, REPMT & FIN STRATEGY

1

ROSS O&M

1

SAFETY

1

SALEM DISTRICT

1

SCHEDULING COORDINATION

1

SHORT TERM PLANNING

1

SLICE OPERATIONS & MANAGEMENT

1

SPACE MANAGEMENT

1

SPC ALVEY

1

SPC ASHE

1

SPC BELL

1

SPC CHEMAWA

1

SPC KALISPELL

1

SPC KITSAP

1

SPC MALIN

1

SPC SICKLER

1

SUBSTATION DESIGN

1

SUBSTATION MAINT CELILO

1

SUBSTATION MAINT GARRISON

1

SUBSTATION MAINT IDAHO FALLS

1

SUBSTATION MAINT MALIN

1

SUBSTATION MAINT MCNARY

1

SUBSTATION MAINT SNOHOMISH

1

SUBSTATION OPS FRANKLIN

1

SUBSTATION OPS IDAHO FALLS

1

SUBSTATION OPS KALISPELL

1

SUBSTATION OPS LONGVIEW

1

SUBSTATION OPS NORTH BEND

1

SUBSTATION OPS ROSS

1

SUBSTATION OPS SICKLER

1

SUPP LABOR MANAGEMENT OFFICE

1

SYSTEMS & COMM TESTING

1

TECHNICAL TRAINING

1

TECHNOLOGY INNOVATION

1

TECHNOLOGY PLANNING

1

TEST & EVALUATION

1

TESTING & ENERGIZATION

1

TLM NORTH BEND

1

TLM SNOHOMISH

1

TRANS COMM BUS RATES & REVENUE

1

TRANS COMMERCIAL PLANNING

1

TRANS COMMRL SYS PROCESS&IMP

1

TRANS COMMRL SYS PROD SUPPORT

1

TRANS INFRASTRUCTURE DEV PLAN

1

TRANS LINE ENGINEERING

1

TRANS LONG TERM ENGINEERING

1

TRANSFER SERVICES

1

TRANSMISSION

1

TRANSMISSION PLANNING

1

TRANSMISSION SERV PLAN

1

TRAVEL & PAYROLL

1

TRI-CITIES DISTRICT

1

WASHINGTON IMPLEMENTATION

1

WEATHER & STREAMFLOW FORECASTING

1

WESTERN ENGINEERING

1

632

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Sent:** Wednesday, September 22, 2021 4:49 PM

**To:** Hairston, John L (BPA) - A-7 <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Furrer, Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>;  
Cook, Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>; James, Daniel M (BPA) - D-7 <[dmjames@bpa.gov](mailto:dmjames@bpa.gov)>;

Shaheen, Richard L (BPA) - T-DITT-2 <[rlshaheen@bpa.gov](mailto:rlshaheen@bpa.gov)>; Cooper, Suzanne B (BPA) - P-6 <[sbcooper@bpa.gov](mailto:sbcooper@bpa.gov)>; Cathcart, Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>; Lahti, John A (BPA) - TF-DITT-2 <[jalahti@bpa.gov](mailto:jalahti@bpa.gov)>; Harris, Marcus A (BPA) - F-2 <[maharris@bpa.gov](mailto:maharris@bpa.gov)>; Berry, Benjamin L (BPA) - J-3 <[blberry@bpa.gov](mailto:blberry@bpa.gov)>; Scruggs, Joel L (BPA) - DK-7 <[jlsruggs@bpa.gov](mailto:jlsruggs@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Chong Tim, Marcus H (BPA) - L-7 <[mhchongtim@bpa.gov](mailto:mhchongtim@bpa.gov)>  
**Cc:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>; Laylo, Sarah M (BPA) - NN-1 <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>  
**Subject:** Policy Group Awareness - Mandatory Attestations

Team,

This is a heads up on a message that will be sent from the front office tomorrow (Thursday).

Previously, we've communicated that the DOE attestation system was voluntary. With the new executive orders, this is now a mandatory requirement for BFTEs. Today, we received the roll up (below) and names (this is controlled information – only 4 senior leaders have the list of names). The target to have BFTE staff to complete a mandatory attestation in the system is Friday 9/24.

Tomorrow, the front office will send an email to employees who have not completed attestation, to notify them that the form is now mandatory and directing them to go into the MyEnergy system. Expect questions from your teams on this. For now, the message is that it is mandatory. We're working on the process to share the names with you. We are still waiting on additional guidance on reasonable accommodations, disciplinary actions, and other issues.



Declined to respond

Fully Vaccinated

Not vaccinated

Partially Vaccinated

Missing

Total

332

1966

98

56

632

3084

Thanks -- Lee, Steve and Bill

From: Kuhn,Shana L (BPA) - NS-4400-LL

Sent: Thu Sep 23 10:53:50 2021

To: Capps,Stephan A (BPA) - NW-1; Hall, Lee J (BPA) - PES-6; Leady Jr, William J (BPA) - K-7

Subject: RE: Policy Group Awareness - Mandatory Attestations

Importance: Normal

Yes

**From:** Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>

**Sent:** Thursday, September 23, 2021 10:53 AM

**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>

**Cc:** Kuhn,Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>

**Subject:** RE: Policy Group Awareness - Mandatory Attestations

Yes.

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Sent:** Thursday, September 23, 2021 10:48 AM

**To:** Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>;

Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** FW: Policy Group Awareness - Mandatory Attestations

I think the answer to Richard's question is YES. Concur?

**From:** Shaheen, Richard L (BPA) - T-DITT-2 <[rlshaheen@bpa.gov](mailto:rlshaheen@bpa.gov)>  
**Sent:** Thursday, September 23, 2021 10:31 AM  
**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Subject:** RE: Policy Group Awareness - Mandatory Attestations

Lee,

Are the numbers in the below table just BPA BFTE?

Richard

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Sent:** Wednesday, September 22, 2021 4:49 PM  
**To:** Hairston, John L (BPA) - A-7 <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Furrer, Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>;  
Cook, Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>; James, Daniel M (BPA) - D-7 <[dmjames@bpa.gov](mailto:dmjames@bpa.gov)>;  
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<[sbcooper@bpa.gov](mailto:sbcooper@bpa.gov)>; Cathcart, Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>; Lahti, John A (BPA) - TF-  
DITT-2 <[jalahti@bpa.gov](mailto:jalahti@bpa.gov)>; Harris, Marcus A (BPA) - F-2 <[maharris@bpa.gov](mailto:maharris@bpa.gov)>; Berry, Benjamin L (BPA) - J-3

<[blberry@bpa.gov](mailto:blberry@bpa.gov)>; Scruggs, Joel L (BPA) - DK-7 <[jlsruggs@bpa.gov](mailto:jlsruggs@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Chong Tim, Marcus H (BPA) - L-7 <[mhchongtim@bpa.gov](mailto:mhchongtim@bpa.gov)>  
**Cc:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wileady@bpa.gov](mailto:wileady@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>; Laylo, Sarah M (BPA) - NN-1 <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>  
**Subject:** Policy Group Awareness - Mandatory Attestations

Team,

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Tomorrow, the front office will send an email to employees who have not completed attestation, to notify them that the form is now mandatory and directing them to go into the MyEnergy system. Expect questions from your teams on this. For now, the message is that it is mandatory. We're working on the process to share the names with you. We are still waiting on additional guidance on reasonable accommodations, disciplinary actions, and other issues.

Declined to respond

Fully Vaccinated

Not vaccinated

Partially Vaccinated

Missing

Total

332

1966

98

56

632

3084

Thanks -- Lee, Steve and Bill

From: Hall, Lee J (BPA) - PES-6

Sent: Wed Sep 22 16:36:13 2021

To: Capps, Stephan A (BPA) - NW-1; Leady Jr, William J (BPA) - K-7

Subject: RE: Awareness - Mandatory Attestations

Importance: Normal

Nice. A few suggested edits. Stronger language (directed vice asking). See what you think.

**From:** Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>

**Sent:** Wednesday, September 22, 2021 4:25 PM

**To:** Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Subject:** Awareness - Mandatory Attestations

Draft.....

Team,

This is a heads up on a message that will be sent from the front office tomorrow....

Previously, we've communicated that the DOE attestation system was voluntary. With the new executive orders, this is now a mandatory requirement for BFTEs. Today, we received the roll up (below) and names (this is controlled information – only 4 senior leaders have the list). The target to have BFTE staff to complete a mandatory attestation in the system is Friday 9/24.

Tomorrow, the front office will send an email to employees that have not completed attestation, ~~are missing tomorrow~~ to notify that the form is now mandatory and ~~asking~~ directing them to go into the MyEnergy system. Expect questions from your teams on this. For now, the message is that it is mandatory. We're working on the process to share the names with you. We are still waiting on additional guidance on reasonable accommodations, disciplinary actions, and other issues.

Steve, Lee, and Bill

Declined to respond

Fully Vaccinated

Not vaccinated

Partially Vaccinated

Missing

Total

332

1966

98

56

632

3084

**Stephan Capps**

Director of Facilities and Workplace Services

Bonneville Power Administration

Office 503-230-4498, Mobile [REDACTED]

sacapps@bpa.gov



From: Capps,Stephan A (BPA) - NW-1

Sent: Thu Sep 16 12:41:34 2021

To: Furrer,Robin R (BPA) - N-7; Cook,Joel D (BPA) - K-7; Hairston,John L (BPA) - A-7; James,Daniel M (BPA) - D-7; Kuhn,Shana L (BPA) - NS-4400-LL; Shaheen,Richard L (BPA) - T-DITT-2; Harris,Marcus A (BPA) - F-2; Chong Tim,Marcus H (BPA) - L-7; Cooper,Suzanne B (BPA) - P-6; Laylo,Sarah M (BPA) - NN-1; Berry,Benjamin L (BPA) - J-3; Fickes,Anne Macron (BPA) - NH-1; Cathcart,Michelle M (BPA) - TO-DITT-2; Lahti,John A (BPA) - TF-DITT-2; Scruggs,Joel L (BPA) - DK-7

Cc: Leady Jr,William J (BPA) - K-7; Hall,Lee J (BPA) - PES-6

Subject: PG Notes

Importance: Normal

Attachments: 20210915 Transition Update V3.pptx

Team – notes from our weekly check in with our DOE counterparts.

- Attestation system – The DOE CIO team is working the access and database issues. They understand the urgency and need, and are looking at giving us a snap shot of our data if they can't resolve the access issues soon. For DOE (BPA included), 87% has responded and 84% of the responders are vaccinated.
- Future guidance – DOE had nothing new to share on exemptions, processes, vaccine documentation requirements and other issues. They have the same questions and concerns that we have, and are seeking clarity from OMB.

We'll keep you posted on any significant changes. We're monitoring the Safer Federal Workforce Task Force

website for any updated direction.

Thanks – Lee, Bill and Steve

**Stephan Capps**

Director of Facilities and Workplace Services

Bonneville Power Administration

Office 503-230-4498, Mobile [REDACTED]

sacapps@bpa.gov

# Transition Team Update

Sept 16, 2021

*Planning Team*

- Lee Hall
- Steve Capps
- Bill Leady
- Sarah Laylo
- Shana Kuhn

*79<sup>th</sup> week of telework*

## *Transition Team Update*

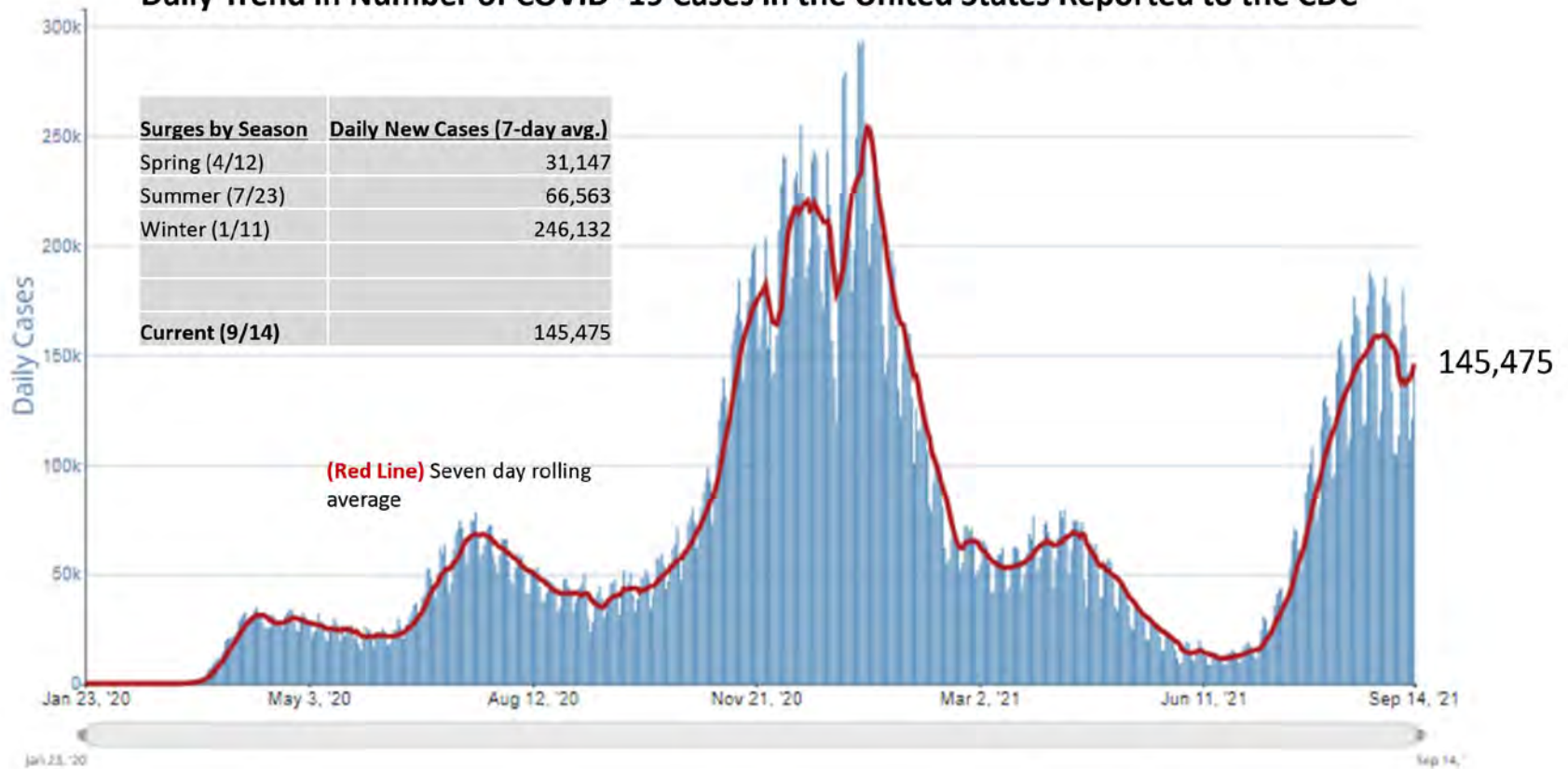
### *Topics*

- ✓ COVID Status
- ✓ Safer Federal Workforce TF and DOE updates
- ✓ Local / partner benchmarking
- ✓ Timeline
- ✓ Questions

## COVID Status – National Trend

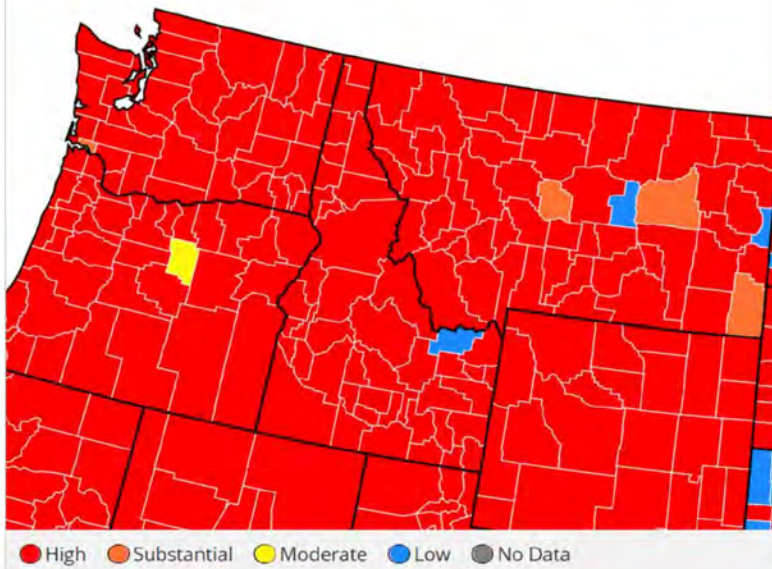
[CDC COVID Data Tracker](#)

**Daily Trend in Number of COVID -19 Cases in the United States Reported to the CDC**

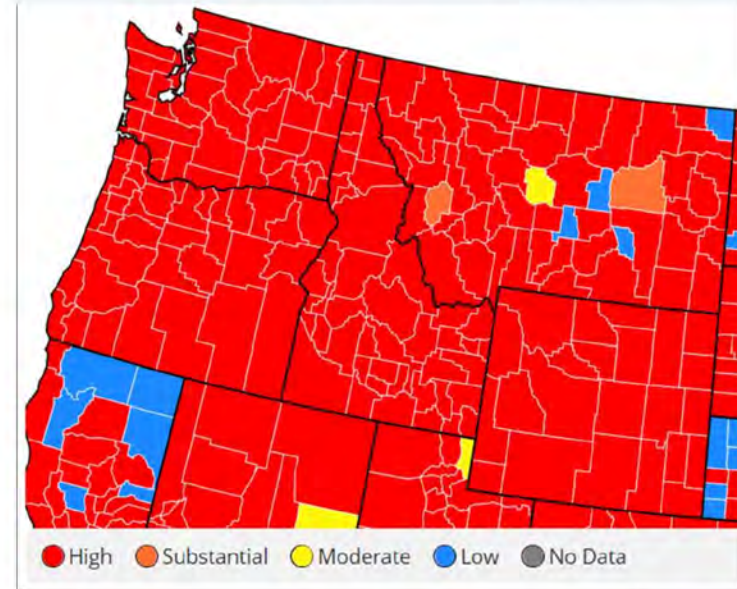


## COVID Status – Regional Transmission Rates

Time Period: Sat Aug 28 2021 - Fri Sep 03 2021



Time Period: Sun Sep 05 2021 - Sat Sep 11 2021



Indicator - If the two indicators suggest different transmission levels, the higher level is selected	Low Transmission Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
Total new cases per 100,000 persons in the past 7 days	0-9.99	10-49.99	50-99.99	≥100
Percentage of NAATs <sup>1</sup> that are positive during the past 7 days	0-4.99%	5-7.99%	8-9.99%	≥10.0%

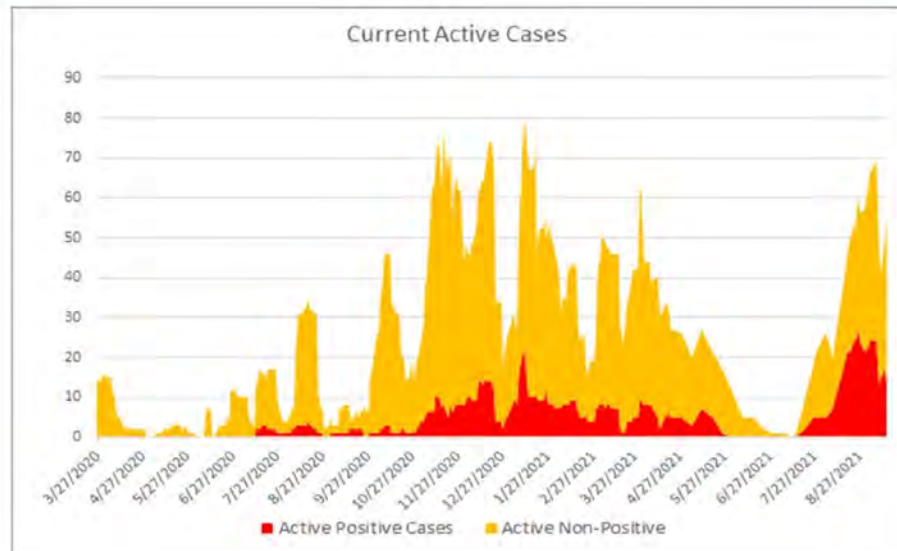
## COVID Status – BPA Self-quarantine

### 8 Sept 2021

- Tracking **69** Active COVID Reports
- **1.6%** of BPA Population (69 of 4,168)
- Cautionary: **30**
- Symptomatic: **15**
- Tested Positive: **24**

### 15 Sept 2021

- Tracking **53** Active COVID Reports
- **1.3%** of BPA Population (53 of 4,168)
- Cautionary: **31**
- Symptomatic: **12**
- Tested Positive: **10**



## Local / partner benchmarking

*(Monday, Sept 13 conference call)*

- ✓ PGE, PAC are looking at the White House EO's. Only 46% of PGE's field workers have been vaccinated, about 70% of office workers.
- ✓ Todd Felix (NWN): Less than 50% of field staff has been vaccinated.
- ✓ Oregon ESF (Lisa Gorsuch): getting lots of requests for rapid testing kits
- ✓ State of Oregon (Lisa): Oct 18<sup>th</sup> deadline for state workers to be vaccinated; exemptions pending (medical, religious); likely testing for those who are exempted.



## *Safer Federal Workforce Task Force*

Agency Model Safety Principles Last Updated September 13, 2021 (Previously Updated July 29, 2021)

### *Recent Updates*

- ✓ Executive Branch employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than **November 22, 2021**.
- ✓ With the government-wide adoption and implementation of these vaccination requirements, **agencies are no longer required to establish a screening testing program for employees or onsite contractor employees who are not fully vaccinated**, although they may do so.
- ✓ Federal contractor employees will be required to be vaccinated. Prior to being contractually required to be vaccinated, onsite contractor employees who are not fully vaccinated and are not part of an agency testing program must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building

## Attestation Update

- ✓ Currently BPA does not have access to DOE's Attestation data base
- ✓ Continuing to push for access. Have also asked for the BPA data that is in the system.
  - As of September 9, 1802 employees and 805 contractors have submitted data
- ✓ September 15<sup>th</sup> DOE reported "The OCIO is actively and expeditiously working to provide access to DOE's attestation data contained in MyEnergy. Notifications to staff identified for access will be made once the system is available.
- ✓ As a reminder, staff can update their attestation at any time.

**Related issue** – Will attestation's be considered proof of vaccination?

[Vaccinations | Safer Federal Workforce](#) *(September 13 update)*

**Q: Must agencies collect proof of employee vaccination status?**

A: Yes. Agencies will need to collect proof of employee vaccination status in order to ensure compliance with the vaccination requirement for federal employees. The Task Force will provide further guidance regarding the types of documentation that employees should provide.

## Timeline

Specified dates:

- ✓ **September 16 (Thursday):** Expecting more detailed guidance on vaccinations for federal employees from the Safer Federal Workforce Tasks Force (Task Force)
- ✓ **September 24 (Friday):** Expecting more detailed guidance on vaccinations for on-site federal contractors from the Task Force
- ✓ **November 22 (Monday):** Federal executive branch workers must be fully vaccinated
  - OPM is working on “progressive discipline” scheme for those choosing not to vaccinate. No further details have been received.

# Questions

**From:** Capps,Stephan A (BPA) - NW-1

**Sent:** Fri Sep 17 09:11:49 2021

**To:** Hall, Lee J (BPA) - PES-6

**Subject:** FW: Updated from the Safer Federal Workforce (16 SEPT)

**Importance:** Normal

**From:** Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>

**Sent:** Thursday, September 16, 2021 3:51 PM

**To:** Capps,Stephan A (BPA) - NW-1 <sacapps@bpa.gov>

**Subject:** FW: Updated from the Safer Federal Workforce (16 SEPT)

I sent this to Joel,

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)

**From:** Leady Jr,William J (BPA) - K-7  
**Sent:** Thursday, September 16, 2021 3:49 PM  
**To:** Cook,Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>  
**Subject:** Updated from the Safer Federal Workforce (16 SEPT)

Sir,

The Safer Federal Workforce Website was updated this afternoon. Lots of new stuff, below I tried to provide a concise view of some to the most relevant updates or completely new information below. The full version is at. [Vaccinations | Safer Federal Workforce](#)

-----  
**Q: By what date do individuals who start their government service after November 22, 2021 need to be fully vaccinated?**

A: Individuals who start their government service after November 22, 2021, need to be [fully vaccinated](#) prior to their start date, except in limited circumstances ....

**Q: Does the requirement to be vaccinated apply to Federal employees who are not reporting to the worksite (e.g., are on maximum telework or working remotely)?**

A: Yes. ....

**Q: Must agencies require documentation from employees to prove vaccination status?**

A: Yes, agencies must require documentation from employees to prove vaccination, even if an employee has previously attested to their vaccination status. Employees may provide a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records .....

**Q: How should agencies maintain documentation provided by employees regarding vaccination?**

A: Agencies must collect certain information necessary to verify that an employee is fully vaccinated. This includes the type of vaccine administered, the number of doses received, date of administration of each dose, and the submission of an approved form of required documentation, as set forth in this guidance. .... agencies may develop and use new processes, systems, tools, and applications to collect and maintain the required information or choose to leverage existing processes, systems, tools, .... The collection and use of this information for many agencies is subject to the OPM/GOVT-10 Employee Medical File system of records notice (SORN) and OPM regulations (5 C.F.R. part 293, subpart E

**Q: Are there exceptions to the requirement for all employees to be fully vaccinated?**

A: Federal employees must be fully vaccinated other than in limited circumstances where the law requires an exception. In particular, an agency may be required to provide a reasonable accommodation to employees who communicate to the agency that they are not vaccinated against COVID-19 because of a disability or because of a sincerely held religious belief, practice, or observance. .... Additional guidance on legally required exceptions will be forthcoming.

**Q: What steps may an agency take if a Federal employee refuses to be vaccinated or provide proof of vaccination?**

A: As an initial matter, an agency should provide employees with information regarding [the benefits of vaccination](#) and [ways to obtain the vaccine](#). If the individual continues to refuse to be vaccinated or provide proof

of vaccination, the agency should pursue disciplinary measures, up to and including removal from Federal service. In pursuing any adverse action, the agency must provide the required procedural rights to an employee and follow normal processes, including any agency policies or collective bargaining agreement requirements concerning disciplinary matters. Employees should not be placed on administrative leave while pursuing an adverse action for refusal to be vaccinated, but will be required to follow safety protocols for employees who are not fully vaccinated when reporting to agency worksites.

**Q: Should agencies discuss vaccination plans with their employee unions?**

A: Yes .....

**Q: Are agencies required to establish different safety protocols for fully vaccinated and not fully vaccinated individuals?**

A: Yes. [Fully vaccinated individuals](#) do not need to physically distance or have restrictions on their official travel (although they still must comply with any local requirements and relevant CDC guidance for fully vaccinated individuals while traveling). Fully vaccinated individuals in areas of substantial or high transmission (see the [CDC COVID-19 Data Tracker County View](#)) need to wear a mask in public indoor settings. Fully vaccinated individuals in areas of low or moderate transmission do not need to wear a mask, unless required by state or local regulations or laws.

Some employees will not be vaccinated because they are legally entitled to a reasonable accommodation. .... Individuals who are not fully vaccinated or who decline to provide information about their vaccination status must wear masks regardless of community transmission level, physically distance, and comply with travel requirements for not fully vaccinated individuals

---

**Bill Leady P.E.**



Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)

From: Bailey, Jennifer A (BPA) - TFA-DOB-1

Sent: Fri Sep 24 08:11:34 2021

To: delaCruz, Adelmo (BPA) - TF-SNOHOMISH; Miller, Thomas C (BPA) - TF-TRI CITIES RMHQ; Moad, Brett A (BPA) - TFHE-CSB-1; Rehbein, Garrett D (BPA) - TF-ROSS MHQA; Shoemaker, Brandee R (BPA) - TFB-DOB1

Subject: FW: TF COVID-19 Vaccination Ask

Importance: Normal

Here is what I sent to my managers with this ask. The 2<sup>nd</sup> paragraph was tailored if they had a name on the list.

Here is a sample of the 2<sup>nd</sup> paragraph if they had staff...

*I can share somewhat good news for TFAW. The September 10 report from DOE showed that your team was nearly complete with attestations. (I am uncertain if the names shared included CFTE. I have asked for clarification since we didn't have any in TFA on the list.) Here are your targets to encourage completing the attestation if they haven't after the Sept. 10 date: XX and XX*

This was my best shot that you are welcome to use as a template.

**Jennifer A. Bailey** - PEcid:image001.png@01D6D393.436760B0

Manager Field Strategy and Operational Excellence | TFA-virtual

**Bonneville Power Administration**

[jabailey@bpa.gov](mailto:jabailey@bpa.gov) | P 360-619-6593 | C (b) (6) (b) (6)

*don't PASS IT ON – washy washy*

**From:** Bailey, Jennifer A (BPA) - TFA-DOB-1  
**Sent:** Thursday, September 23, 2021 5:28 PM  
**To:** Vasbinder, Brenda E (BPA) - TFAB-MODW <bevasbinder@bpa.gov>  
**Subject:** TF COVID-19 Vaccination Ask

Hi Brenda-

(b) (5)

I can share good news for TFAB. The September 10 report from DOE showed that your team was complete with attestations. (I am uncertain if the names shared included CFTE. I have asked for clarification since we didn't have any in TFA on the list.)

(b) (5)

#BFTE

#CFTE

Fully Vaccinated

Not-Fully Vaccinated but likely will be by Nov. 8

Not-Vaccinated and likely won't

Chooses not to Share

The statement has been made that anyone not fully vaccinated by November 22 will face progressive disciplinary up to and including removal.

If BFTE plan to seek Reasonable Accommodation, recommend that they begin that process ASAP. They can find information here: [PM100 RA +Templates.pdf \(bpa.gov\)](#). CFTE should reach out to their employers.

**Jennifer A. Bailey** - PEcid:image001.png@01D6D393.436760B0

Manager Field Strategy and Operational Excellence | TFA-virtual

**Bonneville Power Administration**

[jabailey@bpa.gov](mailto:jabailey@bpa.gov) | P 360-619-6593 | C (b) (6) [REDACTED] 0711 | H (b) (6) [REDACTED]

*don't PASS IT ON – washy washy*

From: Cook,Joel D (BPA) - K-7

Sent: Wed Sep 22 17:12:17 2021

To: Hall, Lee J (BPA) - PES-6

Subject: RE: Policy Group Awareness - Mandatory Attestations

Importance: Normal

Thanks Lee

**From:** Hall, Lee J (BPA) - PES-6 <ljh@bpa.gov>

**Sent:** Wednesday, September 22, 2021 4:49 PM

**To:** Hairston, John L (BPA) - A-7 <jlhairston@bpa.gov>; Furrer, Robin R (BPA) - N-7 <rrfurrer@bpa.gov>; Cook, Joel D (BPA) - K-7 <jdcook@bpa.gov>; James, Daniel M (BPA) - D-7 <dmjames@bpa.gov>; Shaheen, Richard L (BPA) - T-DITT-2 <rlshaheen@bpa.gov>; Cooper, Suzanne B (BPA) - P-6 <sbcooper@bpa.gov>; Cathcart, Michelle M (BPA) - TO-DITT-2 <mmcathcart@bpa.gov>; Lahti, John A (BPA) - TF-DITT-2 <jalahti@bpa.gov>; Harris, Marcus A (BPA) - F-2 <maharris@bpa.gov>; Berry, Benjamin L (BPA) - J-3 <blberry@bpa.gov>; Scruggs, Joel L (BPA) - DK-7 <jlscruggs@bpa.gov>; Fickes, Anne Macron (BPA) - NH-1 <acmacron@bpa.gov>; Chong Tim, Marcus H (BPA) - L-7 <mhchongtim@bpa.gov>

**Cc:** Hall, Lee J (BPA) - PES-6 <ljh@bpa.gov>; Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Kuhn, Shana L (BPA) - NS-4400-LL <slkuhn@bpa.gov>; Laylo, Sarah M (BPA) - NN-1 <smlaylo@bpa.gov>

**Subject:** Policy Group Awareness - Mandatory Attestations

Team,

This is a heads up on a message that will be sent from the front office tomorrow (Thursday).

Previously, we've communicated that the DOE attestation system was voluntary. With the new executive orders, this is now a mandatory requirement for BFTEs. Today, we received the roll up (below) and names (this is controlled information – only 4 senior leaders have the list of names). The target to have BFTE staff to complete a mandatory attestation in the system is Friday 9/24.

Tomorrow, the front office will send an email to employees who have not completed attestation, to notify them that the form is now mandatory and directing them to go into the MyEnergy system. Expect questions from your teams on this. For now, the message is that it is mandatory. We're working on the process to share the names with you. We are still waiting on additional guidance on reasonable accommodations, disciplinary actions, and other issues.

Declined to respond

Fully Vaccinated

Not vaccinated

Partially Vaccinated

Missing

Total

332

1966

98

56

632

3084

Thanks -- Lee, Steve and Bill



From: Leady Jr, William J (BPA) - K-7

Sent: Fri Oct 01 11:51:57 2021

To: Capps, Stephan A (BPA) - NW-1; Hall, Lee J (BPA) - PES-6; Mosley, James G (BPA) - HE-1

Subject: RE: Informed Consent Request [REDACTED]

Importance: Normal

Lee, Steve, James,

(b) (5)



**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)

**From:** Capps,Stephan A (BPA) - NW-1 <sacapps@bpa.gov>  
**Sent:** Friday, October 1, 2021 11:11 AM  
**To:** Leady Jr,William J (BPA) - K-7 <wjleady@bpa.gov>  
**Subject:** FW: Informed Consent Request - (b) (6)  
**Importance:** High

Keeping you in the loop....

**From:** Foots Jr,Freddie L (BPA) - HE-1 <flfoots@bpa.gov>  
**Sent:** Friday, October 1, 2021 11:09 AM  
**To:** Hawkins,Sarah T (BPA) - LG-7 <sthawkins@bpa.gov>; Capps,Stephan A (BPA) - NW-1 <sacapps@bpa.gov>;  
Hall,Lee J (BPA) - PES-6 <ljhall@bpa.gov>  
**Cc:** Stanley,Philip S (BPA) - HE-1 <psstanley@bpa.gov>  
**Subject:** FW: Informed Consent Request - (b) (6) (b) (6)  
**Importance:** High

Good Morning All,

We've received a number of questions from an employee concerning the mandatory attestation policy. We were hoping to collaborate on some answers to assist (b) (6)

The questions (and our responses in red) are listed below:

What authority does BPA as employer have to “mandate attestation of vaccine status”? Executive Order (EO) 14043, titled, “requiring Coronavirus Disease 2019 Vaccination for Federal Employees,” signed on September 9, 2021.

What laws are BPA as employer operating under to “mandate attestation of vaccine status”? Executive Order (EO) 14043, titled, “requiring Coronavirus Disease 2019 Vaccination for Federal Employees,” signed on September 9, 2021.

What will BPA as employer do with information furnished through “mandated attestation of vaccine status”? Proof of employees vaccination status.

What certifications does BPA as employer hold regarding personal health information resulting from “mandated attestation of vaccine status”? N/A

What capacity is BPA as employer operating as before, currently and after “mandate of attestation of vaccine status”? Unknown at this time.

What individual employee at BPA is responsible for personal health information furnished through “mandate of attestation of vaccine status”? Employees in a “need-to-know” position.

What policies and procedures are in in place for failure of not providing person health information through “mandated attestation of vaccine status”? Employees who refuse to be vaccinated or provide proof of vaccination are subject to disciplinary measures, up to and including removal or termination from Federal service.

What is the professional qualification of the person, individual or team that conducts analysis and verification of results furnished through “mandated attestation of vaccine status”? Further guidance is pending from

OPM/OMB/DOJ.

What has changed in my personal employment agreement with BPA since Robin Furrer stated that employees are now “mandated to attest to vaccination status”? Executive Order (EO) 14043, titled, “requiring Coronavirus Disease 2019 Vaccination for Federal Employees,” signed on September 9, 2021.

What language or terms exist in any employment agreement that constitute or make mandatory my disclosure or performance of completing “mandate of attestation of vaccine status”? Executive Order (EO) 14043, titled, “requiring Coronavirus Disease 2019 Vaccination for Federal Employees,” signed on September 9, 2021.

Your advice, input, and perspective in your areas of expertise is appreciated.

Please let me know if you have any questions or concerns.

Freddie

Respectfully,

**Freddie L. Foots Jr.**

Employee & Labor Relations| Human Resources Service Center

Bonneville Power Administration

U.S. Department of Energy

503-230-3876 | [flfoots@bpa.gov](mailto:flfoots@bpa.gov)

[HR Customer Experience Survey](#) – Let us know how we're doing!

**From:** Mosley, James G (BPA) - HE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>

**Sent:** Friday, October 1, 2021 11:32 AM

**To:** Footh Jr, Freddie L (BPA) - HE-1 <[flfoots@bpa.gov](mailto:flfoots@bpa.gov)>; Stanley, Philip S (BPA) - HE-1 <[psstanley@bpa.gov](mailto:psstanley@bpa.gov)>

**Cc:** Long, James S (BPA) - HE-1 <[jslong@bpa.gov](mailto:jslong@bpa.gov)>; Mosley, James G (BPA) - HE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>

**Subject:** FW: Informed Consent Request - (b) (6) (b) (6)

**Importance:** High

Freddie/Phil,

Draft the responses below but also work with OGC (Sarah Hawkins) and Steve Capps, Lee Hall (Transition Team and Attestation team POCs).

Let's shoot for a response on Monday.

v/r

James

**From:** LeaveCoordinator <[LeaveCoordinator@bpa.gov](mailto:LeaveCoordinator@bpa.gov)>  
**Sent:** Friday, October 1, 2021 10:29 AM  
**To:** Mosley, James G (BPA) - HE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Stanley, Philip S (BPA) - HE-1 <[psstanley@bpa.gov](mailto:psstanley@bpa.gov)>  
**Subject:** FW: Informed Consent Request - [REDACTED] (b) (6)

Please see below.

v/r,

Jim

James Long, MBA

Employee Relations|Performance Specialist|Reasonable Accommodation

Bonneville Power Administration

U.S. Department of Energy

P: 503.230.3710 | F: 503.230.5275 | [HRHelp@bpa.gov](mailto:HRHelp@bpa.gov)

[HR Customer Experience Survey](#) – Let us know how we're doing!

**From:** (b) (6) | 1  
**Sent:** Friday, October 1, 2021 10:17 AM  
**To:** LeaveCoordinator <[LeaveCoordinator@bpa.gov](mailto:LeaveCoordinator@bpa.gov)>  
**Subject:** RE: Informed Consent Request - (b) (6)  
b

What authority does BPA as employer have to “mandate attestation of vaccine status”?

What laws are BPA as employer operating under to “mandate attestation of vaccine status”?

What will BPA as employer do with information furnished through “mandated attestation of vaccine status”?

What certifications does BPA as employer hold regarding personal health information resulting from “mandated

attestation of vaccine status”?

What capacity is BPA as employer operating as before, currently and after “mandate of attestation of vaccine status”?

What individual employee at BPA is responsible for personal health information furnished through “mandate of attestation of vaccine status”?

What policies and procedures are in place for failure of not providing person health information through “mandated attestation of vaccine status”?

What is the professional qualification of the person, individual or team that conducts analysis and verification of results furnished through “mandated attestation of vaccine status”?

What has changed in my personal employment agreement with BPA since Robin Furrer stated that employees are now “mandated to attest to vaccination status”?

What language or terms exist in any employment agreement that constitute or make mandatory my disclosure or performance of completing “mandate of attestation of vaccine status”?

(b) (6)





**From:** LeaveCoordinator <[LeaveCoordinator@bpa.gov](mailto:LeaveCoordinator@bpa.gov)>

**Sent:** Friday, October 1, 2021 9:04 AM

**To:** [REDACTED] (b) (6)

**Subject:** RE: Informed Consent Request - (b) (6)

Good morning (b) (6)

I am in receipt of your question you sent in to HR Help in reference to CRM case 2759924 delivered to me at 8:23 am 10/01/2021.

Your request: I am requesting informed consent regarding "mandatory attestation of vaccine status" for employees. Please provide this information in a timely manner.

I'm under the impression that informed consent is between you and your health care provider. Would you please provide clarification on what it is that you are asking for so I can respond to your request.

Thank you,

Jim

James Long, MBA

Employee Relations|Performance Specialist|Reasonable Accommodation

Bonneville Power Administration

U.S. Department of Energy

P: 503.230.3710 |F: 503.230.5275 |[HRHelp@bpa.gov](mailto:HRHelp@bpa.gov)

[HR Customer Experience Survey](#) – Let us know how we're doing!

**From:** [redacted]  
**Sent:** Friday, October 1, 2021 8:35 AM  
**To:** LeaveCoordinator <[LeaveCoordinator@bpa.gov](mailto:LeaveCoordinator@bpa.gov)>  
**Cc:** HR Help <[hrhelp@bpa.gov](mailto:hrhelp@bpa.gov)>  
**Subject:** RE: Informed Consent Request - [redacted] (b) (6)

Who is in charge of "Employee & Labor Relations"? And by who I mean what is their name and title.

(b) (6)

A large rectangular area of the document is completely redacted with a solid black fill. The text "(b) (6)" is visible in the top-left corner of this redacted area.

**From:** HR Help <[hrhelp@bpa.gov](mailto:hrhelp@bpa.gov)>

**Sent:** Friday, October 1, 2021 8:21 AM

**To:** [REDACTED]

**Cc:** HR Help <[hrhelp@bpa.gov](mailto:hrhelp@bpa.gov)>

**Subject:** RE: Informed Consent Request - [REDACTED] (b) (6)

Good morning (b) (6)

Your question has been sent to Employee & Labor Relations for a response. If you have further questions or concerns regarding this action or its status, **please email** [leavecoordinator@bpa.gov](mailto:leavecoordinator@bpa.gov)

*Information in this EMAIL may contain confidential information pertaining to a federal employee or contract worker. Access to this information should be limited to personnel on a need to know basis.*

[HR Customer Experience Survey](#) – Let us know how we're doing!

**Kassandra (Kaci) Conner**  
HR Assistant

BPA Human Resources Service Center; HB-1

Benefits & Processing

**Bonneville Power Administration**

**Department of Energy**

[klconner@bpa.gov](mailto:klconner@bpa.gov) | P 503-230-3230

*Please consider the environment before printing this email.*

**From:** (b) (6) | (b) (6) | (b) (6)  
**Sent:** Friday, October 1, 2021 8:14 AM  
**To:** HR Help <[hrhelp@bpa.gov](mailto:hrhelp@bpa.gov)>  
**Subject:** Informed Consent Request

I am requesting informed consent regarding "mandatory attestation of vaccine status" for employees .

Please provide this information in a timely manner.

(b) (6)

(b) (6)



# Transition Team Update

**Dan James, Chief Workforce and Strategy Officer**

**Robin Furrer, Chief Administrative Officer**

**Joel Cook, Chief Operating Officer**

**Sept 22, 2021**

*Planning Team*

- Lee Hall
- Steve Capps
- Bill Leady
- Sarah Laylo
- Shana Kuhn

*80<sup>th</sup> week of telework*

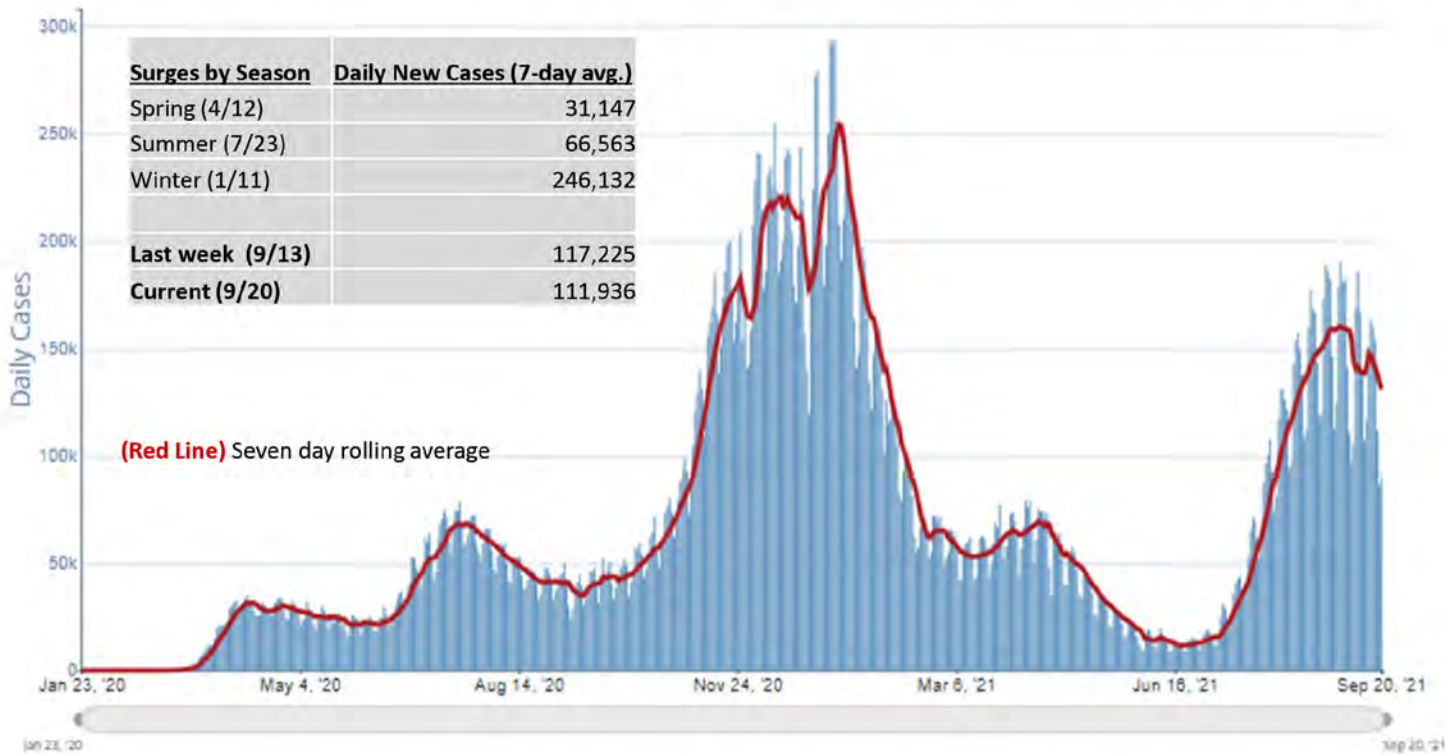
## *Transition Team Update*

### *Topics*

- ✓ COVID Status
- ✓ DOE and Safer Federal Workforce TF updates
- ✓ Communications
- ✓ “Four Groups on Nov 22”
- ✓ Timelines
- ✓ Questions

## COVID Status – National Trend

Daily Trend in Number of COVID -19 Cases in the United States Reported to the CDC

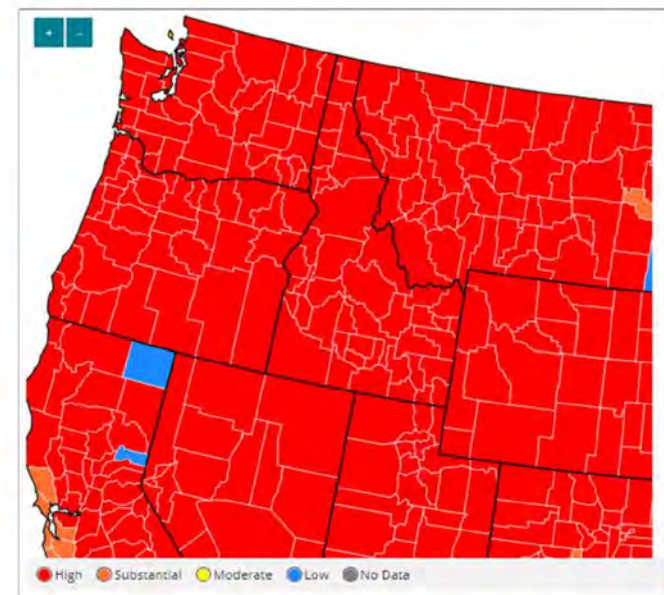
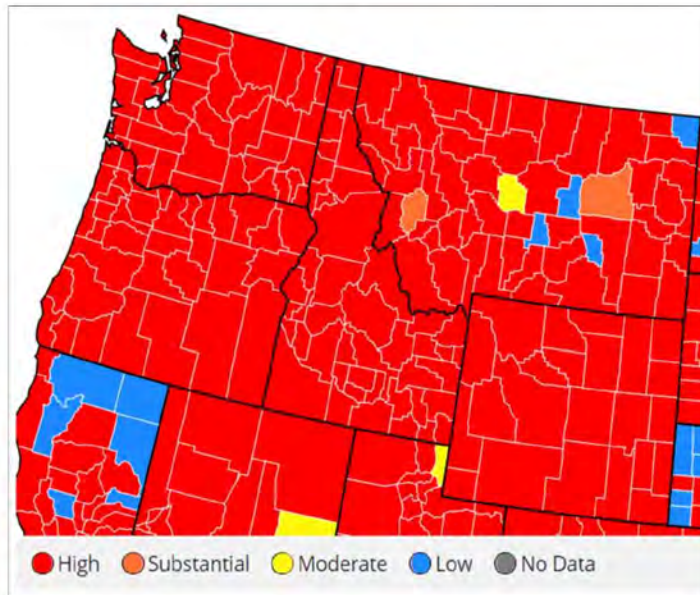




## COVID Status – Regional Transmission Rates

Time Period: Sun Sep 5 2021 - Sat Sep 11 2021

Time Period: Tue Sep 14 2021 - Mon Sep 20 2021



Indicator - If the two indicators suggest different transmission levels, the higher level is selected	Low Transmission Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
Total new cases per 100,000 persons in the past 7 days	0-9.99	10-49.99	50-99.99	≥100
Percentage of NAATs <sup>1</sup> that are positive during the past 7 days	0-4.99%	5-7.99%	8-9.99%	≥10.0%

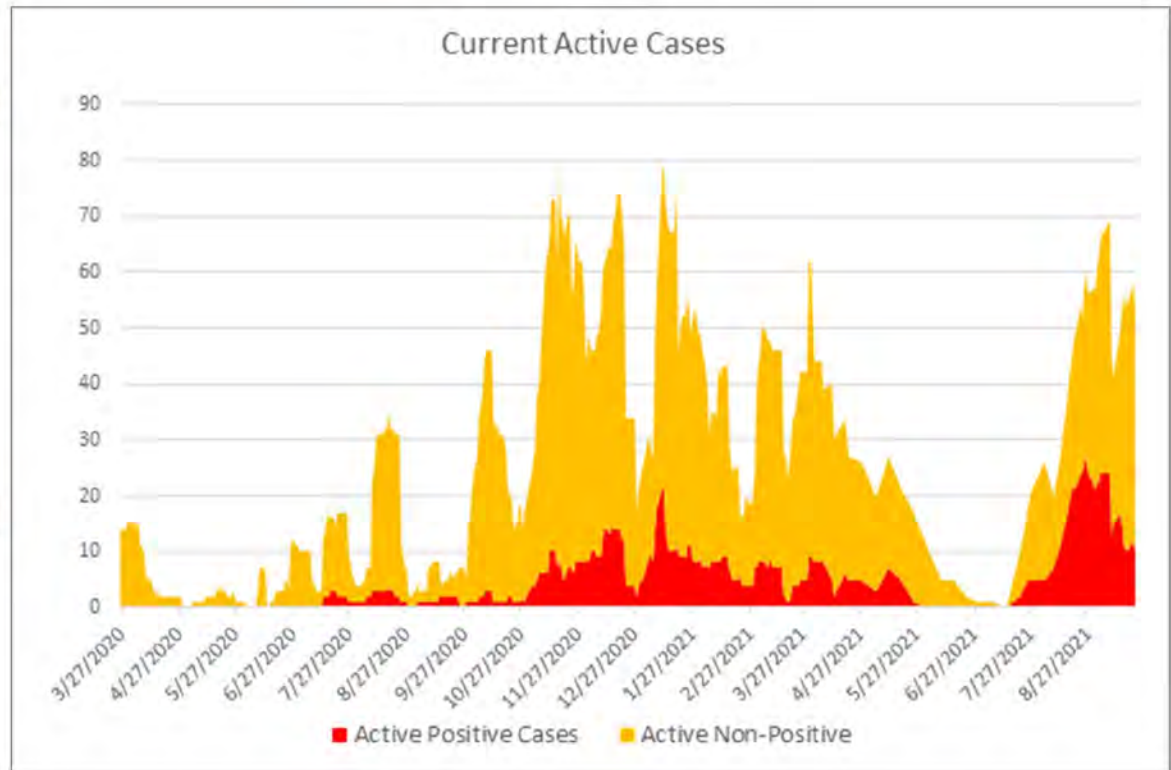
## COVID Status – BPA Self-quarantine

### 14 Sept 2021

- Tracking **56** Active COVID Reports
- **1.3%** of BPA Population (56 of 4,168)
- Cautionary: **30**
- Symptomatic: **12**
- Tested Positive: **14**

### 21 Sept 2021

- Tracking **53** Active COVID Reports
- **1.3%** of BPA Population (53 of 4,168)
- Cautionary: **35**
- Symptomatic: **8**
- Tested Positive: **10**



## DOE & Safer Federal Workforce TF updates (1 of 2)

- ✓ DOECAS (Sept 21): [EO](#) requiring **all Federal employees to be fully vaccinated by November 22, 2021**
- ✓ DOE will enhance the capabilities/functionalities of the [MyEnergy.gov](#) system to enable all DOE federal employees to upload their proof of vaccination and related information and information related to the reasonable accommodations.
- ✓ All federal agencies, including DOE are required to submit their first report on vaccination status tomorrow and follow with weekly updates
- ✓ Reasonable accommodations (RAs): OPM is expected to release government-wide guidance (anticipated next week), to include guidance on progressive discipline.
- ✓ DOE is developing a template for supervisors to use specifically for religious and medical request for accommodations to vaccination.
- ✓ DOE will not use the [MyEnergy.gov](#) system to collect attestations from site support service contractors. They will be treated like visitors and will have to attest and show proof of vaccination or a negative test before they can enter the building. Additional guidance is forthcoming.
- ✓ The Federal Acquisition Regulation (FAR) Council plans to release additional guidance on October 8, 2021 on how to amend existing federal contracts and add a new clause to new contracts to address the vaccination mandate.

## *DOE & Safer Federal Workforce TF updates (2 of 2)*

### ✓ Testing updates:

[Safer Federal Workforce](#) (Sept 16 update)

Q: Are agencies required to establish a screening testing program for SARS-CoV-2, the virus that causes COVID-19?

A: No, though an agency may decide to establish its own screening testing program.

Q: If an agency decides to establish a screening testing program, what steps may it take if a federal employee refuses to take a COVID-19 test required pursuant to that program?

A: Refusals to take a required test may result in disciplinary measures .....

Q: Are agencies required to pay for the cost of testing employees pursuant to a screening testing program?

A: Yes, .....

Q: Should agencies allow employees to undertake any required testing on duty time?

A: Yes. .... (duty time, to including travel time)

## Communications

- ✓ Strong communications with DOE
  - DOECAST
  - Terri Lee emails
  - HR meetings
  - Every Thursday: COVID-19 Coordination Team Office Hours web-meeting (Justin Fontaine)
  
- ✓ Internal Communications
  - CAO's and Administrator's weekly emails
  - Connections (NTK) & COVID web page
  - Managers Updates
  
- ✓ Synchronized PMA-wide official travel guidance (*working*)

## Four Groups on November 22

1. Fully vaccinated **Federal employees**
  2. **Federal employees** with an approved RA or working through the RA process
  3. Not fully vaccinated **Federal employees**
    - Not vaccinated
    - Partially vaccinated but have not completed the process
- 
4. **CFTEs and other on-site contractors**: Similar / same end-state but very different timelines, rules and processes.

OMB/ DOE guidance on progressive discipline is forthcoming

## Timeline

### Announced dates (for planning):

- ✓ **September 22 (today):** DOE plans to send each DOE organization a list of employees who have not yet attested
- ✓ **September 24 (Friday):** Expecting more detailed guidance on vaccinations for on-site federal contractors from the Task Force
- ✓ **October 8:** Federal Acquisition Regulation (FAR) Council plans to release additional guidance on how to amend existing federal contracts and add a new clause to new contracts to address the vaccination mandate.

### Unknown dates

- ✓ When DOE's *MyEnergy.gov* system will be ready for all DOE federal employees to upload their vaccination information / proof and the other information such as going through the reasonable accommodation process.

### Vaccination timeline (Federal workers)

- ✓ **October 11:** Last day for the first shot (Moderna)
- ✓ **October 18:** Last day for the first shot (Pfizer)
- ✓ **November 8:** Last day for the second shot (Moderna or Pfizer)
- ✓ **November 8:** Last day for the first shot J & J
- ✓ **November 22:** Federal executive branch workers must be fully vaccinated

# Questions



## Potential Risk

- ✓ Employee Relations' (RA) ability to keep up with the workload if the number of RA's increases far above normal workload
- ✓ Potential resignation of employees and contractors due to the vaccination mandate
- ✓ Increased cost of labor in contract personal and construction contracts (additional requirements)
- ✓ Additional reluctance to the eventual return to the office / workplace.

**Currently we are only identifying risks.  
We have not yet developed mitigation actions.**

## Facilities Update – Future Transition

### ✓ *Policy Change – Space Assignment*

- ✓ (b) (5) [Redacted]
- ✓ [Redacted]
- ✓ [Redacted]

### ✓ *Duty stations*

- ✓ (b) (5) [Redacted]
- [Redacted]
- [Redacted]

**From:** Capps,Stephan A (BPA) - NW-1

**Sent:** Thu Sep 23 08:37:47 2021

**To:** Leady Jr,William J (BPA) - K-7; Cathcart,Michelle M (BPA) - TO-DITT-2

**Subject:** FW: Policy Group Awareness - Mandatory Attestations

**Importance:** Normal

**From:** Capps,Stephan A (BPA) - NW-1

**Sent:** Thursday, September 23, 2021 7:11 AM

**To:** Cathcart,Michelle M (BPA) - TO-DITT-2 <mmcathcart@bpa.gov>; Lahti,John A (BPA) - TF-DITT-2 <jalahti@bpa.gov>

**Subject:** RE: Policy Group Awareness - Mandatory Attestations

The numbers are those that did not go into the system and submit any data. I think this is the latest data dump, so I'm assuming that some of the error reports have been resolved if the individual submitted them again.

For John's note (staff on 4 10s), we'll note that we may have staff submitting info early next week due to work schedules etc.

steve

**From:** Cathcart,Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>  
**Sent:** Wednesday, September 22, 2021 7:00 PM  
**To:** Lahti,John A (BPA) - TF-DITT-2 <[jalahti@bpa.gov](mailto:jalahti@bpa.gov)>; Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>  
**Subject:** FW: Policy Group Awareness - Mandatory Attestations

Thank you Steve, this is helpful. To be clear, this is the number of people that did not respond, not the people that said they were not vaccinated? And did this confirm against the people that said they got the reminder even after they submitted?

Sent from Workspace ONE Boxer

On Sep 22, 2021 4:54 PM, "Capps,Stephan A (BPA) - NW-1" <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)> wrote:

FYI only. Please don't share too widely.

Shana did a quick sort of the data and shared a roll up of the no responses by org/occupation. Bill, Lee and I can't see the entire data set.

steve

**Organization/Occupation**

**Count**

SPECIALTY SERVICES

32

APPRENTICES

30

CENTRAL ELECTRICAL SERVICES

26

TRANSMISSION STUDENT DEVELOPMENT

18

DITTMER DISPATCH

16

CORPORATE & INFRASTRUCTURE

11

MOBILE EQUIPMENT MAINTENANCE

11

TLM BELL

7

CONTRACT ADMINISTRATION

6

MUNRO DISPATCH

6

EASTERN ENGINEERING

5

FIELD SAFETY

5

INTERNAL OPERATIONS

5

OUTAGE OFFICE

5

SUBSTATION MAINT ROSS

5

SUBSTATION MAINT THE DALLES

5

SUBSTATION OPS CELILO

5

SYSTEMS ADMINISTRATION

5

TLM COVINGTON

5

TLM IDAHO FALLS

5

TLM KALISPELL

5

WAREHOUSE MANAGEMENT

5

CLASSIFICATION & POSITION MGMT

4

HR SYSTEMS & AUTOMATION

4

OPERATIONS CONTROL

4

OPERATIONS PLANNING

4

PROGRAM IMPLEMENTATION

4

PSC IDAHO FALLS

4

REAL PROPERTY FIELD SERVICES

4

SPC LEWISTON

4

SUBSTATION MAINT NORTH BEND

4



SUBSTATION MAINT PASCO

4

TLM PASCO

4

TRANSMISSION ACCOUNT SERVICES

4

TRANSMISSION EIM SETTLEMENTS

4

ASSET MGMT & ENGINEERING

3

CAPITAL INVESTMENT

3

COMMUNICATIONS/CONTROL PLNG

3

CONSTRUCTION & MAINTENANCE SVCS

3

CONVERGED INFRASTRUCTURE

3

CUSTOMER BILLING-PORTLAND

3

CUSTOMER CONTRACT SUPPORT

3

DIAGNOSTICS, METROLOGY & LABS

3

DIGITAL MEDIA & VISUAL DESIGN

3

ENTERPRISE RISK MANAGEMENT

3

FIELD STRATEGY & OP EX

3

IT PROJECT MANAGEMENT

3

PROGRAM COORD & VALUATION

3

PSC KALISPELL

3

REAL TIME

3

RECRUITMENT & PLACEMENT

3

SCHEDULING

3

SUBSTATION MAINT BELL

3

SUBSTATION MAINT BURLEY

3

SUBSTATION MAINT CHEMAWA

3

SUBSTATION MAINT COVINGTON

3

SUBSTATION MAINT LONGVIEW

3

SUBSTATION OPS BELL

3

SYSTEM DEVELOPMENT AND SUPPORT

3

TLM CHEMAWA

3

TLM GRAND COULEE

3

TRANS STRUCTURAL & CIVIL ENG

3

TRANSMISSION CHIEF OF STAFF

3

UNIFIED COMMUNICATIONS

3

BENEFITS & PROCESSING

2

BUDGET OPERATIONS

2

BUSINESS CONTROLS & INFO

2

CHIEF ADMINISTRATIVE OFFICE

2

CONSTRUCTION MGMT & INSPECTION

2

CONTINUITY OF OPERATIONS

2

CONTRACT ADMINISTRATION AND SETTLEMENTS

2

CONTROL CENTER COMM OPS

2

CRITICAL BUS SYS DEVELOPMENT

2

CRITICAL BUS SYS OPS & DEV

2

CUSTOMER BILLING - VANCOUVER

2

CYBER SECURITY

2

DATA INTEGRATION & REPORTING

2

DEBT & LIQUIDITY MGMT

2

DUTY SCHEDULING

2

EASTERN POWER ACCOUNT SERVICES

2

EF&W & COMMODITY INVESTMENT

2

EMPLOYEE AND LABOR RELATIONS

2

ENERGY INFRASTRUCTURE DELIVERY

2

ENVIRON. COMP. CULTURAL RES.

2

FACILITIES PLANNING & PROJECTS

2

FIN SYSTEMS & AUTOMATION

2

FINANCE OPERATIONS

2

GENERAL ACCOUNTING

2

GENERATION SUPPORT

2

LEARNING & WORKFORCE DEVELOP

2

LOAD FORECASTING & ANALYSIS

2

MAIL AND MEDIA SERVICES

2

MONTANA/IDAHO IMPLEMENTATION

2

MUNRO SCHEDULING

2

NATURAL RESOURCES

2

OREGON IMPLEMENTATION

2

POWER

2



POWER RATES

2

POWER STUDENT DEVELOPMENT

2

PROJECT SCOPING

2

PROTECTION & CONTROL

2

QUALITY CONTROL

2

REAL TIME OPERATIONS

2

REAL TIME STUDY DESK

2

SPC CELILO

2

SPC FRANKLIN

2

SPC IDAHO FALLS

2

SPC MCNARY

2

SPC NORTH BEND

2

STRATEGIC COMMS & ENGAGEMENT

2

STRATEGIC DELIVERY & OVERSIGHT

2

SUBSTATION MAINT ALVEY

2

SUBSTATION MAINT KALISPELL

2

SUBSTATION MAINT LEWISTON

2

SUBSTATION MAINT SICKLER

2

SUBSTATION OPERATIONS

2

SUBSTATION OPS CHEMAWA

2

SUBSTATION OPS OLYMPIA

2

SUBSTATION OPS REDMOND

2

TARIFF

2

TECH & STRATEGIC PLANNING

2

TECHNICAL & REGIONAL SERVICES

2

TECHNOLOGY SERVICES SUPPORT

2

THE DALLES EAST SPC

2

TLM ALVEY

2

TLM CHEHALIS

2

TLM ELLENSBURG

2

TLM OLYMPIA

2

TLM REDMOND

2

TLM ROSS

2

TRANS LINE & CIVIL WORKS ENG

2

TRANS PROJECT ENGINEERING

2

TRANSMISSION GRID MODELING

2

TRANSMISSION SALES

2

TT PROGRAM MGMT & GOVERNANCE

2

TT WORK PLANNING & DELIVERY

2

VEGETATION MGMT & FORESTRY

2

WORK PLANNING & EVALUATION

2

ACCOUNTING

1

AGENCY COMMERCIAL SYSTEMS

1

ANALYSIS & FORECASTING

1

APPLICATION ENG & ANALYTICS

1

ASSET MGMT BUS DELIVER & PERF

1

ASSET RELIABILITY & MAINT

1

BUSINESS APPLICATIONS

1

BUSINESS INTEL & INTEGRITY

1

BUSINESS OPERATIONS & SERVICES

1

BUSINESS OPERATIONS SUPPORT

1

COMPL RESP & REMDTN

1

CONTRACT GENERATING RESOURCES

1

CUSTOMER BILLING

1

DESKTOP DELIVERY

1

DISTRIBUTED ENERGY RESOURCES

1

DITTMER SCHEDULING

1

END USER SERVICES

1

ENERGY EFFICIENCY

1

ENT TECHN LGY OPERATIONS SVCS

1

ENTERPRISE APPLICATIONS SPPT

1

EQUIPMENT AND TOOL LOAN POOL

1

FACILITIES O&M

1

FACILITY MAINT COVINGTON

1

FACILITY MAINT REDMOND

1

FEDERAL HYDRO PROJECTS OPS

1



FERC COMPLIANCE

1

FIELD SUPPORT SERVICES

1

FINANCIAL PLANNING & ANALYSIS

1

FLEET EQUIP ANALYSIS & POLICY

1

GENERAL

1

GENERATING ASSETS

1

GOVERNANCE & CONTROLS

1

IDAHO FALLS DISTRICT

1

INFORMATION GOVERNANCE

1

INFORMATION TECHNOLOGY

1

INFRASTRUCTURE SERVICES

1

KALISPELL DISTRICT

1

LEGAL SUPPORT

1

LONG TERM SALES AND PURCHASES

1

MCC SITE OPS SVCS

1

MEDIA, POLICY & WRITING

1

METERING SERVICES

1

OASIS MANAGEMENT

1

OPERATIONAL VIRTUALIZATION

1

ORG. DELIVERY & PERFORMANCE

1

PERSONNEL AND INFORMATION SECURITY

1

PLANNING & ASSET MANAGEMENT

1

POLICY AND PLANNING

1

POLLUTION PREVENT. & ABATEMENT

1

POWER ACCOUNT SERVICES

1

POWER BUSINESS OPERATIONS

1

PROD MGMT AND MARKET ANALYSIS

1

PROGRAMS

1

PROJECT ENGINEERING TELECOM

1

PSC ALVEY

1

PSC ASHE

1

PSC BELL

1

PSC LEWISTON

1

PSC LONGVIEW

1

PSC MCNARY

1

PSC OLYMPIA

1

PSC REDMOND

1

PSC SICKLER

1

PSC THE DALLES

1

PURCHASING/PROPERTY GOVERNANCE

1

RAS ENGINEERING

1

REAL PROPERTY SVCS

1

REV REQ, REPMT & FIN STRATEGY

1

ROSS O&M

1

SAFETY

1

SALEM DISTRICT

1

SCHEDULING COORDINATION

1

SHORT TERM PLANNING

1

SLICE OPERATIONS & MANAGEMENT

1

SPACE MANAGEMENT

1

SPC ALVEY

1

SPC ASHE

1

SPC BELL

1

SPC CHEMAWA

1

SPC KALISPELL

1

SPC KITSAP

1

SPC MALIN

1

SPC SICKLER

1

SUBSTATION DESIGN

1

SUBSTATION MAINT CELILO

1

SUBSTATION MAINT GARRISON

1

SUBSTATION MAINT IDAHO FALLS

1

SUBSTATION MAINT MALIN

1

SUBSTATION MAINT MCNARY

1

SUBSTATION MAINT SNOHOMISH

1

SUBSTATION OPS FRANKLIN

1



SUBSTATION OPS IDAHO FALLS

1

SUBSTATION OPS KALISPELL

1

SUBSTATION OPS LONGVIEW

1

SUBSTATION OPS NORTH BEND

1

SUBSTATION OPS ROSS

1

SUBSTATION OPS SICKLER

1

SUPP LABOR MANAGEMENT OFFICE

1

SYSTEMS & COMM TESTING

1

TECHNICAL TRAINING

1

TECHNOLOGY INNOVATION

1

TECHNOLOGY PLANNING

1

TEST & EVALUATION

1

TESTING & ENERGIZATION

1

TLM NORTH BEND

1

TLM SNOHOMISH

1

TRANS COMM BUS RATES & REVENUE

1

TRANS COMMERCIAL PLANNING

1

TRANS COMMRCCL SYS PROCESS&IMP

1

TRANS COMMRCCL SYS PROD SUPPORT

1

TRANS INFRASTRUCTURE DEV PLAN

1

TRANS LINE ENGINEERING

1

TRANS LONG TERM ENGINEERING

1

TRANSFER SERVICES

1

TRANSMISSION

1

TRANSMISSION PLANNING

1

TRANSMISSION SERV PLAN

1

TRAVEL & PAYROLL

1

TRI-CITIES DISTRICT

1

WASHINGTON IMPLEMENTATION

1

WEATHER & STREAMFLOW FORECASTING

1

WESTERN ENGINEERING

1

632

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Sent:** Wednesday, September 22, 2021 4:49 PM

**To:** Hairston, John L (BPA) - A-7 <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Furrer, Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>; Cook, Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>; James, Daniel M (BPA) - D-7 <[dmjames@bpa.gov](mailto:dmjames@bpa.gov)>; Shaheen, Richard L (BPA) - T-DITT-2 <[rlshaheen@bpa.gov](mailto:rlshaheen@bpa.gov)>; Cooper, Suzanne B (BPA) - P-6 <[sbcooper@bpa.gov](mailto:sbcooper@bpa.gov)>; Cathcart, Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>; Lahti, John A (BPA) - TF-DITT-2 <[jalahti@bpa.gov](mailto:jalahti@bpa.gov)>; Harris, Marcus A (BPA) - F-2 <[maharris@bpa.gov](mailto:maharris@bpa.gov)>; Berry, Benjamin L (BPA) - J-3 <[blberry@bpa.gov](mailto:blberry@bpa.gov)>; Scruggs, Joel L (BPA) - DK-7 <[jlsruggs@bpa.gov](mailto:jlsruggs@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Chong Tim, Marcus H (BPA) - L-7 <[mhchongtim@bpa.gov](mailto:mhchongtim@bpa.gov)>  
**Cc:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>; Laylo, Sarah M (BPA) - NN-1 <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>  
**Subject:** Policy Group Awareness - Mandatory Attestations

Team,

This is a heads up on a message that will be sent from the front office tomorrow (Thursday).

Previously, we've communicated that the DOE attestation system was voluntary. With the new executive orders, this is now a mandatory requirement for BFTEs. Today, we received the roll up (below) and names (this is controlled information – only 4 senior leaders have the list of names). The target to have BFTE staff to complete a mandatory attestation in the system is Friday 9/24.

Tomorrow, the front office will send an email to employees who have not completed attestation, to notify them that the form is now mandatory and directing them to go into the MyEnergy system. Expect questions from your teams on this. For now, the message is that it is mandatory. We're working on the process to share the names with

you. We are still waiting on additional guidance on reasonable accommodations, disciplinary actions, and other issues.

Declined to respond

Fully Vaccinated

Not vaccinated

Partially Vaccinated

Missing

Total

332

1966

98

56

632

3084

Thanks -- Lee, Steve and Bill



**From:** Hall, Lee J (BPA) - PES-6

**Sent:** Mon Oct 04 10:05:14 2021

**To:** Mosley, James G (BPA) - HE-1; Leady Jr, William J (BPA) - K-7; Capps, Stephan A (BPA) - NW-1; Hawkins, Sarah T (BPA) - LG-7

**Subject:** RE: COVID-19 vaccination attestation now mandated, please fill out form by Friday, Sept. 24

**Importance:** Normal

So I shall. Thanks.

**From:** Mosley, James G (BPA) - HE-1 <jgmosley@bpa.gov>

**Sent:** Monday, October 4, 2021 9:58 AM

**To:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Hawkins, Sarah T (BPA) - LG-7 <sthawkins@bpa.gov>

**Subject:** RE: COVID-19 vaccination attestation now mandated, please fill out form by Friday, Sept. 24

It might be best to blind copy some of us when you respond.

Just a thought.

**From:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Sent:** Monday, October 4, 2021 9:57 AM



**To:** Leady Jr,William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Mosley,James G (BPA) - HE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Hawkins,Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>  
**Subject:** RE: COVID-19 vaccination attestation now mandated, please fill out form by Friday, Sept. 24

Thanks James and Sarah – I'll be sending this soon. I'll send you a copy. Best, Lee

**From:** Leady Jr,William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>  
**Sent:** Monday, October 4, 2021 9:52 AM  
**To:** Mosley,James G (BPA) - HE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Hawkins,Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>  
**Subject:** RE: COVID-19 vaccination attestation now mandated, please fill out form by Friday, Sept. 24

I would add the system (MyEnergy) has so many challenges to disciplining anyone based on its reports would have big challenges. Many people have make an real effort to comply but cannot (for technical reasons) and many others honestly believe they have complied but still come up on DOE's list of "have not completed"

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**  
[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)

**From:** Mosley,James G (BPA) - HE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>

**Sent:** Monday, October 4, 2021 9:47 AM

**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr,William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hawkins,Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>

**Cc:** Mosley,James G (BPA) - HE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>

**Subject:** FW: COVID-19 vaccination attestation now mandated, please fill out form by Friday, Sept. 24

See my edits below in red/blue.

Also, while it is clear on enforcement of vaccinations and progress discipline, it is silent on disciplining and employee for non-compliance on completing the attestation form. While it is a directive and BPA could consider disciplining and employee for failing to follow this directive, I would advise not to proceed with that approach at this moment in time, mainly because the attestation completion was voluntary/non-mandatory and then it became mandatory. In the end of the day, when we would need to deal with an employee that did not complete the attestation form and the vaccination, then at that time we could look at adding it as another failure to comply approach.

However, this stance might change as we continue to move forward in this process.

V/r

James

**From:** Hawkins,Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>

**Sent:** Monday, October 4, 2021 9:12 AM

**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Mosley, James G (BPA) - HE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>

**Subject:** FW: COVID-19 vaccination attestation now mandated, please fill out form by Friday, Sept. 24

Lee,

(b) (5)



Thanks for the opportunity to review.

Sarah

THIS EMAIL MAY BE A PRIVILEGED AND CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATION OR A PRIVILEGED AND CONFIDENTIAL ATTORNEY COMMUNICATION/ATTORNEY WORK PRODUCT

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Sent:** Friday, October 1, 2021 4:11 PM

**To:** Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Mosley, James G (BPA) - HE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>

**Cc:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** FW: COVID-19 vaccination attestation now mandated, please fill out form by Friday, Sept. 24

Here is a draft response to (b) (6) , with attachment. Sarah, James – do you agree that it is ok to share the attached memo, and with my answers?

**DRAFT**

(b) (6) thanks for your questions. The policy that required employees to do the attestation was in a Sept 22<sup>nd</sup> "key messages" publication published by DOE and the email message from Robin Furrer CAO, that makes it a directive to comply. Specifically it said:

"Employees who haven't completed the attestation, are required to go into MyEnergy to complete it. All records can be updated if their status changes. Heads of Departmental Elements will be contacting those who have not completed their attestation in the coming days. If Federal employees are using Login.gov to complete the attention, they need to use their DOE email address instead of a personal email address."

I have attached the “key messages” communication from DOE and the email from Ms. Furrer CAO. The passage cited is the second from the bottom, on the second page.

Regarding your questions in the email below:

1. We cannot comment on what other agencies or departments have done or not done – we are working closely with DOE to implement guidance from the Executive Order and DOE implementing instructions.
2. The guidance policy for people who have not been vaccinated is still being developed at DOE. This includes the specific process for Reasonable Accommodation on Vaccine/Religious exceptions and other administrative processes.
3. Regarding your question about vaccination vis-à-vis segments of the population; the Executive Order, and Federal Task Force information does not discuss this issue.
4. Regarding antibodies and vaccination – we are implementing Federal Guidance, which is derived from the Executive Order, DOE implementing guidance, and CDC information. Specific medical questions should be directed to your health care provider.

Publicly available information can be found via the Federal Task Force FAQ's, found at: [Frequently Asked Questions | Safer Federal Workforce](#)

In addition, the Executive Order can be found at: [Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees | The White House](#)

Thank you -- Lee

**From:** (b) (6)  
**Sent:** Friday, October 1, 2021 2:13 PM  
**To:** Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Cc:** Rehbein, Jennifer L (BPA) - NFO-MODW <[jrehbein@bpa.gov](mailto:jrehbein@bpa.gov)>; Limantzakis, Vasia A (BPA) - NSSF-4 <[vlimantzakis@bpa.gov](mailto:vlimantzakis@bpa.gov)>  
**Subject:** FW: COVID-19 vaccination attestation now mandated, please fill out form by Friday, Sept. 24

Stephen, Lee,

Jennifer told me that you two along with Bill Leady were in charge of implementing the COVID policy at BPA. She said you were working on my questions in the below email.

I have been asked to pose the following additional questions and agreed to pass it along:

1. I have asked for policy guidance regarding moving the attestation from optional to required. As of yet, I have not received any. Was this policy written? If so, when? If not written, based on what authority was the change made?

2. Can you confirm if this decision was made by Robin Furrer?
3. If not Robin, can you let us know who made this decision?

Thanks,

(b)

**From:** (b) (6)  
**Sent:** Thursday, September 30, 2021 3:23 PM  
**To:** Rehbein, Jennifer L (BPA) - NFO-MODW <[jrehbein@bpa.gov](mailto:jrehbein@bpa.gov)>  
**Subject:** FW: COVID-19 vaccination attestation now mandated, please fill out form by Friday, Sept. 24

Jennifer,

Robin said you are the SME for this subject and rollout. Can I get answers for (b) (6) questions as well as mine?

My questions.

1. Through personal emails, I have seen that some agencies have suspended their attestation based on union concerns, I know our union is weak, however, wouldn't the concerns of other agencies also apply to BPA employees? Do you have anyone looking into why some agencies don't have to provide personal medical information to this contractor?

2. Can you provide me BPA's policy on what happens to people who do not attest, or get vaccinated? It is going to be meted the same to everyone? Does leadership know they are asking people to give very private information, and do something that many people do not want to do under the "threat" of termination, but nobody will really tell them if they will be terminated? Do some people get a pass because their supervisor likes them?

3. Many news outlets and BLM are noting that people of color are the lowest rate vaccinated . This is for various reasons, including how they have been treated medically in the past and conflicting information about the vaccine from mid-summer last year until now. After all the focus on systemic racism last year, is BPA/DOE willing to terminate/reprimand at a larger percentage rate people of color? If so, is this not the definition of systemic racism?

4. Finally, can you comment on the protection of antibodies vs. the vaccine in relationship to getting COVID? I have seen nothing from our government (Administration/Fauci/CDC etc.) specifically discussing this topic. It seems very relevant. I am not arguing that this article is accurate, however should their not be a discussion regarding it? [Why "Natural Immunity" Is a Political Problem for the Regime | Mises Wire](#)

From (b) (6) per the website:

(b) (6)

September 28, 2021 at 10:33 a.m.

Does anyone know what BPA or DOE Policy that makes this mandatory?

This seems like a legitimate question from one of your employees, can (b) (6) and I get an answer to that? I would add this, I am not required to provide personal medical information to my employer, but to a third party



private institution. Is this what you want?

(b) (6)

September 24, 2021 at 12:35 a.m.

<https://myenergy.servicenowservices.com/myenergy/>.

Why is a website ending in ".com" being used to collect Employee PII? This type of information is generally collected by official websites ending in ".gov" .

Also, reasonable question, with all of our data leaks government and non-government hacks, can he and I get a response to that?

I look forward to your responses and appreciate your time!!

(b)

**From:** Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>  
**Sent:** Wednesday, September 29, 2021 8:47 AM  
**To:** (b) (6); Hairston,John L (BPA) - A-7  
<[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>  
**Cc:** McCracken,Krista L (BPA) - NSSF-4 <[klmccracken@bpa.gov](mailto:klmccracken@bpa.gov)>; Limantzakis,Vasia A (BPA) - NSSF-4  
<[vlimantzakis@bpa.gov](mailto:vlimantzakis@bpa.gov)>  
**Subject:** RE: COVID-19 vaccination attestation now mandated, please fill out form by Friday, Sept. 24

Sorry, I missed the second part of your ask.

I have asked for the subject matter experts to review the question posted by (b) (6).

Thank you for bringing that to my attention.

**From:** (b) (6)  
**Sent:** Tuesday, September 28, 2021 9:14 PM  
**To:** Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>; Hairston,John L (BPA) - A-7 <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>  
**Cc:** McCracken,Krista L (BPA) - NSSF-4 <[klmccracken@bpa.gov](mailto:klmccracken@bpa.gov)>; Limantzakis,Vasia A (BPA) - NSSF-4  
<[vlimantzakis@bpa.gov](mailto:vlimantzakis@bpa.gov)>  
**Subject:** RE: COVID-19 vaccination attestation now mandated, please fill out form by Friday, Sept. 24

Robin,

I was off on Thursday afternoon until today.

It seems I missed the date for attestation.

I am requesting a personal extension to September 1 based on the following:

On the BPA Connection, in response to Robin's article, the following questions were asked by BPA employees, but I don't think they were answered.

(b) (6)

September 28, 2021 at 10:33 a.m.

Does anyone know what BPA or DOE Policy that makes this mandatory?

This seems like a legitimate question from one of your employees, can (b) (6) and I get an answer to that? I would add this, I am not required to provide personal medical information to my employer, but to a third party private institution. Is this what you want?

(b) (6)

September 24, 2021 at 12:35 a.m.

<https://myenergy.servicenowservices.com/myenergy/>.

Why is a website ending in ".com" being used to collect Employee PII? This type of information is generally collected by official websites ending in ".gov" .

Also, reasonable question, with all of our data leaks government and non-government hacks, can he and I get a response to that?

Secondly, through personal emails, I have seen that the VA has suspended their attestation based on union concerns, I know our union is weak, however, are their concerns not relevant to the BPA employees who work for you? Do you have anyone looking into why some agencies don't have to provide personal medical information to this contractor?

Finally,

1. The USPS has a strong union and is not required to vaccinate or to attest. But we do. Does this make sense to BPA/DOE?
2. Same question as congress and the White House is exempt, are they somehow not susceptible to COVID?
3. Can you provide me- and everyone at BPA information on what happens to people who do not attest, or get vaccinated? It is going to be metted out across the board? Has leadership thought about those ramifications? Does leadership know they are asking people to give very private information, and do something that many people do not want to do under the "threat" of termination, but nobody will really tell them if they will be terminated? Do some people get a pass because their supervisor likes them?

4. Many news outlets, BLM etc are noting that people of color are the lowest rate vaccinated. After all the focus on systemic racism last year, is BPA/DOE willing to terminate, reprimand or whatever, people of color who are choosing to not get vaccinated, for all the same reasons that were described last summer? If so, is this not the definition of systemic racism?

I appreciate you listening/reading my concerns. I would hope that they are responded to, not just to me, but to BPA as a whole.

Respectfully,

(b) (7)



**From:** Furrer, Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>

**Sent:** Thursday, September 23, 2021 1:04 PM

**Subject:** COVID-19 vaccination attestation now mandated, please fill out form by Friday, Sept. 24

The COVID-19 vaccination attestation form is now required by the Department of Energy. The DOE released its COVID-19 vaccination attestation system at the end of August. BPA began communicating about the need for attestations on Aug. 27, and I have mentioned the attestation process in my weekly messages. Now, the attestation process is no longer voluntary—it is required.

You are receiving this email because, as of Sept. 20, at 10 a.m. EST, you were identified as not completing your attestation in DOE's [MyEnergy](#) system. You must log into [MyEnergy](#) to reflect your current vaccination status. Please complete this no later than Friday, Sept. 24.

If you have completed the attestation since Sept. 20 at 10 a.m., thank you for completing it. There is no need to respond back to this email as the MyEnergy platform will record your completion electronically.

If you believe you completed your attestation, but it was not recorded, please contact the EITS Service Desk at (301) 903-2500.

Federal employees [must be fully vaccinated](#) by Nov. 22, 2021. There are limited circumstances in which an

employee may be exempt due to a legally required [accommodation](#). Being fully vaccinated by Nov. 22 is required regardless of your telework or onsite status. For additional information on the mandatory vaccination requirement, please see [DOE's Vaccination Flyer](#) as well as [additional information on getting vaccinated](#). You will be able to update your record in MyEnergy if your vaccination status changes.

Login instructions and FAQs are on the main page of [MyEnergy](#). MyEnergy does not support Internet Explorer; please use Chrome or Microsoft Edge. Please contact the EITS Service Desk at (301) 903-2500 for any login issues or if you completed your attestation but it was not recorded. You can also find helpful information in the [Need to Know: COVID-19 vaccination attestation now required, submit form by Friday, Sept. 24](#).

Thank you for your support and patience as we navigate these national mandates.

Robin

**From:** McDonald,Thomas A (BPA) - C-7

**Sent:** Wed Sep 22 08:32:24 2021

**To:** Freudenthal,Michael J (BPA) - CN-7

**Subject:** RE: Further information on vaccination mandate for all federal employees

**Importance:** Normal

I saw the Managers Update info this morning...still lots of questions that need to be answered.

**From:** Freudenthal,Michael J (BPA) - CN-7 <mjfreudenthal@bpa.gov>

**Sent:** Wednesday, September 22, 2021 8:31 AM

**To:** McDonald,Thomas A (BPA) - C-7 <tamcdonald@bpa.gov>

**Subject:** RE: Further information on vaccination mandate for all federal employees

From the Manager update I see they put together a Q&A document that talks about some of the questions below, but not completely. What we discussed yesterday is still probably the best way forward. Thanks again for your time to discuss.

[Sept. 14 Manager Update QA on COVID-19 Pandemic Response CLEAN.pdf \(bpa.gov\)](#)

**Respectfully,**



**Michael J. Freudenthal**

**From:** McDonald,Thomas A (BPA) - C-7 <[tamcdonald@bpa.gov](mailto:tamcdonald@bpa.gov)>  
**Sent:** Tuesday, September 21, 2021 9:52 AM  
**To:** Freudenthal,Michael J (BPA) - CN-7 <[mjfreudenthal@bpa.gov](mailto:mjfreudenthal@bpa.gov)>  
**Subject:** RE: Further information on vaccination mandate for all federal employees

In the EB right now, but not on the agenda. Let's have a brief conversation this afternoon if you are available.

**From:** Freudenthal,Michael J (BPA) - CN-7 <[mjfreudenthal@bpa.gov](mailto:mjfreudenthal@bpa.gov)>  
**Sent:** Tuesday, September 21, 2021 9:50 AM  
**To:** McDonald,Thomas A (BPA) - C-7 <[tamcdonald@bpa.gov](mailto:tamcdonald@bpa.gov)>  
**Subject:** FW: Further information on vaccination mandate for all federal employees

Tom,

Did they discuss this further in the EB meeting? I'm getting several questions that I cannot answer nor do I see a website to find the information. Here are the general questions I am getting:

- We thought Testing was an option for those who decided not to get the shot(s). At the All Manager meeting they said they were still developing the procedures. This email leads employees to think that is no longer an option.
- How do we know that our staff are vax? Are managers now supposed to ask?

- Does that we are currently teleworking, affect the dates?
- Can employees go into the office (the one offs with manager approval and the employee answering the questions) if they are not vax and have not had a recent test?
- Where are the exemption procedures?
- What is disciplinary if they don't have it?

I'm sure the front office is struggling with a lot of these questions. Maybe we can discuss further in our CARE manager meeting tomorrow for additional questions that we are all getting. Thanks for the help on this.

**Respectfully,**

**Michael J. Freudenthal**

**From:** Furrer, Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>

**Sent:** Monday, September 20, 2021 4:41 PM

**Subject:** Further information on vaccination mandate for all federal employees

**TO:** ALL BPA

The executive order signed September 9 requires all members of the federal workforce to be fully vaccinated by Nov. 22. As a reminder, **fully vaccinated** means two weeks after having completed two shots of the Moderna or

Pfizer-BioNTech vaccines or one shot of the Johnson & Johnson vaccine.

In order to meet that requirement, employees not already fully vaccinated should use the following dates as a guideline:

**Oct. 11** – First dose deadline if receiving the Moderna vaccine

**Oct. 18** – First dose deadline if receiving the Pfizer-BioNTech vaccine

**Nov. 8** – Second dose deadline for either the Moderna or Pfizer-BioNTech vaccines

**Nov. 8** – First (and only) dose deadline for Johnson & Johnson vaccine

At this time, we are still awaiting guidance from the Department of Energy on how any Reasonable Accommodation requests related to medical or religious exemptions to the vaccine will be handled. BPA will notify and meet any bargaining obligations with our unions for implementation of the government-wide requirement. We will share additional information as it becomes available.

### **Getting a COVID-19 vaccine now considered duty time**

With the COVID-19 vaccination being a requirement for the federal workforce, the time spent by an employee obtaining a vaccine – including travel time – is now considered duty time. Unvaccinated employees should work with their supervisor to obtain time during their normally scheduled work hours to obtain a vaccine as use of administrative leave is no longer needed. If for unforeseen circumstances an employee cannot obtain a vaccine during regularly scheduled work hours, then an employee may request and a supervisor may authorize overtime consistent with the normal overtime rules.

Employees are still authorized up to two days of Administrative Leave if needed to recover from an adverse reaction to vaccination.

### **Additional information and resources on vaccinations**

The following links provide helpful and factual information on vaccinations as pertains to the federal workforce.

Please take some time to review the information.

- [Benefits of vaccination](#)
- [Ways to obtain a vaccine](#)
- [Find your vaccine](#)
- [Safer Federal Workforce Q&A on vaccines](#)

Please speak with your manager if you have questions or concerns related to the information shared in this email.

As always, please stay safe.

Robin

From: Furrer,Robin R (BPA) - N-7

Sent: Wed Sep 22 15:40:01 2021

To: Capps,Stephan A (BPA) - NW-1

Subject: RE: Attestation / Testing Programmatic Responsibilities

Importance: Normal

(b) (5)

**From:** Capps,Stephan A (BPA) - NW-1 <sacapps@bpa.gov>

**Sent:** Wednesday, September 22, 2021 3:20 PM

**To:** Furrer,Robin R (BPA) - N-7 <rrfurrer@bpa.gov>

**Subject:** Attestation / Testing Programmatic Responsibilities

Robin – the 3 Amigos chewed on this today.....

Today, the Safety Office is assigned the overall responsibilities for testing / attestations once the program gets rolling. This was based on using OSHIS, mandatory testing programs, etc.

Since then, there were numerous changes that include mandatory vaccines, mandatory use of DOE systems, optional testing, and a different (soon to be published) approach for contractors. Most of the future issues are

HCM (RAs, disciplinary actions, hiring) and the DOE attestation information is coming through the DOE HR channels.

We're thinking it's time to assign this to HCM and have safety (and everyone else) support as required. The Transition Team will continue to engage on this till things get settled (in December?).

We haven't touched base with Brad, Anne, or Shana on this.

steve

**Stephan Capps**  
Director of Facilities and Workplace Services

Bonneville Power Administration  
Office 503-230-4498, Mobile [REDACTED]  
sacapps@bpa.gov

**From:** Fickes, Anne Macron (BPA) - NH-1

**Sent:** Wed Sep 15 09:08:51 2021

**To:** Mosley, James G (BPA) - NHE-1; Borgen, Tim J (BPA) - NHE-AMPN-1; Stanley, Philip S (BPA) - NHE-1; Goldfarb, B. Madeleine (BPA) - NHE-1; Wright, Colleen C F (BPA) - NHQ-1

**Subject:** FW: Updated OMB COVID Safety Policies

**Importance:** Normal

See below but here is a quick summary

- Attestation access coming
- To be fully vaccinated by Nov 22 means 2<sup>nd</sup> shot of Pfizer/Moderna or the one JJ shot by Nov 8
- No longer need testing program
- Working on what this means for contractors
- DOECAS coming with more info, RA process and progressive discipline for not getting vaccinated

**From:** Lee, Terri <terri.lee@hq.doe.gov>

**Sent:** Wednesday, September 15, 2021 8:42 AM

**To:** Wech, Michael S <mike.wech@swpa.gov>; Hobbs, Virgil <Virgil.Hobbs@Sepa.doe.gov>; LeBeau, Tracey <lebeau@wapa.gov>; Hairston, John L (BPA) - A-7 <jlhairston@bpa.gov>; Smith, Barbara L

<barbara.smith@swpa.gov>; Thompson, Dionne E <dthompson@wapa.gov>; Baskerville, Sonya L (BPA) - DIN-WASH <slbaskerville@bpa.gov>; Tyler, Katherine M <tyer@wapa.gov>

**Cc:** Hoffman, Patricia <pat.hoffman@hq.doe.gov>; Muse, Whitney <whitney.muse@hq.doe.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>; Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Fickes, Anne Macron (BPA) - NH-1 <acmacron@bpa.gov>; Laylo, Sarah M (BPA) - NN-1 <smlaylo@bpa.gov>; Rodgers, Jennifer R <jrogers@wapa.gov>; Ardis, Melissa H <ardis@wapa.gov>; Brown Shute, Theresa <theresa.brownshute@hq.doe.gov>; Lyles, Chris J <lyles@wapa.gov>

**Subject:** [EXTERNAL] RE: Updated OMB COVID Safety Policies

Good morning,

As you all know, the President signed the Executive Order on September 9<sup>th</sup> that mandates COVID-19 vaccination for federal executive branch employees. The Safer Federal Workforce Task Force is tasked to provide an implementation framework within seven days from September 9. As of yesterday below is what I'm aware of but as like every update there are many other details to follow.

- (1) The OCIO is actively and expeditiously working to provide access to DOE's attestation data contained in MyEnergy. Notifications to staff identified for access will be made once the system is available. As a reminder, staff can update their attestation at any time.
- (2) November 22 is the deadline for all federal employees to be "fully" vaccinated. Working back from that date, the last shot of two (Pfizer & Moderna) and the one shot for J&J, will have to be administered by Nov. 8 to allow for the two weeks for the vaccine to be effective. You can find more details from the latest updated COVID-19 guidance here, [Protecting the Federal Workforce During the COVID-19 Pandemic | Safer Federal Workforce](#).
- (3) For clarity, DOE will not need to have a COVID testing program due to the vaccine mandate.



(4) (b) (5)

(5) We are working to draft a DOECAST which we hope will be released this week/early next week explaining the vaccine mandate for all federal employees. I (b) (5)

Details on this process are to follow.

As like you, we in the DOE COVID Coordination Team have a lot of questions, and we have and will continue to raise them with OMB and the DOE leadership. Please don't hesitate to share your questions and I will try to answer the ones I can and bring the others that I can't to other's attention.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Tuesday, September 7, 2021 2:53 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[sibaskerville@bpa.gov](mailto:sibaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jrodgers@wapa.gov](mailto:jrodgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

This is a quick update for the week as of today.

Regarding the September 20<sup>th</sup> deadline, consider that as a marker towards the October 18<sup>th</sup> date when all sites will need to have their testing plan ready to use (for the interim until the nation-wide federal plan is rolled out). Therefore, you are not expected to have a plan completed by September 20<sup>th</sup>.

Between now and October 18, we're asking the sites to think through any potential gaps that will need to be addressed. As I noted last Thursday, you are welcome to use the DOE HQ's plan when it's released later this month and tailor it to your needs. This hopefully can lessen the burden for you have to create something from whole cloth for temporary use. In the meantime, one thing you can research if you haven't done so already is identify testing sites close to your work locations. I know there are locations in the DC Metropolitan area that offer free testing as well. I understand availability of testing varies widely across the country and are limited in remote places. According to the Safer Workplace FAQs, "In most circumstances, agencies should authorize employees to take no more than one hour to travel to the testing site, complete testing, and return to work. Agencies should require employees taking longer than one hour to document the reasons for the additional time."

While many details regarding testing continue to be fleshed out, (b) (5) I've alerted the CFO and DOE's COVID Coordination Team about your non-reimbursable restrictions and they are looking into how to resolve the issue, if in fact it is an issue.

Lastly, your office should have received a request from the CHCO last week confirming the names of the few staff that will be given access to the attestation data on MyEnergy. If this has not happened, please reach out to your HC POC. Once you have insight on the numbers, the data will help inform your testing and management plans.

As always, please don't hesitate to reach out if you have any questions.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

[REDACTED] (b) (6)

**From:** Lee, Terri

**Sent:** Thursday, September 2, 2021 7:06 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone,

I wanted to provide a little more clarity on my message from yesterday as well as from today's noon COVID office hour call.

(b) (5)  
[Redacted]

As you are thinking through how to put in place your specific testing plan, you may want to consider using the (b) (5)  
[Redacted]

(b) (5) Once that's available, you're welcome to use that as a model with the ability to adjust specific to each of your site(s). I'll keep you posted on DOE's progress and timing.

Also from today's call, October 18<sup>th</sup> is the date in which OMB has identified that all agencies will need to implement their testing plan. Between that date and until OMB puts in place the nation-wide program that we can all use free of charge, all federal and site support service contractors will be reimbursed for their weekly test through a system that the CFO is in the process of putting in place. However, once the government-wide contract is effective, it will only cover federal employees and not our site support service contractors. This is what we're calling the "interim" step leading up to the nation-wide program.

Things continue to be fluid with many different moving parts. As such, everything is subject to change. For now, this is where we're heading.

As always, don't hesitate send me your questions.

Have a good evening.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Wednesday, September 1, 2021 3:23 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Good Afternoon Everyone,

This is my weekly update. To start off, I believe your HCAs (Heads of Contracting Activities) received (attached) a signed memo from John Bashista, DOE's Senior Procurement Executive and Keith Hamilton, NNSA's Senior Procurement Executive, setting forth the requirement for DOE and NNSA HCAs to direct their Contracting Officers (COs) to send letters using the attached template (attached) to Support Service Contractors (SSC) who have employees that work on any DOE/NNSA site or in any DOE/NNSA controlled facility. The template provides information on the DOE/NNSA COVID-19 vaccination attestation process for onsite SSC and their employees. Separate guidance was provided for Management and Operating (M&O) and Major Site and Facility Contractors.

This guidance implements the Administration's Safer Federal Workforce Task Force issued COVID-19 Workplace Safety: Agency Model Safety Principles (Agency Model Safety Principles or AMSP) which was issued on July 29, 2021. The AMSP directs agencies to ask about the vaccination status of Federal employees, contractor employees, and visitors to Federal buildings and sites and requires that respondents attest to the truthfulness of their response. Further information regarding testing requirements will be provided by the Contracting Officer.

I'm told that additional FAQs regarding contractors will be forthcoming and I will share those once released.

In addition, we were informed by the OMB Task Force that all agencies should begin COVID-19 testing starting September 20<sup>th</sup>. This does not mean all testing is required starting September 20<sup>th</sup> but more so to have a plan in place for testing. The DOE COVID Coordination Team plans to develop a framework/general guidelines for testing. However, given the diversity of the DOE complex, each site has a range of flexibility on how they plan to implement their testing program. If you haven't already, please start developing your implementation plan for how your site(s) will manage testing. As a reminder, those that do not respond to the vaccination attestation will be treated as unvaccinated and will be required to be tested. I want to emphasize that there is no federal mandate for



vaccination and therefore vaccination is not a condition of employment.

As the guidance states, the federal government will be paying for testing for all federal employees. The CFO is in the process of developing guidance for reimbursement, including how that will work for the PMAs.

If you'd like assistance in developing your site testing plan, please let me know and I can pull a few people together from the EM, NNSA and SC sites that have experience due to their existing COVID testing program recently developed or developed in the earlier days of the pandemic.

As always, please don't hesitate to send me any questions you may have.

Best,

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

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Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Wednesday, August 25, 2021 2:15 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[sibaskerville@bpa.gov](mailto:sibaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jrodgers@wapa.gov](mailto:jrodgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone,

For a quick update, the Secretary's Townhall is being moved from what was planned for tomorrow to Friday, 8/27/21, 2:30 pm – 3:45 pm. This is subject to change like all things related to COVID right now.

Due to procurement sensitivities and to avoid getting ahead of the process, I'm not going to go into any details but I do however want to make you aware that our COVID Coordination Team is working with DOE's and NNSA's HCAs (Head of Contracting Agency), John Bashista and Keith Hamilton respectively, as well as other contracting experts in DOE's programs to develop guidance for contractors (M&Os, prime & site support service) regarding vaccinations. Juston Fontaine may likely touch on this at his standing Thursday noon office hours, which many of you call in for. Don't hesitate to ask questions at that time and as always you can send questions to me as they come up.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

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(b) (6)

**From:** Lee, Terri

**Sent:** Tuesday, August 17, 2021 5:01 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

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**Subject:** RE: Updated OMB COVID Safety Policies

For your awareness, there are no new guidance from OMB as of today. I'm providing below a quick update on planned DOE announcements later this week.

- (1) DOE's electronic system for vaccination attestation for federal and onsite support service contractors is targeted to be operational this Friday, August 20.
- (2) We are working on finalizing instructions for visitors to fill out the attestation forms.

(3) DOE's Procurement Office is currently drafting guidance that will be sent to the M&Os (date TBD) on how to manage the attestation process.

(4) A DOECAST will be released this Friday announcing the Secretary's Townhall scheduled for next Thursday, August 26, at 11:00 am EST, with a focus on the attestation guidance. The message will also include the updated Safety Protocol Plan.

(b) (5)

That's all I know as of today. Please let me know if you have any questions.

Thank you.

Terri

Terri Lee

Chief Operating Officer

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**From:** Lee, Terri

**Sent:** Thursday, August 12, 2021 1:23 PM

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**Subject:** RE: Updated OMB COVID Safety Policies

To All:

To follow-up from today's "COVID Office Hour" meeting regarding testing, Todd Shrader from EM has shared (attached) their West Valley site employee testing approach for your consideration as you plan to implement testing at your site(s). West Valley is scheduled to institute the program starting Monday. At West Valley, there are about 100 workers who will fall under this program. The cost of the tests are about \$25 a piece with some additional program administration costs.

The attached presentation is a high level summary. If anyone wants more detailed information, Todd and I can get the right people connected.

Thank you.

Terri

Terri Lee

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**From:** Lee, Terri <[terri.lee@hq.doe.gov](mailto:terri.lee@hq.doe.gov)>

**Sent:** Tuesday, August 10, 2021 9:06 PM

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**Cc:** Hoffman, Patricia <[pat.hoffman@hq.doe.gov](mailto:pat.hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jrodgers@wapa.gov](mailto:jrodgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[theresa.brownshute@hq.doe.gov](mailto:theresa.brownshute@hq.doe.gov)>

**Subject:** Re: Updated OMB COVID Safety Policies

Apologies for the additional email but I thought it was important to share the latest information I received today regarding the attestation process. Please know that no DOE final decisions have been made since we're still working through the technical and administrative details and therefore what I describe below is subject to change. Our hope to be able to put something in place very soon, likely sometime next week, maybe sooner if all the stars align.



We are in the process of working with our CIO office to determine the best IT system approach to automate the attestation process. One that may be the most feasible is a SharePoint like system that the CIO has been developing to automate fillable forms for all federal staff to access and update when necessary. (b) (5)

Rather than each DOE program develop its own process, all DOE federal and support service contractor staff will be given access to the system once a decision is made on which system DOE will use.

As for outside visitors to a DOE facility, the form will be made available on the DOE website and at the front desk of the DOE check-in. The visitor will be responsible for filling out the form and keeping it with them during their visit if asked for verification. The visitor will also be responsible for disposing of the form. DOE will not be collecting the information. The DOE program host will be responsible for informing the visitor(s) of the process. This process will have to be followed by each visitor for every visit.

With regards to COVID testing, (b) (5) I'll share the information once it's available. It should not be a surprise to anyone that we are not permitted to implement our re-entry plan until the details of the testing protocols have been established. As such, the re-entry plan continues to be hold until all details have been worked out.

Our DOE COVID Coordination Team is working to update and release shortly the Safety Protocol Plan to reflect much of these and other changes, including the removal of the 25% occupancy restriction. We originally had

planned to release it with the re-entry plan. Given the delay due to these policy changes, we believe it's necessary to separate the two documents in order provide everyone the latest Safety Protocol Plan as soon as possible.

Please do not hesitate to send me any questions you may have. I will answer those that I can and maintain a list of those unanswered until further information is available for me to respond or be included in future updates to our FAQs.

Thank you and good evening.

Terri

Terri Lee

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(b) (6) (C)

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**Date:** Monday, August 9, 2021 at 5:23 PM

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**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone:

Last Friday the Safer Federal Workforce Task Force published the new Frequently Asked Questions (FAQs) related to vaccination attestation that you can find here: <https://www.saferfederalworkforce.gov/new/>. We will be working to update the DOE Safety Plan consistent with the new process. In the meantime, you can begin to

update your site plans accordingly. I'm sure you'll have questions that we may or may not be able to answer right now but please share them so that we can work to address them as soon as possible.

As of now, there are no details regards the process for testing. I'll share them once they're made available.

Thank you.

Terri

Terri Lee

Chief Operating Officer

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(b) (6)

**From:** Lee, Terri

**Sent:** Tuesday, August 3, 2021 12:41 PM

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**Subject:** Updated OMB COVID Safety Policies

Hi Everyone,

Attached for your reference is the updated safety protocols from OMB from last week if you or your staff have not seen them yet. I want to point out that we are waiting for OMB guidance on the process for executing some of the new policies, particularly ones regarding vaccination verification and testing. We will update the DOE guidance consistent with OMB's direction once it's made available. In the meantime, we remain on maximum telework and continue to follow the May 24, 2021 DOE COVID Safety Plan in addition to last week's mask wearing update. You can find all of this information on the DOE Powerpedia, <https://powerpedia.energy.gov/wiki/Portal:COVID-19>.

As a reminder, the updated mask mandate is not a blanket mandate. For those vaccinated, masks are only required in high transmission areas. Please use the CDC guidelines to determine areas of high transmission. If you have neighboring areas where one has high transmission and the other has moderate transmission, and the

majority of those workers come to the same work site, err on the conservative side.

Also, the re-entry plan is on hold until the process to implement the new protocols announced last Thursday are put in place.

Lastly, if you have any questions regarding federal COVID safety protocols versus local or state level protocols, please let me know and I can schedule a meeting with GC and our COVID Coordinating Team to resolve the issue.

As always, please don't hesitate to reach out to me if you have any other questions.

Thank you. Take care and stay safe.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

██████████ (b) (6) ██████████

From: Kuhn,Shana L (BPA) - NS-4400-LL

Sent: Thu Sep 16 10:29:05 2021

To: Cathcart,Michelle M (BPA) - TO-DITT-2

Subject: Testing Question Follow Up

Importance: Normal

Hi Michelle,

Please don't forward as this will likely come from more official sources soon, but wanted to share that the DOE Human Capital Officer shared in our meeting that employees with an approved Reasonable Accommodation exempting them from vaccination, who are required to come on-site, will be required to provide proof of a negative test within the last 72 hours per the current guidance. This is similar to how we would treat visitors to our facilities who do not provide proof of vaccination.

The cost of these tests would be covered by "the agency" which I am not sure if that is BPA or DOE, but they did state that we are not expected to establish a testing program. I suspect this will end up being some type of reimbursement to the employee. More details to come on this front I am sure, but just wanted to share since you will likely be running into this situation.

I thought this Q&A may also be of interest to you:



Q: If someone is working through the RA process, will they have more time past the Nov 22<sup>nd</sup> deadline?

A: There would be an interim accommodation pending final determination of the individual case. We would not start the progressive discipline until the RA case was closed out and adjudicated.

Thanks and hope this helps...

Shana

**Shana Kuhn**

Deputy Chief Workforce and Strategy Officer | Chief Workforce and Strategy Office (D)

**Bonneville Power Administration**

[skuhn@bpa.gov](mailto:skuhn@bpa.gov) | P 503-230-3836 | C (b) (6)

INTEGRITY | KINDNESS | ENTHUSIASM | CONSISTENCY | FUN

**From:** Shaheen,Richard L (BPA) - T-DITT-2

**Sent:** Fri Oct 01 12:44:06 2021

**To:** Hunter,Kimberly A (BPA) - TTB-MODD

**Subject:** RE: Vaccine Mandate and Contingency Plans

**Importance:** Normal

Thank you....nicely stated.

**From:** Hunter,Kimberly A (BPA) - TTB-MODD <kahunter@bpa.gov>

**Sent:** Friday, October 1, 2021 10:11 AM

**To:** Shaheen,Richard L (BPA) - T-DITT-2 <rishaheen@bpa.gov>

**Subject:** FW: Vaccine Mandate and Contingency Plans

**Importance:** High

This is what I sent to the TT team this morning. Leveraging most of Michelle's message however tailored a bit for my style.

**Kim Hunter**

Acting Director | Transmission Technology

**Bonneville Power Administration**

**From:** Hunter, Kimberly A (BPA) - TTB-MODD  
**Sent:** Friday, October 1, 2021 7:36 AM  
**To:** ADL\_TT\_ALL <[ADL\\_TT\\_ALL@BPASite1.bpa.gov](mailto:ADL_TT_ALL@BPASite1.bpa.gov)>  
**Subject:** Vaccine Mandate and Contingency Plans  
**Importance:** High

All,

As more information has come out about the vaccine mandate in the past couple of weeks, I have been hearing more questions about contingency plans if we lose significant portions of our workforce. As you all know safety and reliability of our transmission system are the highest priorities for our organization. There have been several messages from John and Robin providing information regarding the focus on the health and safety of the workforce as it relates to the COVID-19 safety protocols and the vaccine mandate; I want to ensure you all have the time and opportunity to understand what the mandate means so that you can make the appropriate choices for yourself and your family.

The executive orders mandating vaccination for [federal workers](#) and [contractors](#) should be taken very seriously. Exceptions to this mandate will be limited to only those required by law, such as medical reasons or sincerely held religious beliefs. The [Reasonable Accommodation](#) process includes forms for both medical and religious requests. If you intend to pursue the reasonable accommodations process, I encourage you to do that now and not wait.

I do understand that there are members of our workforce who may still choose not to be vaccinated and do not

qualify for these limited exceptions. While some people may not agree with the executive order, it is our responsibility as federal employees (and managers) to follow and implement it, and Bonneville's responsibility to enforce it; including issuing disciplinary actions up to removal from federal service. With this in mind, leadership is solidifying contingency plans to continue to operate our transmission system safely and reliably under varying levels of attrition. While some of the plans could impact strategic objectives, capital project execution, or overtime, the leadership team is committed to protecting the safety of the workforce and continue to maintain reliability.

I value our entire workforce and am hopeful these plans will be unnecessary, but I did want to share with you our commitment to continue to meet our mission and maintaining the safety of the workforce. I know people take a lot of pride in the work we do here at BPA and the mission we serve to the Northwest. I also recognize that the pandemic has put an unrepresented burden on you and your families and you may be wrestling with decisions that lie ahead. We have come together as a work family to keep the lights on for many years and supporting each other through extraordinary times and at the same time caring for our families at home that depend on us. Together, with your support, we will continue to deliver on our mission.

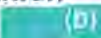
Please reach out to your supervisor if you have questions.

Have a great weekend and stay safe!

**Kim Hunter**

Acting Director | Transmission Technology

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-619-6715 | C  (b)

From: Leady Jr, William J (BPA) - K-7

Sent: Thu Sep 16 07:41:06 2021

To: Capps, Stephan A (BPA) - NW-1; Hall, Lee J (BPA) - PES-6

Subject: update

Importance: Normal

Attachments: 20210915 Transition Update V3.pptx

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)

# Transition Team Update

Sept 15, 2021

*Planning Team*

- Lee Hall
- Steve Capps
- Bill Leady
- Sarah Laylo
- Shana Kuhn

*79<sup>th</sup> week of telework*

## *Transition Team Update*

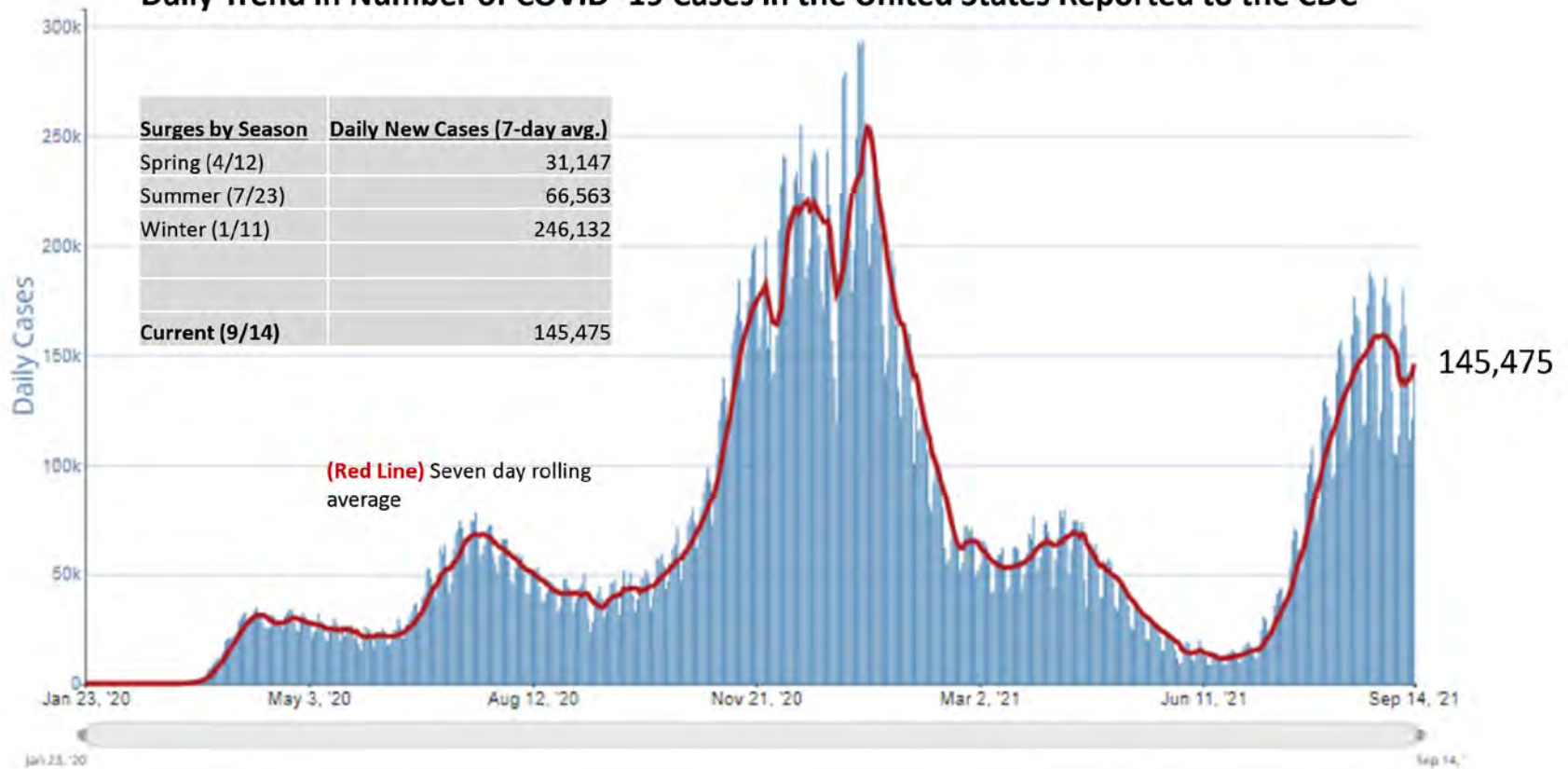
### *Topics*

- ✓ COVID Status
- ✓ Safer Federal Workforce TF and DOE updates
- ✓ Local / partner benchmarking
- ✓ Timeline
- ✓ Facilities update
- ✓ Questions

## COVID Status – National Trend

[CDC COVID Data Tracker](#)

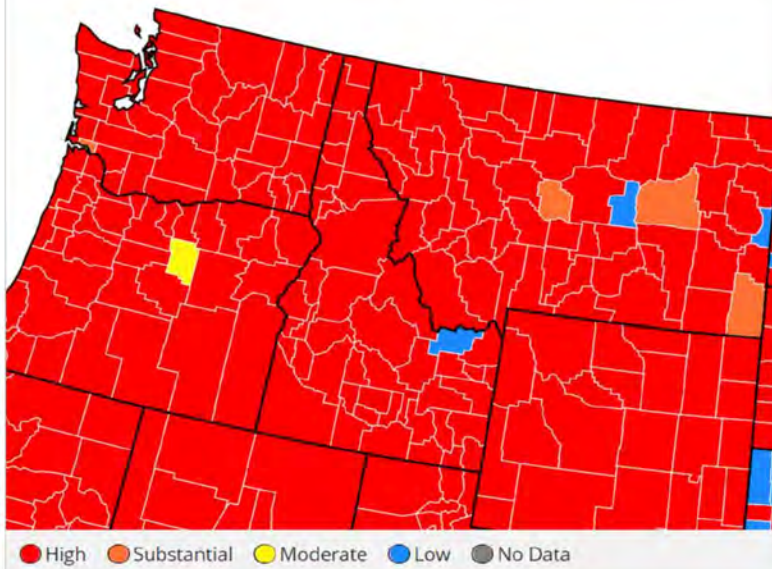
**Daily Trend in Number of COVID -19 Cases in the United States Reported to the CDC**



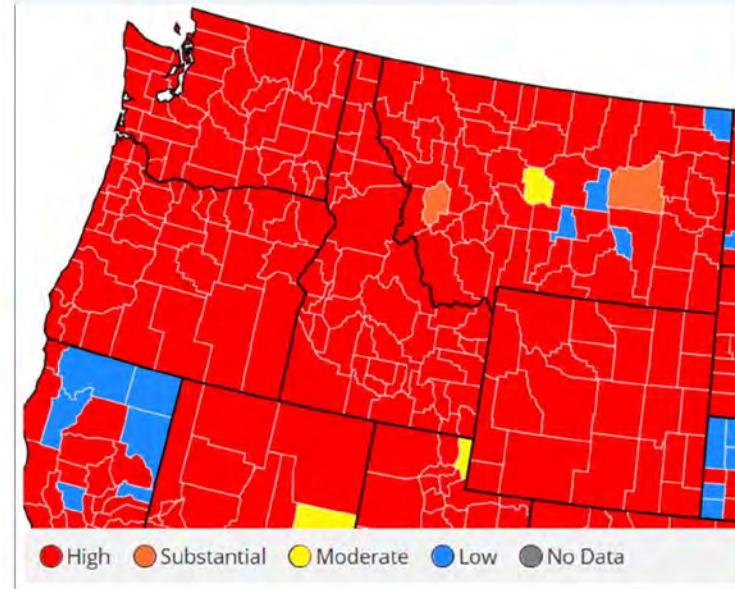


## COVID Status – Regional Transmission Rates

Time Period: Sat Aug 28 2021 - Fri Sep 03 2021



Time Period: Sun Sep 05 2021 - Sat Sep 11 2021



Indicator - If the two indicators suggest different transmission levels, the higher level is selected	Low Transmission Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
Total new cases per 100,000 persons in the past 7 days	0-9.99	10-49.99	50-99.99	≥100
Percentage of NAATs <sup>1</sup> that are positive during the past 7 days	0-4.99%	5-7.99%	8-9.99%	≥10.0%

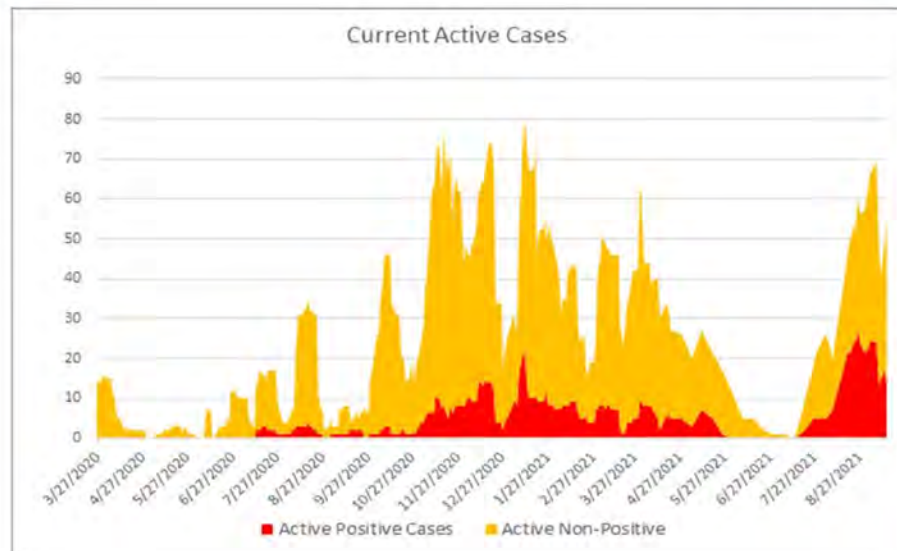
## COVID Status – BPA Self-quarantine

### 8 Sept 2021

- Tracking **69** Active COVID Reports
- **1.6%** of BPA Population (69 of 4,168)
- Cautionary: **30**
- Symptomatic: **15**
- Tested Positive: **24**

### 15 Sept 2021

- Tracking **53** Active COVID Reports
- **1.3%** of BPA Population (53 of 4,168)
- Cautionary: **31**
- Symptomatic: **12**
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## Local / partner benchmarking

*(Monday, Sept 13 conference call)*

- ✓ PGE, PAC are looking at the White House EO's. Only 46% of PGE's field workers have been vaccinated, about 70% of office workers.
- ✓ Todd Felix (NWN): Less than 50% of field staff has been vaccinated.
- ✓ Oregon ESF (Lisa Gorsuch): getting lots of requests for rapid testing kits
- ✓ State of Oregon (Lisa): Oct 18<sup>th</sup> deadline for state workers to be vaccinated; exemptions pending (medical, religious); likely testing for those who are exempted.

## *Safer Federal Workforce Task Force*

Agency Model Safety Principles Last Updated September 13, 2021 (Previously Updated July 29, 2021)

### *Recent Updates*

- ✓ Executive Branch employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than **November 22, 2021**.
- ✓ With the government-wide adoption and implementation of these vaccination requirements, **agencies are no longer required to establish a screening testing program for employees or onsite contractor employees who are not fully vaccinated**, although they may do so.
- ✓ Federal contractor employees will be required to be vaccinated. Prior to being contractually required to be vaccinated, onsite contractor employees who are not fully vaccinated and are not part of an agency testing program must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building

## Attestation Update

- ✓ Currently BPA does not have access to DOE's Attestation data base
- ✓ Continuing to push for access. Have also asked for the BPA data that is in the system.
  - As of September 9, 1802 employees and 805 contractors have submitted data
- ✓ September 15<sup>th</sup> DOE reported "The OCIO is actively and expeditiously working to provide access to DOE's attestation data contained in MyEnergy. Notifications to staff identified for access will be made once the system is available.
- ✓ As a reminder, staff can update their attestation at any time.

**Related issue** – Will attestation's be considered proof of vaccination?

[Vaccinations](#) | [Safer Federal Workforce](#) *(September 13 update)*

**Q: Must agencies collect proof of employee vaccination status?**

A: Yes. Agencies will need to collect proof of employee vaccination status in order to ensure compliance with the vaccination requirement for federal employees. The Task Force will provide further guidance regarding the types of documentation that employees should provide.

## Timeline

Specified dates:

- ✓ **September 16 (Thursday):** Expecting more detailed guidance on vaccinations for federal employees from the Safer Federal Workforce Tasks Force (Task Force)
- ✓ **September 24 (Friday):** Expecting more detailed guidance on vaccinations for on-site federal contractors from the Task Force
- ✓ **November 22 (Monday):** Federal executive branch workers must be fully vaccinated
  - OPM is working on “progressive discipline” scheme for those choosing not to vaccinate. No further details have been received.

# Questions

## Facilities Update – Future Transition

### ✓ Policy Change – Space Assignment

- (b) (5)

- 

- 

### ✓ Duty stations

- (b) (5)

- 

-



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Sept 15, 2021

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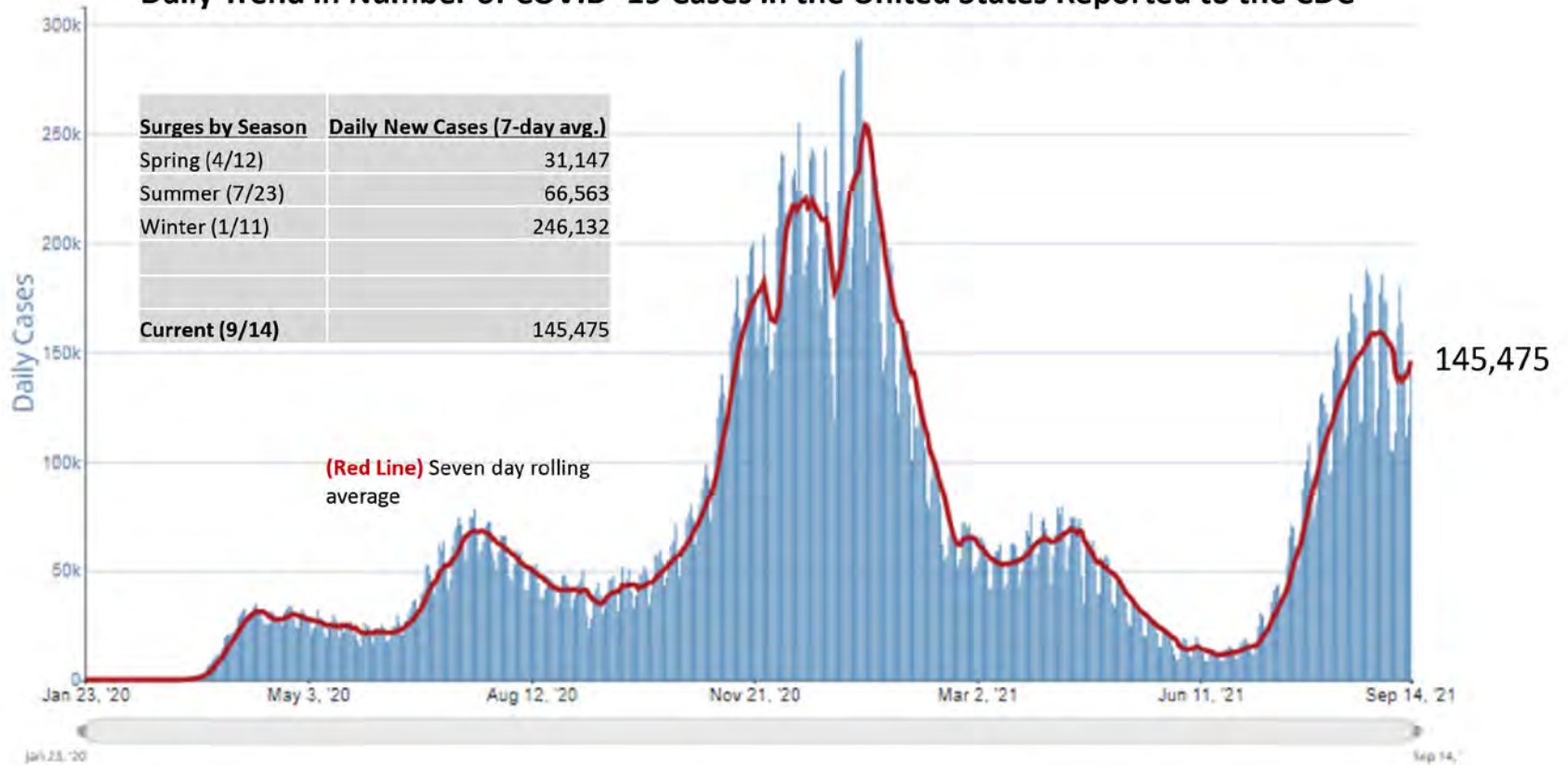
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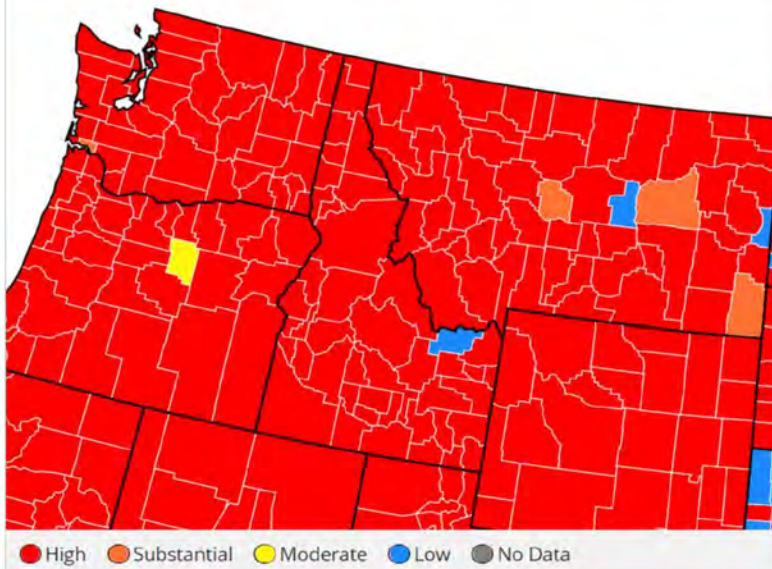
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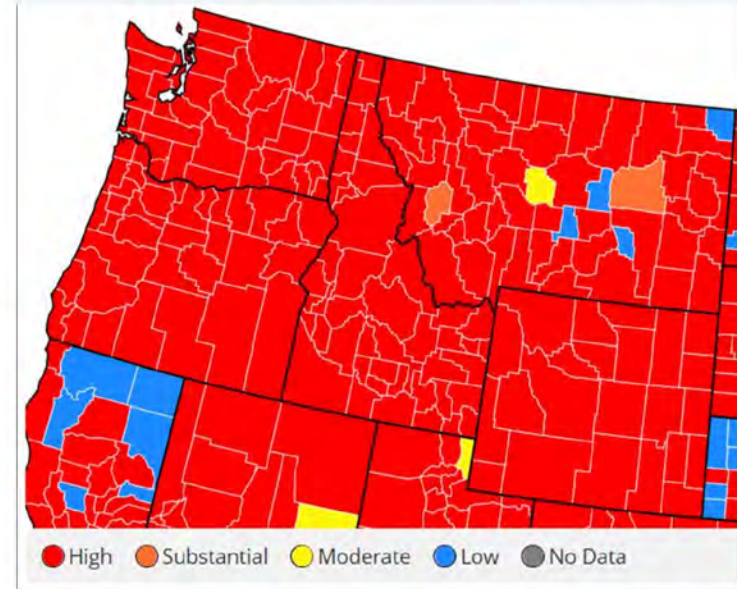


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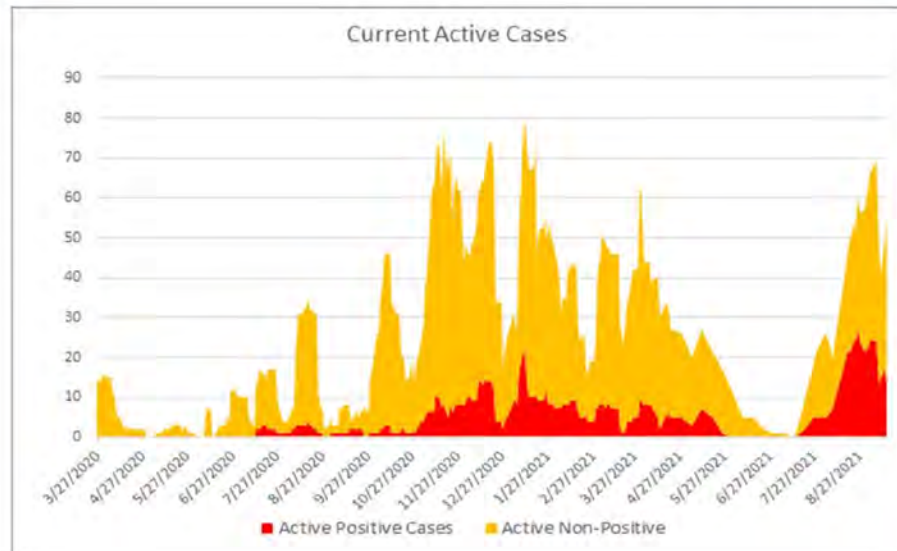
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# Questions

**From:** Capps,Stephan A (BPA) - NW-1

**Sent:** Mon Oct 04 15:59:47 2021

**To:** Leady Jr,William J (BPA) - K-7; Hall, Lee J (BPA) - PES-6

**Subject:** FW: Safety Concerns & Vax

**Importance:** Normal

**From:** Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>

**Sent:** Monday, October 4, 2021 10:58 AM

**To:** Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>

**Subject:** FW: Safety Concerns & Vax

Awareness only. Don't know if we can start answering some of these general questions in another way.

I'm assuming 'upper level management' in this case is the Field Senior Management, but their questions are the same we see across the agency.

**From:** Monroe,Matthew K (BPA) - NFF-MODW <[mkmonroe@bpa.gov](mailto:mkmonroe@bpa.gov)>

**Sent:** Monday, October 4, 2021 10:06 AM

**To:** Cannon, John D (BPA) - NFC-MODW <[jdcannon@bpa.gov](mailto:jdcannon@bpa.gov)>; Bea, Brad A (BPA) - NF-MODW <[babea@bpa.gov](mailto:babea@bpa.gov)>; Furrer, Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>; Rehbein, Jennifer L (BPA) - NFO-MODW

<[jlrehbein@bpa.gov](mailto:jlrehbein@bpa.gov)>

**Subject:** RE: Safety Concerns & Vax

Last week while on a site visit in Malin there was an impromptu meeting with Redmond TLM crew, Ross TLM crew, Rob Robertsen, and Nate Seabury. Myself and Adam Ewert participated but the request to meet was from the TLM crews to the DM's not Safety. There is a feeling from the TLM crews that they don't have all the information. They are very distracted by this topic and very passionate as well. They are also concerned with how they will get their jobs done safely if they lose team members and become even more shorthanded.

The main points of the conversation were around what happens if I do not get the vaccine and all the scenarios that can play around that. Here is a sample of the questions I heard. There were alot more but this helps paint a picture of the discussion.

If I request an RA and it is denied will I then have a chance to get the vaccine even if it is after Nov. 22?

If I submit an RA on Nov. 21 but it is not reviewed by the 22<sup>nd</sup> will I be ok on the 23<sup>rd</sup>?

How quick will progressive discipline happen if I choose not to get the vaccine?

What happens if something bad happens to me from the vaccine? Work required me to get it?

I believe the conversation with the DM's went very well. There are still alot of unknowns and the crews seemed to be fine with that answer (We do not know yet) but they appreciated the opportunity to ask it and here that management does not want to lose anyone. I believe the bigger request was to have the Forman be able to ask these questions to the higher level of management or possible some sort of all hands meeting to hear from upper level management.

Regards,

Matt

**From:** Cannon,John D (BPA) - NFC-MODW <[jdcannon@bpa.gov](mailto:jdcannon@bpa.gov)>  
**Sent:** Monday, October 4, 2021 9:30 AM  
**To:** Bea,Brad A (BPA) - NF-MODW <[babea@bpa.gov](mailto:babea@bpa.gov)>; Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>;  
Monroe,Matthew K (BPA) - NFF-MODW <[mkmonroe@bpa.gov](mailto:mkmonroe@bpa.gov)>; Rehbein,Jennifer L (BPA) - NFO-MODW  
<[jlrehbein@bpa.gov](mailto:jlrehbein@bpa.gov)>  
**Subject:** RE: Safety Concerns & Vax

I have only seen the safety concerns that we have been discussing daily as the NFLT but nothing in regards to safety meetings.

**From:** Bea,Brad A (BPA) - NF-MODW <[babea@bpa.gov](mailto:babea@bpa.gov)>  
**Sent:** Monday, October 4, 2021 9:28 AM  
**To:** Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>; Cannon,John D (BPA) - NFC-MODW <[jdcannon@bpa.gov](mailto:jdcannon@bpa.gov)>;  
Monroe,Matthew K (BPA) - NFF-MODW <[mkmonroe@bpa.gov](mailto:mkmonroe@bpa.gov)>; Rehbein,Jennifer L (BPA) - NFO-MODW  
<[jlrehbein@bpa.gov](mailto:jlrehbein@bpa.gov)>  
**Subject:** RE: Safety Concerns & Vax

Several (>6) anonymous safety concerns have come in all discussing the mandatory vaccines. I have not seen any safety meeting minutes reflecting the discussion yet. Other team members may have more data.

Brad

**From:** Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>

**Sent:** Monday, October 4, 2021 9:26 AM

**To:** Bea,Brad A (BPA) - NF-MODW <[babea@bpa.gov](mailto:babea@bpa.gov)>; Cannon,John D (BPA) - NFC-MODW <[jdcannon@bpa.gov](mailto:jdcannon@bpa.gov)>; Monroe,Matthew K (BPA) - NFF-MODW <[mkmonroe@bpa.gov](mailto:mkmonroe@bpa.gov)>; Rehbein,Jennifer L (BPA) - NFO-MODW <[jrehbein@bpa.gov](mailto:jrehbein@bpa.gov)>

**Subject:** Safety Concerns & Vax

I'm hearing chatter that you all are receiving safety concerns about the Executive Orders/vaccinations.

I don't know if it's showing in safety concerns or whether its showing in safety meetings.

Can you elaborate please?

Thx

From: Yannello,Alisa J (BPA) - NH-1

Sent: Thu Sep 09 10:24:18 2021

To: Wright,Colleen C F (BPA) - NHQ-1; Fickes,Anne Macron (BPA) - NH-1

Subject: RE: Who will be responsible for monitoring compliance?

Importance: Normal

Yup, that's the goal to listen....

**Alisa J. Yannello, SPHR**

Director I HR Advisory Services and Culture Enrichment NH-1

**Bonneville Power Administration**

U.S. Department of Energy

ajyannello@ bpa.gov | P 503-230-3581 | C 

<https://connection.bud.bpa.gov/workplace-resources/branding-toolbox/PublishingImages/Icons/Icon-Strategic-Goal-5-VALUE.png>

[HR Customer Experience Survey](#) – Let us know how we're doing!

**From:** Wright, Colleen C F (BPA) - NHQ-1 <[ccwright@bpa.gov](mailto:ccwright@bpa.gov)>  
**Sent:** Thursday, September 9, 2021 10:04 AM  
**To:** Yannello, Alisa J (BPA) - NH-1 <[ajyannello@bpa.gov](mailto:ajyannello@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>  
**Subject:** RE: Who will be responsible for monitoring compliance?

We really need guidance on this before we can talk to employees, so my advice is to just be in listening mode. Implications are that if an employee refuses vaccination then they will be removed, but we are awaiting guidance and we anticipate a lot of ripple effects, e.g. reasonable accommodation requests.

**From:** Yannello, Alisa J (BPA) - NH-1 <[ajyannello@bpa.gov](mailto:ajyannello@bpa.gov)>  
**Sent:** Thursday, September 9, 2021 10:01 AM  
**To:** Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Wright, Colleen C F (BPA) - NHQ-1 <[ccwright@bpa.gov](mailto:ccwright@bpa.gov)>  
**Subject:** FW: Who will be responsible for monitoring compliance?



Thanks...this should make my conversation with (b) (6) tomorrow EVEN more interesting! I have reached out to him to listen to his specific concerns and Anne is aware.

**Alisa J. Yannello, SPHR**

Director I HR Advisory Services and Culture Enrichment NH-1

**Bonneville Power Administration**

U.S. Department of Energy

ajyannello@ bpa.gov | P 503-230-3581 | C [REDACTED]

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**From:** Wright, Colleen C F (BPA) - NHQ-1 <[ccwright@bpa.gov](mailto:ccwright@bpa.gov)>  
**Sent:** Thursday, September 9, 2021 9:15 AM  
**To:** Claussen, Jeannie (BPA) - NHE-1 <[jyclausen@bpa.gov](mailto:jyclausen@bpa.gov)>; Yannello, Alisa J (BPA) - NH-1 <[ajyannello@bpa.gov](mailto:ajyannello@bpa.gov)>; Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Stanley, Philip S (BPA) - NHE-1 <[psstanley@bpa.gov](mailto:psstanley@bpa.gov)>  
**Cc:** Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Borgen, Tim J (BPA) - NHE-AMPN-1 <[tjborgen@bpa.gov](mailto:tjborgen@bpa.gov)>  
**Subject:** RE: Who will be responsible for monitoring compliance?

Let's pause on developing anything further given events happening now. President Biden is scheduled to speak today at 5 EDT and expected to announce an EO requiring vaccinations for all federal employees and contractors, no testing option. This pretty much changes everything. I am in touch with Bindu and Erin, we are all awaiting guidance. So let's hold until we have that.

**From:** Claussen, Jeannie (BPA) - NHE-1 <[jyclausen@bpa.gov](mailto:jyclausen@bpa.gov)>  
**Sent:** Thursday, September 9, 2021 9:10 AM  
**To:** Yannello, Alisa J (BPA) - NH-1 <[ajyannello@bpa.gov](mailto:ajyannello@bpa.gov)>; Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Stanley, Philip S (BPA) - NHE-1 <[psstanley@bpa.gov](mailto:psstanley@bpa.gov)>  
**Cc:** Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Wright, Colleen C F (BPA) - NHQ-1 <[ccwright@bpa.gov](mailto:ccwright@bpa.gov)>; Borgen, Tim J (BPA) - NHE-AMPN-1 <[tjborgen@bpa.gov](mailto:tjborgen@bpa.gov)>  
**Subject:** RE: Who will be responsible for monitoring compliance?

Hi Alisa,

I just met with Phil and James to discuss the below email. We have concluded that it may not be advantageous to publish FAQs on how we will handle these issues because each situation should be handled on a case by case basis. The point of contact for these issues will be the assigned employee relations specialist for the organization. We will be in alignment with the guidance coming from the White House, DOE, and OPM and any guidance developed by the Safety Organization as they administer the vaccination attestation and testing program.

Separately, I believe that it could be useful to look for additional opportunities to educate management. Employees should continue to be referred, as always, to the Local Reasonable Accommodation Coordinator (LRAC) if an employee is refusing testing due to disability or religious reasons.

Respectfully,

**Jeannie Claussen**

Employee Relations/Performance Specialist | Human Resources Service Center

**Bonneville Power Administration**

**US Department of energy**

[jyclausen@bpa.gov](mailto:jyclausen@bpa.gov) | P 503-230-3180 | F 503-230-5275

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**From:** Yannello,Alisa J (BPA) - NH-1 <[ajyannello@bpa.gov](mailto:ajyannello@bpa.gov)>

**Sent:** Friday, September 3, 2021 9:40 AM

**To:** Mosley,James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Claussen,Jeannie (BPA) - NHE-1 <[jyclausen@bpa.gov](mailto:jyclausen@bpa.gov)>; Stanley,Philip S (BPA) - NHE-1 <[psstanley@bpa.gov](mailto:psstanley@bpa.gov)>

**Cc:** Fickes,Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Wright,Colleen C F (BPA) - NHQ-1 <[ccwright@bpa.gov](mailto:ccwright@bpa.gov)>; Borgen,Tim J (BPA) - NHE-AMPN-1 <[tjborgen@bpa.gov](mailto:tjborgen@bpa.gov)>; Yannello,Alisa J (BPA) - NH-1 <[ajyannello@bpa.gov](mailto:ajyannello@bpa.gov)>

**Subject:** FW: Who will be responsible for monitoring compliance?

Hi Jeannie,

I am seeing you are James's backup and wanted to make sure you are aware of this and we will need to be clear

on the processes and talking points for managers when this arises –

- The process if and when an employee does not attest or refused testing
- The RA process so employees know what avenue they can take if based on disability or religious reasons
- Since we don't have precedent set, what is the disciplinary action for such cases and so manager approach as consistently as possible
- Who the POC is to call if needing assistance for these scenarios
- Policies in place that reinforce and align

This is coming out of the Transition Team and will need guidance so we can communicate to the TT. Thank you and can you share if we can tell the team, guidance is coming and by when perhaps understanding all of the details are still being developed...Thank you for your assistance and cc'd Tim who is also on TT.


Alisa

**Alisa J. Yannello, SPHR**

Director | HR Advisory Services and Culture Enrichment NH-1

**Bonneville Power Administration**

U.S. Department of Energy

ajyannello@ bpa.gov | P 503-230-3581 | C 

<https://connection.bud.bpa.gov/workplace-resources/branding-toolbox/PublishingImages/Icons/Icon-Strategic-Goal-5-VALUE.png>

[HR Customer Experience Survey](#) – Let us know how we're doing!

**From:** Burt, Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>

**Sent:** Friday, September 3, 2021 8:15 AM

**To:** Shea, Jessica C (BPA) - CBE-7 <[jcshea@bpa.gov](mailto:jcshea@bpa.gov)>; Smith, Melanie R (BPA) - PES-6 <[mrsmith@bpa.gov](mailto:mrsmith@bpa.gov)>; Garcia, Torivio R (BPA) - NFO-MODW <[trgarcia@bpa.gov](mailto:trgarcia@bpa.gov)>; Paynter, Julie A (BPA) - DKS-7 <[japaynter@bpa.gov](mailto:japaynter@bpa.gov)>; Boursier, Rose M (BPA) - NNC-1 <[rmboursier@bpa.gov](mailto:rmboursier@bpa.gov)>; Nguyen, John G (BPA) - NNC-1 <[jngnguyen@bpa.gov](mailto:jngnguyen@bpa.gov)>;

Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>; Johnson, Robert C (BPA) - PTK-5 <[rcjohnson@bpa.gov](mailto:rcjohnson@bpa.gov)>;  
Ware, Michael K (BPA) - NSL-WHSE <[mkware@bpa.gov](mailto:mkware@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>;  
Dickson, Paul R (BPA) - JN-2 <[prdickson@bpa.gov](mailto:prdickson@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>;  
Dunning, Christopher G (BPA) - F-2 <[cgdunning@bpa.gov](mailto:cgdunning@bpa.gov)>; Hagedorn, William G (BPA) - NSP-4400-LL  
<[wghagedorn@bpa.gov](mailto:wghagedorn@bpa.gov)>; Cannon, John D (BPA) - NFC-MODW <[jdcannon@bpa.gov](mailto:jdcannon@bpa.gov)>; Yannello, Alisa J (BPA) -  
NH-1 <[ajyannello@bpa.gov](mailto:ajyannello@bpa.gov)>; Kelly, Byron S (BPA) - NWPS-1 <[bskelly@bpa.gov](mailto:bskelly@bpa.gov)>; Joyce, Sean P (BPA) - NWPS-1  
<[spjoyce@bpa.gov](mailto:spjoyce@bpa.gov)>; Gill, Yvette R (BPA) - JL-3 <[yrgill@bpa.gov](mailto:yrgill@bpa.gov)>; Capps, Stephan A (BPA) - NW-1  
<[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Bargaen, Tim J (BPA) - NHE-AMPN-1  
<[tjbargaen@bpa.gov](mailto:tjbargaen@bpa.gov)>; Hester, Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>; Laylo, Sarah M (BPA) - NN-1  
<[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>

**Subject:** Who will be responsible for monitoring compliance?

I assume that is how this is going to work. Here's what the White House website says on the topic (link).

Testing | Safer Federal Workforce

NEWQ: What steps may an agency take if a federal employee refuses to take a test?

A: Refusals to take a test may result in disciplinary measures. In addition to pursuing any disciplinary action, an agency may separately elect to bar the employee from the agency workplace for the safety of others pending resolution of any disciplinary or other action the agency may pursue. Any decision to bar the employee should occur in consultation with the agency's onsite security authority, agency's human resources office, and agency's legal counsel. If the agency bars the employee from the workplace, and the nature of the employee's work does

not allow for it to be performed outside of the workplace, the employee must be placed on paid administrative leave until the question of disciplinary action is resolved. In pursuing an adverse action, the agency must also follow normal processes to provide the required notice to the employee.

However, if an employee raises a disability or religious issue as the reason for not being tested, an agency should follow its process to review and consider what, if any, reasonable accommodation should be offered. All agency personnel designated to receive requests for disability accommodations should also know how to handle requests consistent with other federal employment nondiscrimination laws that may apply—for instance, with respect to religious accommodations. While the request is being resolved, the agency may bar the employee from official worksites. During that temporary period, the agency may direct the employee to work from home. If the employee's duties cannot be performed via telework, the employee should be granted administrative leave.

If the employee's request for an accommodation is denied, and the employee does not comply with the testing requirement, the agency may pursue disciplinary action.

On Sep 3, 2021 07:41, "Johnson,Robert C (BPA) - PTK-5" <[rcjohnson@bpa.gov](mailto:rcjohnson@bpa.gov)> wrote:

Team,

If we have staff respond to the vaccination attestation with the "Chose not to disclose" or that do not respond to the vaccination attestation that will be treated as unvaccinated

Those staff will be required to be tested, and will need to follow the a set of rules and protocols, including mask wearing, physical distancing, testing, and quarantine.



Who will be responsible for monitoring compliance? What will be the process to enforce policy and what will be the outcome for non-compliance?

I assume that HR will have a policy for this.

Thank you and TGIF


**Robert C Johnson**

Supervisor Power Pre-Scheduling | PTKS

Pandemic Standdown Planning Power Rep.

Office Occupational Safety & Health Committee Power Rep.

**Bonneville Power Administration**

[rcjohnson@bpa.gov](mailto:rcjohnson@bpa.gov) | 503-230-3183 | 

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**Q&A Session for Manager Update**  
**Session number: 1995131855**  
**Date: Tuesday, September 14, 2021**  
**Starting time: 8:02 AM**

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-Kyna Alders (BPA) (klalders@bpa.gov) - 9:09 AM  
Q: Will the training be recorded?  
Priority: N/A-

---

-Dan James (dmjames@bpa.gov) - 9:27 AM  
Q: Clair - thank you for sharing your experience. Welcome!  
Priority: N/A-  
-Clair Allen - 9:29 AM  
A: Thank you Dan! -

---

-Jerry Jackson II (jljacksonii@bpa.gov) - 9:31 AM  
Q: What steps can managers take to be more inclusive to underrepresented groups when advertising or promoting Pathway Program opportunities?  
Priority: N/A-

---

-Thomas Miller (tcmiller@bpa.gov) - 9:32 AM  
Q: In life timing is everything. How concerned should the BPA workforce be in regards to "progressive discipline" resulting in their jobs being on the line? That possibility seems to be out there but has not been addressed causing anxiety. If that is to be a true direction to be executed upon, the workforce needs to know ASAP so choices and decisions can be made where the rubber meets the road.  
Priority: N/A-

---

-Katie Shekels (kksheckell@bpa.gov) - 9:33 AM  
Q: will we get a report to know if any of our employees haven't done their attestation?  
Priority: N/A-

**A: On Monday, Sept 13 DOE reported "The (DOE) OCIO continues to work as quickly as they can to get the data system ready and accessible. They understand the urgency and are doing their best to fix the technical glitches. No specific date but hoping soon."**

**A. On Wednesday, Sept 15 DOE reported "The OCIO is actively and expeditiously working to provide access to DOE's attestation data contained in MyEnergy. Notifications to staff identified for access will be made once the system is available. As a reminder, staff can update their attestation at any time." We're continuing to push for access, and in the interim, we've asked for BPA's data for future planning.**

---

-Jason Zoesch (jlzoesch@bpa.gov) - 9:36 AM

Q: What was the no later than date again?

Priority: N/A-

A: Assuming this is the no later date to complete the attestation, the date was September 10. However, if you have not completed the form you are encouraged to complete the online vaccination attestation form as soon as possible at [MyEnergy](#) .

---

-Matt Butler (mwbutler@bpa.gov) - 9:38 AM

Q: New guidance/science states that a booster doesn't necessarily provide further protections for vaccine recipients. Considering this, will vaccines and booster shots be mandated going forward, as well?

Priority: N/A-

A: Booster shot are not mandated at this time. BPA's leadership is unaware of any future mandates related to vaccine booster shots. BPA is following and will continue follow all directive from DOE to include all directive on vaccinations.

A. At this time, booster shots are not mandated. The Federal Safer Workforce Taskforce direction on this may change in the future. When it does, we will adjust our policies.

---

-Brad Wright (bawright@bpa.gov) - 9:38 AM

Q: What is the suspense date for vaccinations to be complete for CFTE?

Priority: N/A-

A: Federal employees must be vaccinated by November 22. The administration has announce all on-site federal contractors must be vaccinated but as of today (Sept 14) no specific date has been set.

---

-Dave Doel (dwdoel@bpa.gov) - 9:40 AM

Q: Do the Tier 4 supervisors have a role in ensuring those who require testing on site are tested?

Priority: N/A-

A: BPA has not yet fully developed our procedures for COVID testing.

---

-Brad Wright (bawright@bpa.gov) - 9:40 AM

Q: Also, the previous DOE attestation portal mentioned that the attestation was recommended and not mandatory. Is the DOE MyEnergy attestation now mandatory with the most recent Executive Orders?

Priority: N/A-

A: Guidance on the DOE vaccination attention has not changed. The Safer Federal Workforce Task Force has recently stated, "Agencies will need to collect proof of employee vaccination status in order to ensure compliance with the vaccination requirement for federal employees. The Task Force will provide

further guidance regarding the types of documentation that employees should provide." As of today (Sept 14) no further guidance has been provided.

---

-Jay (BPA) (jrlargo@bpa.gov) - 9:40 AM

Q: What will testing look like? ie on site at BPA facilities, or off site?

Priority: N/A-

**A: Testing requirements have changed with the recent Executive Order that requires all federal employees must be vaccinated. BPA is awaiting further guidance on testing requirements so your question, while valid, cannot be answered at this time.**

---

-Melanie Bersaas (mjswansonbersaas@bpa.gov) - 9:41 AM

Q: Are unvaccinated employees that are in full telework status allowed to access the office prior to the Nov 22nd vaccination deadline?

Priority: N/A-

**A: Yes, assuming you have a business need to access the office. BPA remains in PRL 2-A (maximum telework)**

---

-Natasha Gentry (nagentry@bpa.gov) - 9:41 AM

Q: Will testing be only for unvaccinated? or all coming into facilities? we know of a few breakthrough cases. Would it make sense to test all?

Priority: N/A-

**A: Testing requirements have changed with the recent Executive Order that requires all federal employees must be vaccinated. BPA is awaiting further guidance on testing requirements so your question, while valid, cannot be answered at this time.**

---

-Dean Freel (dmfreel@bpa.gov) - 9:41 AM

Q: Will being vaccinated for COVID-19 become a condition of employment?

Priority: N/A-

**A: HCM needs to answer this**

---

-Julie Barton-Smith (jbarton@bpa.gov) - 9:41 AM

Q: Any word if the booster vaccination will be required, as well?

Priority: N/A-

**A: No, BPA has not received any guidance or directives on vaccination booster shots. The timing of any booster shots is an important topic to review with an individual's health care provider.**

---

-Neil Arthurs (nearthurs@bpa.gov) - 9:42 AM

Q: For Steve: The focus of testing is for employees coming into the facilities who are not vaccinated. Does that mean testing will not be needed for those not vaccinated who are not coming into the facilities?

Priority: N/A-

A: Testing requirements have changed with the recent Executive Order that requires all federal employees must be vaccinated. BPA is awaiting further guidance on testing requirements so your question, while valid, cannot be answered at this time.

---

-Jason Zoesch (jlzoesch@bpa.gov) - 9:43 AM

Q: For Pandemic Transition Team: for testing...if an employee is unvaccinated but is only telework (not working on fed property) we can assume they don't need test?

Priority: N/A-

A: Testing requirements have changed with the recent Executive Order that requires all federal employees must be vaccinated. BPA is awaiting further guidance on testing requirements so your question, while valid, cannot be answered at this time.

---

-Dan James (dmjames@bpa.gov) - 9:44 AM

Q: I'd like to say something when the time is right.

Priority: N/A-

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-Jana Jusupovic (jdjusupovic@bpa.gov) - 9:37 AM

Q: Pearl, great to see you! Hope all is well! :)

Priority: N/A-

-Pearl Phadungcharoen - 9:44 AM

A: Hiii-

-Pearl Phadungcharoen - 9:45 AM

A: I miss your face!! So happy to chat with you. -

---

-Bryan Donaldson (bjdonaldson@bpa.gov) - 9:47 AM

Q: Can the attestation be tied to the COOP guidelines for how to respond to exposure? The CDC recommends less quarantine if someone is vaccinated, but the COOP response rewards people who are not vaccinated by giving them extra PTO

Priority: N/A-

A: Sarah??

From Sarah Laylo:

Our protocol for quarantine is that those individuals that are symptomatic, have tested positive, or that are considered a primary exposure quarantine for 14 days. This protocol has been reviewed by BPA's Safety office, which employs a medical doctor to review and assist with developing these

protocols. Our approach is focused on the safety and health of our employees. If a manager has a concern about someone inappropriately being put on quarantine or somehow taking advantage of the quarantine protocol, they should work with Employee Relations to address. Because our protocol requires an individual to quarantine regardless of their vaccination status, tying it to the attestation would not provide any benefit.

---

-Chris Sanford (ctsanford@bpa.gov) - 9:48 AM

Q: Is a BPA wide notification coming out on the suspense dates and requirements?

Priority: N/A-

A: Yes, the vaccination and other requirements will be clearly and repeatedly announced in Administrator and Chief Administrative Officer all employee emails, and on BPAs Connections.

---

-Jay (BPA) (jrlargo@bpa.gov) - 9:48 AM

Q: Will the total amount of vax attestation responses be shared, for example saying out of all BPA employees 74% or whatever percentage responded they are vaccinated?

Priority: N/A-

A: The attestation data base is a DOE-wide data base so at this time BPA cannot answer this question. That said, BPA's leadership is comment to being as transparent as possible with our workforce.

---

-James Randall (jlrاندall@bpa.gov) - 9:49 AM

Q: Can we get a booster from a different manufacturer or are we locked into the same one for the rest of our life?

A: This is a medical question that BPA cannot answer, please consult with your health care provider.

Priority: N/A-

---

-Bob Salisbury (rcsalisbury@bpa.gov) - 9:50 AM

Q: Will there be a telework differentiation for at risk groups? For example those over 65?

Priority: N/A-

A. HCM need to answer this - probably a RA issue but I don't know,

From: Hunter, Kimberly A (BPA) - TTB-MODD

Sent: Thu Sep 30 12:04:34 2021

To: Raschio, Peter J (BPA) - TTS-DITT-2

Subject: one more try....

Importance: Normal

Attachments: Level setting for a new fiscal year, timely safety reminder

All,

As more information has come out about the vaccine mandate in the past couple of weeks, I have been hearing more questions about contingency plans if we lose significant portions of our workforce. As you all know safety and reliability of our transmission system are the highest priorities for our organization. There have been several messages from John and Robin providing information regarding the focus on the health and safety of the workforce as it relates to the COVID-19 safety protocols and the vaccine mandate; I want to ensure you all have the time and opportunity to understand what the mandate means so that you can make the appropriate choices for yourself and your family.

The executive orders mandating vaccination for [federal workers](#) and [contractors](#) should be taken very seriously. Exceptions to this mandate will be limited to only those required by law, such as medical reasons or sincerely held religious beliefs. The [Reasonable Accommodation](#) process includes forms for both medical and religious requests.

I do understand that there are members of our workforce who may still choose not to be vaccinated and do not qualify for these limited exceptions. While some people may not agree with the executive order, it is our responsibility as federal employees (and managers) to follow and implement it, and Bonneville's responsibility to enforce it; including issuing disciplinary actions up to removal from federal service. With this in mind, leadership is solidifying contingency plans to continue to operate our transmission system safely and reliably under varying levels of attrition. While some of the plans could impact strategic objectives, capital project execution, or overtime, the leadership team is committed to protecting the safety of the workforce and continue to maintain reliability.

I value our entire workforce and am hopeful these plans will be unnecessary, but I did want to share with you our commitment to continue to meet our mission and maintaining the safety of the workforce. I know people take a lot of pride in the work we do here at BPA and the mission we serve to the Northwest. I also recognize that the pandemic has put an unrepresented burden on you and your families and you may be wrestling with decisions that lie ahead. We have come together as a work family to keep the lights on for many years and supporting each other through extraordinary times and at the same time caring for our families at home that depend on us. Together, with your support, we will continue to deliver on our mission.

Please reach out to your supervisor if you have questions.

**Kim Hunter**

Acting Director | Transmission Technology

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-619-6715 | C (b)



From: Furrer,Robin R (BPA) - N-7

Sent: Thu Sep 30 11:32:18 2021

Subject: Level setting for a new fiscal year, timely safety reminder

Importance: Normal

**TO:** All BPA

Happy New Year! At the end of this week, we will enter a new fiscal year. This seems a good time to take a quick stock of where we're at in terms of our pandemic response and what's on the horizon.

**We remain in maximum telework until further notice.** BPA remains committed to giving at least six weeks of notice prior to a change in status.

**Wearing a mask is a requirement** in a federal facility or indoors at a worksite. There are a few exceptions, including for eating and drinking, but those must incorporate the use of social distancing. Social distancing remains in effect at all BPA facilities or worksites, regardless of whether indoors or outdoors.

Before you come into a BPA facility or worksite, **you should complete a [self-evaluation questionnaire](#)** – every time. Stay home if you're sick and call your manager so contact tracing may begin. This has been one of the most successful tools that BPA has been able to use to minimize potential outbreaks.

**The DOE vaccination attestation is now mandatory.** We are aware that some employees may still be experiencing some technical difficulties in completing the process on MyEnergy. We've developed some strategies and workarounds to address those issues. Look for details later today on [Connection](#).

**Vaccination for COVID-19 is mandatory government-wide by Nov. 22.** The following are key dates for unvaccinated employees to be aware of in order to achieve the "fully vaccinated" status by the deadline:

- **October 11:** First dose deadline (if employees are getting the Moderna COVID-19 vaccine)
- **October 18:** First dose deadline (if employees are getting the Pfizer-BioNTech COVID-19 vaccine)
- **November 8:** Second dose deadline (for Moderna and Pfizer-BioNTech)
- **November 8:** First (only) dose deadline (if employees are getting the Johnson and Johnson (J&J)/Janssen COVID-19 vaccine)
- **November 22:** BPA Federal employees must be fully vaccinated

**Federal employees will now be required to provide proof of vaccination.** DOE is working on a system for employees to submit documentation of their vaccination (like a vaccination card or a medical record). As soon as we receive those details, we will share them with you. As a reminder, the time spent by an employee to obtain a vaccine, including travel time, is now considered duty time. Unvaccinated employees should work with their supervisor to obtain time to get vaccinated. You also have up to two days of administrative leave for recovery if needed after each shot. You also are allowed up to 4 hours of administrative leave to take family members to receive each COVID-19 vaccine shot.

Any exception for vaccinations – either medical or religious – will be handled through the [Reasonable Accommodation](#) process. DOE is working on implementing guidance. When we have that additional information, we'll share that as well. In the meantime, the reasonable accommodation process can be initiated now by those employees interested in pursuing an RA exception.

**We recognize that contractors are heavily impacted by these requirements, too.** There are a separate set of guidelines and deadlines for CFTE and our Supplemental Labor Management Office will work with the contracting companies to get that information disseminated as it becomes available.

One other quick reminder: The Emergency Paid Leave Fund for qualifying circumstances due to COVID-19 is set to end today, Sept. 30.

## **A reminder of the Safety and Occupational Health Manual**

Safety has developed a “go-to” solution for when safety questions arise. The Safety and Occupational Health Manual is easy to [access](#) and should be the first resource that employees use. Originally published in 2016, the SOHM is an up-to-date, valuable collection of programs and procedures that provide direction and answers to safety issues across the spectrum of work at BPA. You can also find the SOHM on [Safety's Connection page](#). The safety and welfare of every employee and contractor at BPA is our top priority. It is important to each of us in leadership that our entire workforce is able to perform their duties in a safe environment and go home to family and friends at the end of the day.

I appreciate your patience (and understand your frustration) as we continue to await further details and direction from the Department. We remain committed to providing you the information as quickly as we receive it.

Please keep you and yours safe and healthy.

Robin

**From:** Bailey, Jennifer A (BPA) - TFA-DOB-1

**Sent:** Tue Oct 05 10:58:43 2021

**To:** Shoemaker, Brandee R (BPA) - TFB-DOB1

**Cc:** Lahti, John A (BPA) - TF-DITT-2

**Subject:** FW: OPM Guidance on Vaccination Requirements

**Importance:** Normal

Brining this to the top of your email on questions that we have.... See highlights

My concern on how we will address different dates hitting BFTE, CFTE and non-CFTE.

Real example is contract substation project with the following mix:

- non-CFTE crew doing primary work
- BFTE clearance holder, operator, COR, CO, PM and others
- BFTE, CFTE or Non-CFTE Quality Assurance Representative
- BFTE or CFTE T&E

BFTE might be seeing progressive discipline or even termination while these others will still be on site.

**Jennifer A. Bailey** -  PEcid:image001.png@01D6D393.436760B0

Manager Field Strategy and Operational Excellence | TFA-virtual

**Bonneville Power Administration**

[jabailey@bpa.gov](mailto:jabailey@bpa.gov) | P 360-619-6593 | (b) (6)

*don't PASS IT ON – washy washy*

**From:** Bailey, Jennifer A (BPA) - TFA-DOB-1

**Sent:** Monday, October 4, 2021 11:20 AM

**To:** Rehbein, Garrett D (BPA) - TF-ROSS MHQA <gdrehbein@bpa.gov>

**Subject:** RE: OPM Guidance on Vaccination Requirements

Excellent questions Garrett.

I'm sure Continuity feels bombarded but we really do need answers at the agency level since this is moving fast and will have huge impacts for your districts.

**Jennifer A. Bailey** - PEcid:image001.png@01D6D393.436760B0

Manager Field Strategy and Operational Excellence | TFA-virtual

**Bonneville Power Administration**

[jabailey@bpa.gov](mailto:jabailey@bpa.gov) | P 360-619-6593 | (b) (6)

*don't PASS IT ON – washy washy*

**From:** Rehbein, Garrett D (BPA) - TF-ROSS MHQA <[gdrehbein@bpa.gov](mailto:gdrehbein@bpa.gov)>  
**Sent:** Monday, October 4, 2021 11:16 AM  
**To:** Bailey, Jennifer A (BPA) - TFA-DOB-1 <[jabailey@bpa.gov](mailto:jabailey@bpa.gov)>; TF Senior Team <[TFSeniorTeam@bpa.gov](mailto:TFSeniorTeam@bpa.gov)>;  
Hester, Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>  
**Subject:** RE: OPM Guidance on Vaccination Requirements

Here are a few questions for you.

1. We are currently using the normal RA process but there is concern that they may not be able to provide recommendations in an appropriate timeframe. Anyone heard of a strategy to staff up, etc.? The FAQ only refers to those instances where the request was denied.
2. If there is no RA decision comes at the deadline, what are we to do with the employee?

(b) (6)



**From:** Bailey, Jennifer A (BPA) - TFA-DOB-1 <[jabailey@bpa.gov](mailto:jabailey@bpa.gov)>  
**Sent:** Monday, October 4, 2021 11:00 AM  
**To:** TF Senior Team <[TFSeniorTeam@bpa.gov](mailto:TFSeniorTeam@bpa.gov)>; Hester, Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>  
**Subject:** RE: OPM Guidance on Vaccination Requirements

Thank you for sharing the guidance documents Shane.

This certainly gives us insight into next steps but is also raises more questions. After your read, if you have any other questions you are welcome to forward those to me and/or Shane. I am sure Continuity is already thinking many of these but the more gaps we might expose the better they might have response plans for.

When trying to summarize the guidance Shane shared, this is what my crystal ball is seeing for BFTE:

- Pre Nov. 9 – In addition to the attestation, BPA will seek proof of vaccination or RA acceptance. Looking like we will have to show card or medical vaccination record (copy or photo).
- Nov. 9 –
  - o BFTE not fully vaccinated or missing submission of proof
  - § Will be required to report to work but must submit to protocols (e.g., telework and/or testing regime).
  - § Will receive letter of counseling, educating, and demanding documentation within 5 days to establish a plan to either get the vaccination, complete the vaccination, seek RA, or submit proof.
- Post Nov. 14 –

- o Refusal to vaccinate, seek RA or submit proof –

§ Will receive a short suspension of 14 days.

- o Plan to start vaccinations or get 2<sup>nd</sup> does

§ BPA will have to monitor employee plan submitted above and actions. Inaction will result in similar suspension as above.

- Post 14-day suspension (so maybe as early as Nov 28<sup>th</sup> timeframe?) –

- o Removal or termination

Questions I have:

1) What/when/how will BPA seek proof? Hopeful that the MyEnergy has a way to do this and that this info is share with frontline supervisors so they know what to be planning for.

2) What will testing look like?

a. for teleworkers?

b. for craft or others reporting to office or field sites?

3) Where will the official letters come from? What role will tier 3 and 4 manager have?

I don't know that OPM means by "work unit" or how BPA will interpret this, but the guidance states, "an agency should consider designating one management official to be a proposing official and designating another management official to be a deciding official for all actions in the work unit."

My ask will be that this is above tier 4, with this ideally coming from someone within HR so that we are consistent



across BPA. What I don't know is if this is even possible for HR to do since this might have to be someone within the supervisory chain. But Richard Shaheen seems like he could be the proposing official with maybe the deciding official coming from HR??? I just can't imagine this being done at lower levels for what this would mean if these go the MSPB.

4) Who will be tasked to track submitted plan progress and actions? Will this be each supervisor/manager? My concern here is to ensure we are doing it consistently.

5) For CFTE, will SLMO be expecting similar actions from their vendors? Is the timeline the same? Is there any leniency or after Nov. 22 or will there be terminations immediately?

6) For non-CFTE service and project contractors what is BPA doing?

a. With attestation forecasts, will BPA have resources to support contract work? case-by-case but we need to acknowledge risk.

b. Contract revisions?

i. Testing expectations?

ii. A cutoff for non-compliance

iii. How will we audit compliance

1. Proof of vaccination before award for all workers?

2. During execution if workers are added? Will COR/field inspectors be asked to track this? Will the CO track this?

c. If vendors have resource issues to complete the work on time, will there be force majeure ("act of God") extensions? Meaning more time but not more \$\$\$. Or since this is an EO will this mean time AND \$\$\$? How will this impact outages?

d. What if BPA does not have resources for Clearance Holders since TF may have to prioritize emergency/urgent work? Cancel contracts, pay stand-by, fast track CH contractor held clearances project? I fully know this will have to be case-by-case but something we all need to be thinking about including NS, TE and others.

**Jennifer A. Bailey** - PEcid:image001.png@01D6D393.436760B0

Manager Field Strategy and Operational Excellence | TFA-virtual

**Bonneville Power Administration**

[jabailey@bpa.gov](mailto:jabailey@bpa.gov) | P 360-619-6593 | (b) (6)

*don't PASS IT ON – washy washy*

**From:** Hester,Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>

**Sent:** Monday, October 4, 2021 9:33 AM

**To:** TF Senior Team <[TFSeniorTeam@bpa.gov](mailto:TFSeniorTeam@bpa.gov)>

**Subject:** FW: OPM Guidance on Vaccination Requirements

I know Adelmo sent out some info last week, not sure if you have seen the rest..... In the Enforcement PDF is states the doc is guidance in assisting agencies with implementing the vaccination requirement.

Shane Hester

Manager

Work Planning and Evaluation

Office: 360-619-6458

Cell: (b) [REDACTED]

From: Leady Jr, William J (BPA) - K-7

Sent: Wed Sep 15 21:17:47 2021

To: Hall, Lee J (BPA) - PES-6; Capps, Stephan A (BPA) - NW-1

Subject: Transition Update

Importance: Normal

Attachments: 20210915 Transition Update V2.pptx

Cleaned up several slides a bit

Updated slides 3 and 5 with today's data pull

Made some comments on slides 10 and 11,

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell



# Transition Team Update

Sept 15, 2021

*Planning Team*

- Lee Hall
- Steve Capps
- Bill Leady
- Sarah Laylo
- Shana Kuhn

*79<sup>th</sup> week of telework*

## *Transition Team Update*

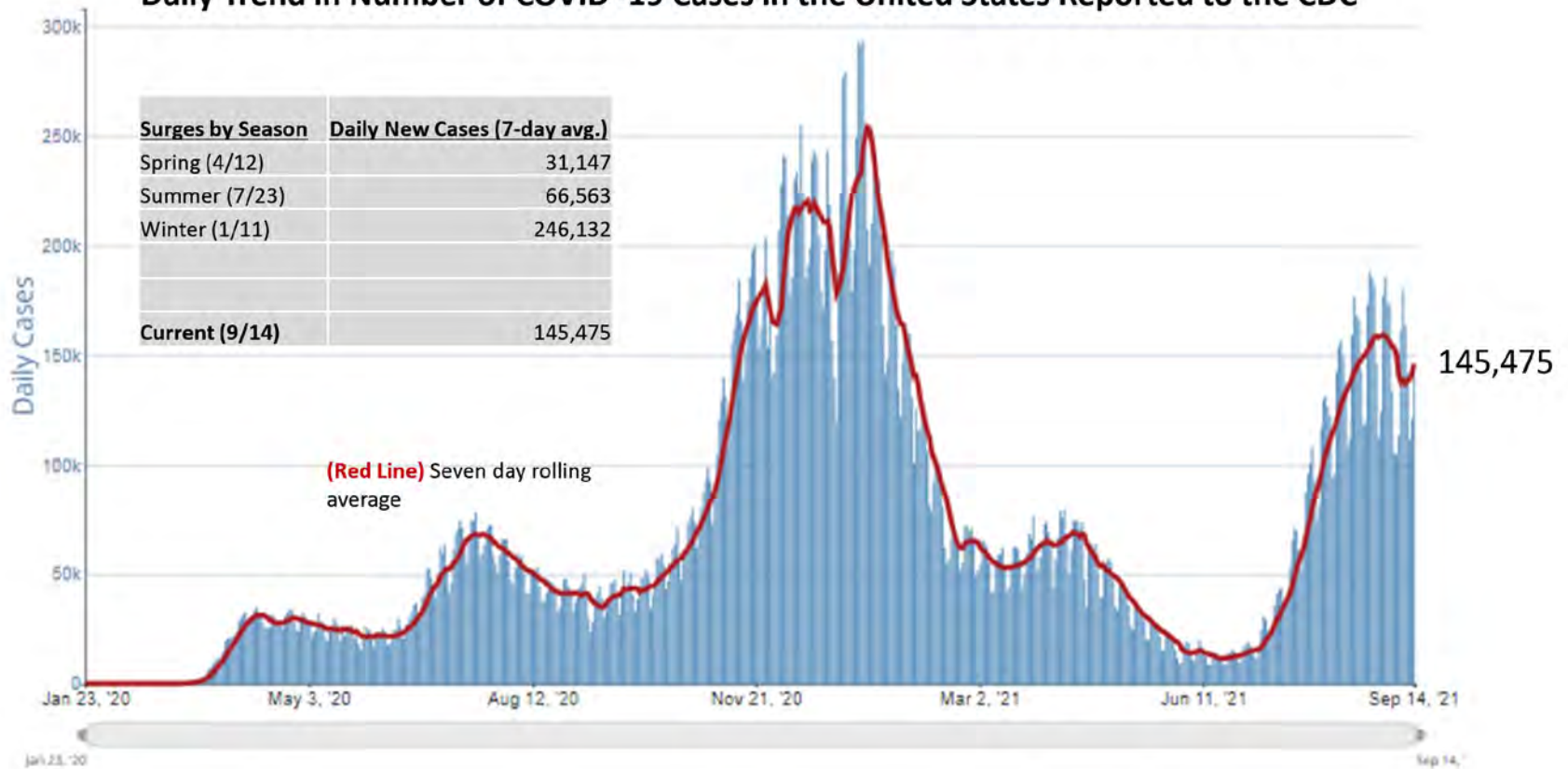
### *Topics*

- ✓ COVID Status
- ✓ Safer Federal Workforce TF and DOE updates
- ✓ Local / partner benchmarking
- ✓ Timeline
- ✓ Facilities update
- ✓ Questions

## COVID Status – National Trend

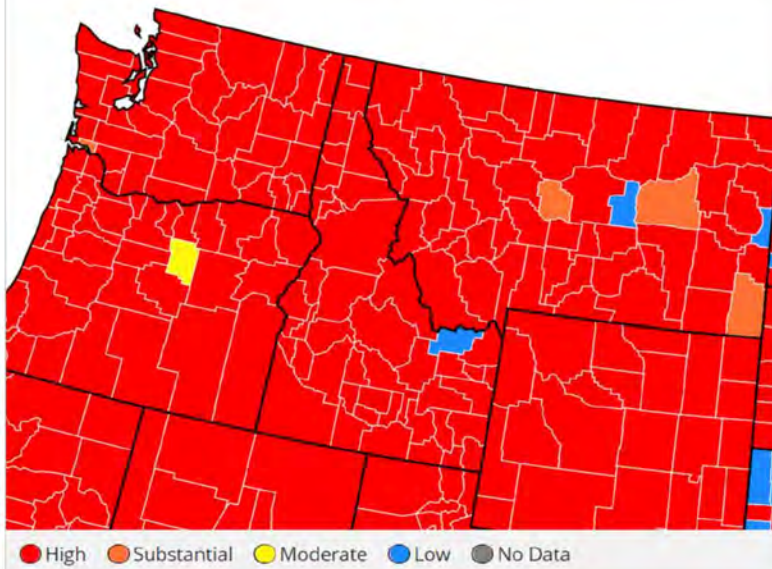
[CDC COVID Data Tracker](#)

**Daily Trend in Number of COVID -19 Cases in the United States Reported to the CDC**

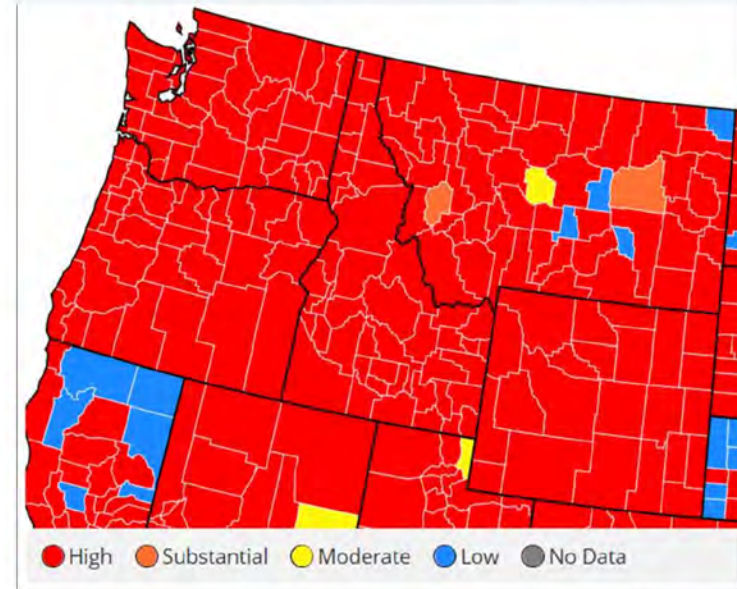


## COVID Status – Regional Transmission Rates

Time Period: Sat Aug 28 2021 - Fri Sep 03 2021



Time Period: Sun Sep 05 2021 - Sat Sep 11 2021



Indicator - If the two indicators suggest different transmission levels, the higher level is selected	Low Transmission Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
Total new cases per 100,000 persons in the past 7 days	0-9.99	10-49.99	50-99.99	≥100
Percentage of NAATs <sup>1</sup> that are positive during the past 7 days	0-4.99%	5-7.99%	8-9.99%	≥10.0%



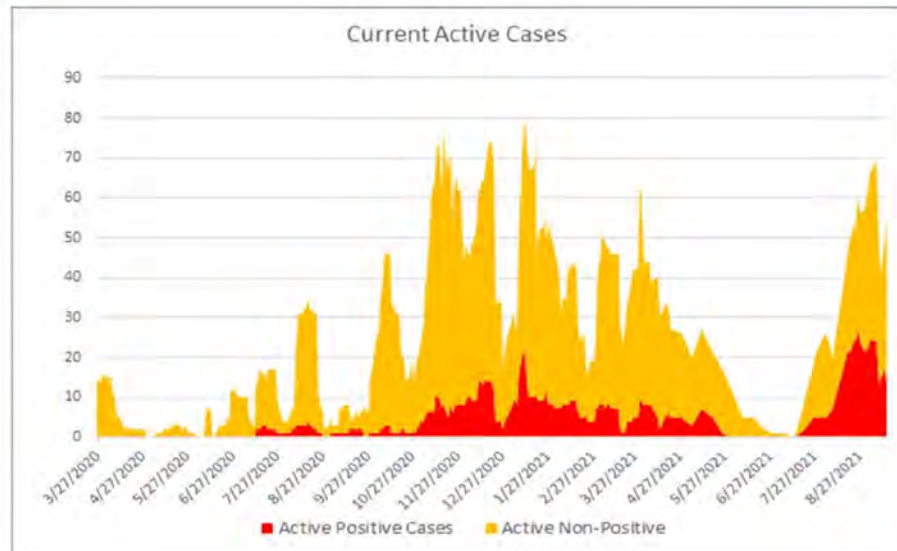
## COVID Status – BPA Self-quarantine

### 8 Sept 2021

- Tracking **69** Active COVID Reports
- **1.6%** of BPA Population (69 of 4,168)
- Cautionary: **30**
- Symptomatic: **15**
- Tested Positive: **24**

### 15 Sept 2021

- Tracking **53** Active COVID Reports
- **1.3%** of BPA Population (53 of 4,168)
- Cautionary: **31**
- Symptomatic: **12**
- Tested Positive: **10**



## *Safer Federal Workforce Task Force*

Agency Model Safety Principles Last Updated September 13, 2021 (Previously Updated July 29, 2021)

### *Recent Updates*

- ✓ Executive Branch employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than **November 22, 2021**.
- ✓ With the government-wide adoption and implementation of these vaccination requirements, **agencies are no longer required to establish a screening testing program for employees or onsite contractor employees who are not fully vaccinated**, although they may do so.
- ✓ Federal contractor employees will be required to be vaccinated. Prior to being contractually required to be vaccinated, onsite contractor employees who are not fully vaccinated and are not part of an agency testing program must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building

## Attestation Update

- ✓ Currently BPA does not have access to DOE's Attestation data base
- ✓ Continuing to push for access. Have also asked for the BPA data that is in the system.
  - As of September 9, 1802 employees and 805 contractors have submitted data
- ✓ September 15<sup>th</sup> DOE reported "The OCIO is actively and expeditiously working to provide access to DOE's attestation data contained in MyEnergy. Notifications to staff identified for access will be made once the system is available.
- ✓ As a reminder, staff can update their attestation at any time.

**Related issue** – Will attestation's be considered proof of vaccination?

[Vaccinations](#) | [Safer Federal Workforce](#) *(September 13 update)*

**Q: Must agencies collect proof of employee vaccination status?**

A: Yes. Agencies will need to collect proof of employee vaccination status in order to ensure compliance with the vaccination requirement for federal employees. The Task Force will provide further guidance regarding the types of documentation that employees should provide.

## Local / partner benchmarking

*(Monday, Sept 13 conference call)*

- ✓ PGE, PAC are looking at the White House EO's. Only 46% of PGE's field workers have been vaccinated, about 70% of office workers.
- ✓ Todd Felix (NWN): Less than 50% of field staff has been vaccinated.
- ✓ Oregon ESF (Lisa Gorsuch): getting lots of requests for rapid testing kits
- ✓ State of Oregon (Lisa): Oct 18<sup>th</sup> deadline for state workers to be vaccinated; exemptions pending (medical, religious); likely testing for those who are exempted.

## Timeline

Specified dates:

- ✓ **September 16 (Thursday):** Expecting more detailed guidance on vaccinations for federal employees from the Safer Federal Workforce Tasks Force (Task Force)
- ✓ **September 24 (Friday):** Expecting more detailed guidance on vaccinations for on-site federal contractors from the Task Force
- ✓ **November 22 (Monday):** Federal executive branch workers must be fully vaccinated
  - OPM is working on “progressive discipline” scheme for those choosing not to vaccinate. No further details received.

## Vaccinations – Strategic Risks

- ✓ Loss of staff – especially critical staff
- ✓ Disciplinary actions for staff that do not get exemptions but refuse to get vaccinated
- ✓ Increased reasonable accommodation requests
- ✓ Staff frustrations with staff that refuse to be vaccinated

I think we should drop this slide

## Vaccinations – Miscellaneous Notes

(b) (5)



- ✓ **OMB is working on “progressive discipline” scheme for those choosing not to vaccinate**
- ✓ **No details yet**

This is OK but it not a slide in its self

## Facilities Update – Future Transition

### ✓ Policy Change – Space Assignment

- (b) (5)

- 

- 

### ✓ Duty stations

- (b) (5)

- 

-



# Questions









From: Senters, Anne E (BPA) - LN-7

Sent: Wed Sep 15 14:24:05 2021

To: LN; ampalacios@bpa.gov; aesenters@bpa.gov; aetalbott@bpa.gov; pskey@bpa.gov; hvadams@bpa.gov; hhteeny@bpa.gov; ojkaufman@bpa.gov; jcleary@bpa.gov; rcguiiao@bpa.gov; jabates@bpa.gov; kaabrown@bpa.gov; btmiles@bpa.gov; megodwin@bpa.gov; mlconnolly@bpa.gov

Subject: FW: Vaccination requirement date set, Delta variant impact being felt at BPA

Importance: Normal

Hello there,

I wanted to remind you of this self-reporting bit in Robin's email: And if you experience symptoms or become aware of an exposure to someone who is symptomatic or tested positive for COVID-19, report that to your manager or [Continuity@bpa.gov](mailto:Continuity@bpa.gov).

Anything you self-report is confidential but factors into our pandemic response. Thank you and stay safe!

**Anne Senters** (she/her)

Assistant General Counsel | Office of General Counsel

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 503-230-4998 | C (b) (6)

From: Furrer, Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>

**Sent:** Wednesday, September 15, 2021 8:57 AM

**Subject:** Vaccination requirement date set, Delta variant impact being felt at BPA

**TO:** All BPA

We knew this was coming. We could see the rise of COVID-19 cases in our service territory related to the Delta variant of the disease. And the pattern over the past year-and-a-half of seeing a marked increase in the quarantine of members of our workforce within a week or two of a major holiday has unfortunately held true.

Words cannot express my heartbreak at the loss of one of our BPA family to this disease. Katie was a friend and a colleague. She was beautiful and brilliant. I just saw her a few weeks ago at the grocery store and she recognized me through our masks and was her normal friendly, bubbly self. Her loss is so tragic.

As of Monday, some 50 workers were on quarantine as either a cautionary measure or as a result of a positive COVID-19 case. Overnight to Tuesday, a few of those cases completed the quarantine process, but another 19 members of our workforce were added to quarantine following contact tracing from new self-reports. Currently, we have 66 members of the workforce in quarantine – an amount we've not seen since last winter.

In the past month, we've seen an average of 5-7 self-report cases daily. At times, this has placed whole crews within Transmission Field Services on quarantine – a concerning prospect that impacts the timeliness of our ability to respond to emergency outages and starts to stretch our resources. According to an epidemiologist with the Oregon Health & Science University, this upward tick of cases is likely to persist until at least mid-October.

### **Take precautionary measures both at work, home and play**

We must continue to take a disciplined approach to reducing the risk of COVID-19 to our workforce and our mission to deliver power to load. That means wear the mask at BPA facilities or worksites and observe all policies related to our pandemic response, including the use of the self-evaluation questionnaire. Stay home if you're sick or showing symptoms. It also means that you should try to mitigate your risks when away from work. All the

precautions that we take at our facilities cannot prevent your potential exposure on personal time if you let your discipline down.

Please remember that we're talking about your safety – and more: Reducing your risk of exposure is a means to protect your family, friends, loved ones and co-workers. The inconvenience we suffer through today may prevent greater suffering of others later.

And if you experience symptoms or become aware of an exposure to someone who is symptomatic or tested positive for COVID-19, report that to your manager or [Continuity@bpa.gov](mailto:Continuity@bpa.gov). Self-reporting is a critically important tool for reducing the spread of COVID in our workforce. Self-reporting saves lives.

### **If you can, get vaccinated by Nov. 22**

As we've heard time and time again from the Centers for Disease Control and Prevention, the single greatest step we can take to reduce the potential that we contract COVID-19 is to get vaccinated. The science has shown that vaccination has another positive impact in that it also has been shown to lessen the chance of a severe case of COVID-19 if a breakthrough infection occurs.

The White House issued two Executive Orders on Sept. 9 that pertain directly to us. The first requires that all Federal employees (GS and Wage Grade) need to be vaccinated by Nov. 22, and the second requires the same for all contractors accessing our facilities. While we are still waiting on the details regarding exceptions, updated contract clauses and other guidance, I highly encourage you to get vaccinated if you can medically do so and haven't already completed the process. Please reach out to your health care providers if there are concerns about the safety and efficacy of the vaccine.

We will weather this current surge together and then look forward to a time when we can resume more normal operations.

As always, please take care of you and yours.

Robin



**From:** Cook,Joel D (BPA) - K-7  
**Sent:** Thu Sep 23 14:06:21 2021  
**To:** Alders,Kyna L (BPA) - K-7  
**Cc:** Sigo,Jacob L (BPA) - K-7  
**Subject:** RE: Progressive disciple - Nov 22  
**Importance:** Normal

Thanks

Let's put that information at the back end.

**From:** Alders,Kyna L (BPA) - K-7 <klalders@bpa.gov>  
**Sent:** Thursday, September 23, 2021 1:56 PM  
**To:** Cook,Joel D (BPA) - K-7 <jdcook@bpa.gov>  
**Subject:** RE: Progressive disciple - Nov 22

Here is some information to augment tomorrow's meeting.

***Additional messages that came out of the conversation:***

- Assumption is that progressive discipline starts on or after 11/22 but that employees would remain in work

status during the discipline process

- Managers **should communicate** (irrespective of their own perspectives) that vaccination is a BPA requirement and that failing to meet these deadlines will result in progressive discipline (See below)
- Expect to see more guidance re contractors by 9/24
- Kyna to collect and get responses to additional questions including:
  - o The extent to which managers can ask for voluntary disclosure re vaccine status (without proof)
  - o The extent to which managers can ask for voluntary disclosure re plans to get vaccinated

**Your original content with some adds from Lee's email to executive team:**

My Contingency Planning message to my team today and tomorrow.

- Attestation now mandatory **[by 9/24]**, at this point we only have information on attestation information which may or may not be accurate.
  - o Lee's email to executive team noted 600+ who haven't filled out attestation
  - o Managers will hear who on their team has not completed the attestation
- Work ongoing to provide proof of vaccination which will be more reliable/useful than attestation.
  - o Lee's email said we could see a process for that by next week
- What is likely to happen 11/22. Like most things, we are not sure, this is what we do know:

OPM/OMB/DOE is expected to release government-wide guidance 'to include the progressive level of discipline" (from Terri Lee's email)

Progressive discipline means the agency goes through progressive steps in order to allow the employee to comply. This could be up to Termination, but even then the employee has at least 30 days before the effective date of termination. The ultimate goal is to gain compliance before termination is necessary, but again we will need to wait on the specific guidance.

We need to start thinking now about how we staff functions if employees choose to not vaccinate and we begin the termination process/progressive steps.

Open discussion

**From:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>

**Sent:** Thursday, September 23, 2021 11:27 AM

**To:** Cook, Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>

**Cc:** Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** Progressive discipline - Nov 22

Joel,

What will happen on Nov 22? Like most things, we are not sure, this is what we do know:

- OPM/OMB/DOE is expected to release government-wide guidance ‘to include the progressive level of discipline’ (from Terri Lee’s email)
- Progressive discipline means the agency goes through progressive steps in order to allow the employee to comply. This could be up to Termination, but even then the employee has at least 30 days before the effective date of termination. The ultimate goal is to gain compliance before termination is necessary, but again we will need to wait on the specific guidance.

I talked with LR (James Mosley) this morning

- At this point progression discipline is a mere suggestion from OMB, therefore we do not know what it will be. James noted that during the Anthrax time, the Agency (DoD, not DOE) could and did proceed with a Termination up front, and these action were sustained before a third party. (worst case)
- OPM may provide general or specific guidance of what the progressive steps will be (this is unknown at this time)
- OPM’s guidance could state that we just give the employees a warning to start, but again we just don’t know.
- We may or may not have agency level discretion on how we apply progressive discipline (unknown at the time)

Sorry, lots of unknowns at this point

Bill,

---

**Terri Lee email (Sept 21)**

“With regards to reasonable accommodations, we <DOE> are working with GC to develop a process as we wait for OPM to update and release the government-wide guidance, anticipated for next week, to include the progressive level of discipline. (Note next week is the week of Sept 27<sup>th</sup> )

[Vaccinations | Safer Federal Workforce](#)

**Q: What steps may an agency take if a Federal employee refuses to be vaccinated or provide proof of vaccination?**

A: As an initial matter, an agency should provide employees with information regarding [the benefits of vaccination](#) and [ways to obtain the vaccine](#). If the individual continues to refuse to be vaccinated or provide proof of vaccination, the agency should pursue disciplinary measures, up to and including removal from Federal service. In pursuing any adverse action, the agency must provide the required procedural rights to an employee and follow normal processes, including any agency policies or collective bargaining agreement requirements concerning disciplinary matters. Employees should not be placed on administrative leave while pursuing an adverse action for refusal to be vaccinated, but will be required to follow safety protocols for employees who are not fully vaccinated when reporting to agency worksites.

An agency should follow a different process if the employee claims a legally required exception as the reason for

not being vaccinated or providing proof of vaccination. In that case, an agency should follow its ordinary process to review and consider what, if any, reasonable accommodation it must offer. All agency personnel designated to receive requests for reasonable accommodations should know how to handle requests consistent with any Federal employment nondiscrimination laws that may apply. If the employee's request for an accommodation is denied, and the employee does not comply with the vaccination requirement, the agency may pursue disciplinary action, up to and including removal from Federal service.

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

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**From:** Wright, Colleen C F (BPA) - NHQ-1

**Sent:** Thu Sep 09 10:12:57 2021

**To:** Yannello, Alisa J (BPA) - NH-1

**Subject:** RE: Who will be responsible for monitoring compliance?

**Importance:** Normal

I don't have that on my calendar... Anne said that Shana attends for BPA and that I don't need to. FWIW I don't expect Erin to share much on this. As I said I'm in touch with her and Bindu via email and they are waiting for guidance too, the EO hasn't even been distributed yet.

**From:** Yannello, Alisa J (BPA) - NH-1 <ajyannello@bpa.gov>  
**Sent:** Thursday, September 9, 2021 10:01 AM  
**To:** Wright, Colleen C F (BPA) - NHQ-1 <ccwright@bpa.gov>  
**Subject:** RE: Who will be responsible for monitoring compliance?


Let us know what you hear on the HR Resource call...thanks.

**Alisa J. Yannello, SPHR**

Director I HR Advisory Services and Culture Enrichment NH-1

**Bonneville Power Administration**

U.S. Department of Energy

ajyannello@ bpa.gov | P 503-230-3581 | C 

<https://connection.bud.bpa.gov/workplace-resources/branding-toolbox/PublishingImages/Icons/Icon-Strategic-Goal-5-VALUE.png>

[HR Customer Experience Survey](#) – Let us know how we're doing!

**From:** Wright, Colleen C F (BPA) - NHQ-1 <[ccwright@bpa.gov](mailto:ccwright@bpa.gov)>

**Sent:** Thursday, September 9, 2021 9:15 AM

**To:** Claussen, Jeannie (BPA) - NHE-1 <[jyclausen@bpa.gov](mailto:jyclausen@bpa.gov)>; Yannello, Alisa J (BPA) - NH-1 <[ajyannello@bpa.gov](mailto:ajyannello@bpa.gov)>; Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Stanley, Philip S (BPA) - NHE-1 <[psstanley@bpa.gov](mailto:psstanley@bpa.gov)>

**Cc:** Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Bargaen, Tim J (BPA) - NHE-AMPN-1 <[tjbargaen@bpa.gov](mailto:tjbargaen@bpa.gov)>

**Subject:** RE: Who will be responsible for monitoring compliance?



Let's pause on developing anything further given events happening now. President Biden is scheduled to speak today at 5 EDT and expected to announce an EO requiring vaccinations for all federal employees and contractors, no testing option. This pretty much changes everything. I am in touch with Bindu and Erin, we are all awaiting guidance. So let's hold until we have that.

**From:** Claussen, Jeannie (BPA) - NHE-1 <[jyclausen@bpa.gov](mailto:jyclausen@bpa.gov)>

**Sent:** Thursday, September 9, 2021 9:10 AM

**To:** Yannello, Alisa J (BPA) - NH-1 <[ajyannello@bpa.gov](mailto:ajyannello@bpa.gov)>; Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Stanley, Philip S (BPA) - NHE-1 <[psstanley@bpa.gov](mailto:psstanley@bpa.gov)>

**Cc:** Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Wright, Colleen C F (BPA) - NHQ-1 <[ccwright@bpa.gov](mailto:ccwright@bpa.gov)>; Borgen, Tim J (BPA) - NHE-AMPN-1 <[tjborgen@bpa.gov](mailto:tjborgen@bpa.gov)>

**Subject:** RE: Who will be responsible for monitoring compliance?

Hi Alisa,

I just met with Phil and James to discuss the below email. We have concluded that it may not be advantageous to publish FAQs on how we will handle these issues because each situation should be handled on a case by case basis. The point of contact for these issues will be the assigned employee relations specialist for the organization. We will be in alignment with the guidance coming from the White House, DOE, and OPM and any guidance developed by the Safety Organization as they administer the vaccination attestation and testing program.

Separately, I believe that it could be useful to look for additional opportunities to educate management. Employees

should continue to be referred, as always, to the Local Reasonable Accommodation Coordinator (LRAC) if an employee is refusing testing due to disability or religious reasons.

Respectfully,

**Jeannie Claussen**

Employee Relations/Performance Specialist | Human Resources Service Center

**Bonneville Power Administration**

**US Department of energy**

[jyclausen@bpa.gov](mailto:jyclausen@bpa.gov) | P 503-230-3180 | F 503-230-5275

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**From:** Yannello,Alisa J (BPA) - NH-1 <[ajyannello@bpa.gov](mailto:ajyannello@bpa.gov)>  
**Sent:** Friday, September 3, 2021 9:40 AM  
**To:** Mosley,James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Claussen,Jeannie (BPA) - NHE-1 <[jyclausen@bpa.gov](mailto:jyclausen@bpa.gov)>; Stanley,Philip S (BPA) - NHE-1 <[psstanley@bpa.gov](mailto:psstanley@bpa.gov)>  
**Cc:** Fickes,Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Wright,Colleen C F (BPA) - NHQ-1 <[ccwright@bpa.gov](mailto:ccwright@bpa.gov)>; Bargen,Tim J (BPA) - NHE-AMPN-1 <[tjbargen@bpa.gov](mailto:tjbargen@bpa.gov)>; Yannello,Alisa J (BPA) - NH-1 <[ajyannello@bpa.gov](mailto:ajyannello@bpa.gov)>  
**Subject:** FW: Who will be responsible for monitoring compliance?

Hi Jeannie,

I am seeing you are James's backup and wanted to make sure you are aware of this and we will need to be clear on the processes and talking points for managers when this arises –

- The process if and when an employee does not attest or refused testing
- The RA process so employees know what avenue they can take if based on disability or religious reasons
- Since we don't have precedent set, what is the disciplinary action for such cases and so manager approach as consistently as possible

- Who the POC is to call if needing assistance for these scenarios
- Policies in place that reinforce and align

This is coming out of the Transition Team and will need guidance so we can communicate to the TT. Thank you and can you share if we can tell the team, guidance is coming and by when perhaps understanding all of the details are still being developed...Thank you for your assistance and cc'd Tim who is also on TT.


Alisa

**Alisa J. Yannello, SPHR**

Director | HR Advisory Services and Culture Enrichment NH-1

**Bonneville Power Administration**

U.S. Department of Energy

ajyannello@bpa.gov | P 503-230-3581 | C 

<https://connection.bud.bpa.gov/workplace-resources/branding-toolbox/PublishingImages/Icons/Icon-Strategic-Goal-5-VALUE.png>

[HR Customer Experience Survey](#) – Let us know how we're doing!

**From:** Burt,Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>

**Sent:** Friday, September 3, 2021 8:15 AM

**To:** Shea, Jessica C (BPA) - CBE-7 <[jcshea@bpa.gov](mailto:jcshea@bpa.gov)>; Smith, Melanie R (BPA) - PES-6 <[mrsmith@bpa.gov](mailto:mrsmith@bpa.gov)>; Garcia, Torivio R (BPA) - NFO-MODW <[trgarcia@bpa.gov](mailto:trgarcia@bpa.gov)>; Paynter, Julie A (BPA) - DKS-7 <[japaynter@bpa.gov](mailto:japaynter@bpa.gov)>; Boursier, Rose M (BPA) - NNC-1 <[rmboursier@bpa.gov](mailto:rmboursier@bpa.gov)>; Nguyen, John G (BPA) - NNC-1 <[jnguyen@bpa.gov](mailto:jnguyen@bpa.gov)>; Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>; Johnson, Robert C (BPA) - PTK-5 <[rcjohnson@bpa.gov](mailto:rcjohnson@bpa.gov)>; Ware, Michael K (BPA) - NSL-WHSE <[mkware@bpa.gov](mailto:mkware@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Dickson, Paul R (BPA) - JN-2 <[prdickson@bpa.gov](mailto:prdickson@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Dunning, Christopher G (BPA) - F-2 <[cgdunning@bpa.gov](mailto:cgdunning@bpa.gov)>; Hagedorn, William G (BPA) - NSP-4400-LL <[wghagedorn@bpa.gov](mailto:wghagedorn@bpa.gov)>; Cannon, John D (BPA) - NFC-MODW <[jdcannon@bpa.gov](mailto:jdcannon@bpa.gov)>; Yannello, Alisa J (BPA) - NH-1 <[ajyannello@bpa.gov](mailto:ajyannello@bpa.gov)>; Kelly, Byron S (BPA) - NWPS-1 <[bskelly@bpa.gov](mailto:bskelly@bpa.gov)>; Joyce, Sean P (BPA) - NWPS-1 <[spjoyce@bpa.gov](mailto:spjoyce@bpa.gov)>; Gill, Yvette R (BPA) - JL-3 <[yrgill@bpa.gov](mailto:yrgill@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Borgen, Tim J (BPA) - NHE-AMPN-1 <[tjborgen@bpa.gov](mailto:tjborgen@bpa.gov)>; Hester, Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>; Laylo, Sarah M (BPA) - NN-1 <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>

**Subject:** Who will be responsible for monitoring compliance?

I assume that is how this is going to work. Here's what the White House website says on the topic (link).

## Testing | Safer Federal Workforce

**NEWQ:** What steps may an agency take if a federal employee refuses to take a test?

**A:** Refusals to take a test may result in disciplinary measures. In addition to pursuing any disciplinary action, an agency may separately elect to bar the employee from the agency workplace for the safety of others pending resolution of any disciplinary or other action the agency may pursue. Any decision to bar the employee should occur in consultation with the agency's onsite security authority, agency's human resources office, and agency's legal counsel. If the agency bars the employee from the workplace, and the nature of the employee's work does not allow for it to be performed outside of the workplace, the employee must be placed on paid administrative leave until the question of disciplinary action is resolved. In pursuing an adverse action, the agency must also follow normal processes to provide the required notice to the employee.

However, if an employee raises a disability or religious issue as the reason for not being tested, an agency should follow its process to review and consider what, if any, reasonable accommodation should be offered. All agency personnel designated to receive requests for disability accommodations should also know how to handle requests consistent with other federal employment nondiscrimination laws that may apply—for instance, with respect to religious accommodations. While the request is being resolved, the agency may bar the employee from official

worksites. During that temporary period, the agency may direct the employee to work from home. If the employee's duties cannot be performed via telework, the employee should be granted administrative leave.

If the employee's request for an accommodation is denied, and the employee does not comply with the testing requirement, the agency may pursue disciplinary action.

On Sep 3, 2021 07:41, "Johnson,Robert C (BPA) - PTK-5" <[rcjohnson@bpa.gov](mailto:rcjohnson@bpa.gov)> wrote:

Team,

If we have staff respond to the vaccination attestation with the "Chose not to disclose" or that do not respond to the vaccination attestation that will be treated as unvaccinated

Those staff will be required to be tested, and will need to follow the a set of rules and protocols, including mask wearing, physical distancing, testing, and quarantine.

Who will be responsible for monitoring compliance? What will be the process to enforce policy and what will be the outcome for non-compliance?

I assume that HR will have a policy for this.

Thank you and TGIF

**Robert C Johnson**

Supervisor Power Pre-Scheduling | PTKS

Pandemic Standdown Planning Power Rep.

Office Occupational Safety & Health Committee Power Rep.

**Bonneville Power Administration**

[rcjohnson@bpa.gov](mailto:rcjohnson@bpa.gov) | 503-230-3183 | C (b) (6)

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From: Hall, Lee J (BPA) - PES-6

Sent: Fri Sep 10 07:59:36 2021

To: Capps, Stephan A (BPA) - NW-1

Subject: RE: Closing the loop on Home Test Kits

Importance: Normal

(b) (6)

**From:** Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>

**Sent:** Friday, September 10, 2021 7:50 AM

**To:** Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Browning-Craig, Hilary (BPA) - LG-7 <hxbrowning-craig@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljh@bpa.gov>; Hawkins, Sarah T (BPA) - LG-7 <sthawkins@bpa.gov>; Hull, Rachel L (BPA) - LG-7 <rlhull@bpa.gov>

**Subject:** RE: Closing the loop on Home Test Kits

My thoughts in red below. We'll have lots of discussions on this.

**From:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>

**Sent:** Friday, September 10, 2021 7:22 AM

**To:** Browning-Craig, Hilary (BPA) - LG-7 <[hxbrowning-craig@bpa.gov](mailto:hxbrowning-craig@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljh@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7

<[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Hull,Rachel L (BPA) - LG-7 <[rlhull@bpa.gov](mailto:rlhull@bpa.gov)>  
**Subject:** RE: Closing the loop on Home Test Kits

All,

[REDACTED]

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)

**From:** Browning-Craig,Hilary (BPA) - LG-7 <[hxbrowning-craig@bpa.gov](mailto:hxbrowning-craig@bpa.gov)>

**Sent:** Friday, September 10, 2021 7:09 AM

**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Hull, Rachel L (BPA) - LG-7 <[rlhull@bpa.gov](mailto:rlhull@bpa.gov)>

**Subject:** Closing the loop on Home Test Kits

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

With the new executive orders, this may become moot? But at any rate I just wanted to keep everyone informed.

Thanks!  
Hilary

**Hilary Browning-Craig**  
Assistant General Counsel | Office of General Counsel

**Bonneville Power Administration**  
[bpa.gov](http://bpa.gov) | P 503-230-4052

From: Leady Jr, William J (BPA) - K-7

Sent: Tue Sep 14 17:12:21 2021

To: Hall, Lee J (BPA) - PES-6; Capps, Stephan A (BPA) - NW-1

Subject: Q&A Session for Manager Update

Importance: Normal

Attachments: SEpt-Manager-Update\_Qs from Q and A (Leady's answers - 14 SEPT).docx

Lee, Steve,

Most of these were easy. Here is my draft for you to check out

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)

**From:** Capps,Stephan A (BPA) - NW-1

**Sent:** Thu Sep 23 10:53:01 2021

**To:** Hall, Lee J (BPA) - PES-6; Leady Jr, William J (BPA) - K-7

**Cc:** Kuhn, Shana L (BPA) - NS-4400-LL

**Subject:** RE: Policy Group Awareness - Mandatory Attestations

**Importance:** Normal

Yes.

**From:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Sent:** Thursday, September 23, 2021 10:48 AM

**To:** Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Subject:** FW: Policy Group Awareness - Mandatory Attestations

I think the answer to Richard's question is YES. Concur?

**From:** Shaheen, Richard L (BPA) - T-DITT-2 <[rlshaheen@bpa.gov](mailto:rlshaheen@bpa.gov)>

**Sent:** Thursday, September 23, 2021 10:31 AM

**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** RE: Policy Group Awareness - Mandatory Attestations

Lee,

Are the numbers in the below table just BPA BFTE?

Richard

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Sent:** Wednesday, September 22, 2021 4:49 PM

**To:** Hairston, John L (BPA) - A-7 <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Furrer, Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>; Cook, Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>; James, Daniel M (BPA) - D-7 <[dmjames@bpa.gov](mailto:dmjames@bpa.gov)>; Shaheen, Richard L (BPA) - T-DITT-2 <[rlshaheen@bpa.gov](mailto:rlshaheen@bpa.gov)>; Cooper, Suzanne B (BPA) - P-6 <[sbcooper@bpa.gov](mailto:sbcooper@bpa.gov)>; Cathcart, Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>; Lahti, John A (BPA) - TF-DITT-2 <[jalahti@bpa.gov](mailto:jalahti@bpa.gov)>; Harris, Marcus A (BPA) - F-2 <[maharris@bpa.gov](mailto:maharris@bpa.gov)>; Berry, Benjamin L (BPA) - J-3 <[blberry@bpa.gov](mailto:blberry@bpa.gov)>; Scruggs, Joel L (BPA) - DK-7 <[jlscruggs@bpa.gov](mailto:jlscruggs@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Chong Tim, Marcus H (BPA) - L-7 <[mhchongtim@bpa.gov](mailto:mhchongtim@bpa.gov)>

**Cc:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[sikuhn@bpa.gov](mailto:sikuhn@bpa.gov)>; Laylo, Sarah M (BPA) - NN-1 <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>

**Subject:** Policy Group Awareness - Mandatory Attestations

Team,

This is a heads up on a message that will be sent from the front office tomorrow (Thursday).

Previously, we've communicated that the DOE attestation system was voluntary. With the new executive orders, this is now a mandatory requirement for BFTEs. Today, we received the roll up (below) and names (this is controlled information – only 4 senior leaders have the list of names). The target to have BFTE staff to complete a mandatory attestation in the system is Friday 9/24.

Tomorrow, the front office will send an email to employees who have not completed attestation, to notify them that the form is now mandatory and directing them to go into the MyEnergy system. Expect questions from your teams on this. For now, the message is that it is mandatory. We're working on the process to share the names with you. We are still waiting on additional guidance on reasonable accommodations, disciplinary actions, and other issues.

Declined to respond

Fully Vaccinated

Not vaccinated

Partially Vaccinated

Missing

Total



332

1966

98

56

632

3084

Thanks -- Lee, Steve and Bill

**From:** Leady Jr,William J (BPA) - K-7

**Sent:** Wed Sep 29 11:13:36 2021

**To:** Hall, Lee J (BPA) - PES-6; Capps, Stephan A (BPA) - NW-1

**Subject:** RE: Proposed email to FO Team (0800 meeting)

**Importance:** Normal

Looks good but I don't think (could be wrong) that the Thursday meeting include the full PG anymore maybe Transition update tomorrow with the Abridged Policy Group

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)

**From:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Sent:** Wednesday, September 29, 2021 10:17 AM

**To:** Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>;

Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Subject:** Proposed email to FO Team (0800 meeting)

*Thoughts? Ok to send?*

**DRAFT**

Subject: Recap of key Takeaways from Transition Meeting

Good morning – For your reference, here is a short recap of “key takeaways” from our meeting this morning. If you have any questions, please do not hesitate to contact us.

Thanks – Lee, Steve and Bill

Key Takeaways:

ü Transmission (TO and TF) and Power contingency planning – Transition update tomorrow with the Abridged Policy Group

ü RA processing and progressive discipline – significant ‘standardization & consistency’ across the Federal

government, details pending

ü DOE's MyEnergy fix (attestation) and upgrade (accept vaccine documentation) are key to BPA but delivery dates are uncertain

ü Working with Communications on messaging to reassure employees concerned about technical glitches with MyEnergy

**From:** Burt,Jason R (BPA) - TEZ-MANGAN

**Sent:** Fri Sep 24 14:13:16 2021

**To:** Freel,Dean M (BPA) - TEP-TPP-1

**Subject:** RE: Assignment from Joel Cook

**Importance:** Normal

We only allow politically correct opinions Dean, as you can tell from our email conversations.

On Sep 24, 2021 12:42, "Freel,Dean M (BPA) - TEP-TPP-1" <dmfreel@bpa.gov> wrote:

My perspective is probably not politically correct....(that's typically a given)

But, when you recognize drama as drams.... Then it's funny!

**From:** Kirkland,Matthew C (BPA) - TER-3 <mckirkland@bpa.gov>

**Sent:** Friday, September 24, 2021 10:44 AM

**To:** Burt,Jason R (BPA) - TEZ-MANGAN <jrburt@bpa.gov>; TE Tier III Managers <TETierIIIManagers@bpa.gov>

**Subject:** RE: Assignment from Joel Cook

Management is fun....

**From:** Burt,Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>  
**Sent:** Friday, September 24, 2021 10:19 AM  
**To:** Kirkland,Matthew C (BPA) - TER-3 <[mckirkland@bpa.gov](mailto:mckirkland@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** RE: Assignment from Joel Cook

We won't really know until the autopsy, although I assume the cause of death will be something involving fighting a huge group of bad guys to save a puppy.

**From:** Kirkland,Matthew C (BPA) - TER-3 <[mckirkland@bpa.gov](mailto:mckirkland@bpa.gov)>  
**Sent:** Friday, September 24, 2021 10:16 AM  
**To:** Burt,Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** RE: Assignment from Joel Cook

I think Jason's brain is closer to 4.43 pounds....

**From:** Burt, Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>  
**Sent:** Friday, September 24, 2021 9:37 AM  
**To:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** RE: Assignment from Joel Cook

Richard makes a fair point about whether we're actually likely to lose a significant number of folks. Since we're asked to think about the worst case scenario where people do what they say they will do, this is a case of "plan for the worst and hope for the best". If we have fewer voluntary separations than we feared, that's a good thing.

There's a joke I remember from Physics where we had to consider the effect of air resistance on a cow falling out of a plane; "Consider the cow to a perfect sphere." We all know that assumption is bad, but because the actual cow shape is extremely complex, it's easier to just consider the sphere. Similarly, losing "10% of the workforce" is a "peanut-butter" model. It implies that any 1% is like any other 1%, and that there's no "disparate effect", and that folks leave as a discrete pulse. These assumptions can drive our planning so I want to address them.

Losing 10% of the TEZ workforce would be like me losing 10% of my body weight – it critically depends what 10% we're talking about. To make the math easy, let's say I weigh 200 lbs. If I lost 20 lbs of fat, that'd be great! If I lost my 3 lb brain, that'd be bad. To extend the analogy, the hiring freezes and retirements over the last decade [1779 BFTE in 2006 and 1602 BFTE today (90%)] mean there's not much fat, so we're just talking about losing 20 lbs of organs, muscle or bone. This is why the "peanut butter" 10% is hard to answer. We all know that losing one

specific FTE in our group would be vastly different than losing another specific FTE.

When we talk about voluntary separation due to vaccination requirement, we're much more likely to lose the experienced and tenured folks near retirement than we are the new folks who are still in training. The two populations simply have vastly different personal and financial impacts from leaving a steady job. "What's the impact of losing your six most tenured people?" is a different question than a random 10% of the workforce, but much more likely to happen. The impact to our products and services is also typically much more severe when we lose experienced folks than when we lose new folks.

Finally, the assumption about the "pulse" is that on 11/22/2021, 10% of the folks will simply not show up to work and cleanly resign. It's much more likely that 10% of the workforce will fight their management chain over RA rules, or pretend to get the vaccine with false documentation, or grieve discipline for conduct with their union, or just delay and document and use the bureaucratic morass to bury their supervisor in paperwork. Anyone who worked through Employee Relations with one employee will shudder at the idea of going through it with a significant fraction of the workforce, which is an impact separate and apart from actually losing the FTE itself! It's probably the case that, instead of a pulse, we'd lose people for one reason or another over one to nine months as these processes play out, and of course we can't backfill the position as the FTE self-immolates. Again, there's an impact from the loss of the worker and there's also an impact to management from the bureaucratic tsunami.

Now that I've spent a page arguing with the question, I can address TEZ. My team has about sixty people, so losing 10% is about six people. Technical Services has some folks that are very tenured, with deep experience in specific technologies and little or no backup. Losing someone like (b) (5) would immediately and drastically reduce our support for the Field for their support areas. We also have some newer engineers, and losing them would mean starting over with the training and knowledge transfer process, without a severe immediate impact but all the problems of "eating our seed corn." Since Tech Services hires internally more than externally, personnel losses in our group would probably cascade through the organization as people move into the vacated slots, impacting other groups much more than TEZ. I remember from HR documentation that Hiring



processes about four times as many internal vacancies as external, so if that held true in the “Vaccinalypse” then our 10% loss would be a 50% position turnover, which is sobering.

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Sent:** Thursday, September 23, 2021 3:09 PM  
**To:** TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** Assignment from Joel Cook

We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending on how many people actually end up not getting vaccinated.

Here is the assignment and this is not scientific, just gut feel and ideas needed:

- 1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level.
- 2) What impact would a loss of 10% have on your delivery of products and services?
- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire? (Overtime, reduce work intake,...)

Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike

**From:** Fredrickson,Rebecca E (BPA) - TSQ-TPP-2

**Sent:** Mon Oct 04 07:07:48 2021

**To:** Ko,Tina G (BPA) - TS-DITT-2; TS Performance Managers; mjSwansonBersaas@bpa.gov; kadalialia@bpa.gov; jlchambers@bpa.gov; plgibson@bpa.gov; kksheckells@bpa.gov; metucker@bpa.gov; kfrueda@bpa.gov; bsmcconnell@bpa.gov; refredrickson@bpa.gov; legreen@bpa.gov; memcgraw@bpa.gov

**Cc:** McKay,Barbara A (CONTR) - TS-DITT-2; Taylor,Jennifer L (CONTR) - TSR-DITT-1; Davis,Katie L (CONTR) - TSQT-TPP-2; Martinez,Geneva C (CONTR) - TSES-TPP-2

**Subject:** RE: Vaccine mandate: updated guidance and reference links

**Importance:** Normal

Do you know when they will have the system up to provide proof of vaccination?

**From:** Ko,Tina G (BPA) - TS-DITT-2 <tgko@bpa.gov>

**Sent:** Sunday, October 3, 2021 6:43 PM

**To:** TS Performance Managers <tsprfmncmng@BPASite1.bpa.gov>

**Cc:** McKay,Barbara A (CONTR) - TS-DITT-2 <bamckay@bpa.gov>; Taylor,Jennifer L (CONTR) - TSR-DITT-1 <jltaylor@bpa.gov>; Davis,Katie L (CONTR) - TSQT-TPP-2 <kldavis@bpa.gov>; Martinez,Geneva C (CONTR) - TSES-TPP-2 <gcmartinez@bpa.gov>

**Subject:** Vaccine mandate: updated guidance and reference links

Sharing latest updated guidance from [the Safer Federal Workforce Task Force](#) on the process. I encourage you to periodically refer to this website for updates.

**UPDATEDQ: What steps may an agency take if a Federal employee refuses to be vaccinated or provide proof of vaccination?**

A: Employees covered by Executive Order 14043 who fail to comply with a requirement to be fully vaccinated or provide proof of vaccination and have neither received an exception nor have an exception request under consideration, are in violation of a lawful order. Employees who violate lawful orders are subject to discipline, up to and including termination or removal.

Consistent with the Administration's policy, agencies should initiate an enforcement process to work with employees to encourage their compliance. Accordingly, agencies should initiate the enforcement process with a brief period of education and counseling (5 days), including providing employees with information regarding the [the benefits of vaccination](#) and [ways to obtain the vaccine](#). If the employee does not demonstrate progress toward becoming fully vaccinated through completion of a required vaccination dose or provision of required documentation by the end of the counseling and education period, it should be followed by a short suspension (14 days or less). Continued noncompliance during the suspension can be followed by proposing removal. Unique operational needs of agencies and the circumstances affecting a particular employee may warrant departure from these guidelines if necessary, but consistency across government in enforcement of this government-wide vaccine policy is desired, and the Executive Order does not permit exceptions from the vaccination requirement except as required by law.

Agencies may initiate the enforcement process as soon as November 9, 2021, for employees who fail to submit documentation to show that they have completed receiving required vaccination dose(s) by November 8, as long as those employees have not received an exception and the agency is not considering an exception request from the employee.

If an employee responds at any phase of the discipline by submitting proof of progress toward full vaccination (i.e., completion of a required vaccination dose), the agency should hold the discipline in abeyance to afford the employee a reasonable period of time to become fully vaccinated. In pursuing any adverse action, the agency must provide the required procedural rights to an employee and follow normal processes, including any agency policies or collective bargaining agreement requirements concerning disciplinary matters. Employees should not be

placed on administrative leave while pursuing an adverse action for refusal to be vaccinated but will be required to follow safety protocols for employees who are not fully vaccinated when reporting to agency worksites.

If the employee claims a legally required exception as the reason for not being vaccinated, an agency should follow its ordinary process to review and consider what, if any, accommodation it must offer. All agency personnel designated to receive requests for accommodations should know how to handle requests consistent with the Federal employment nondiscrimination laws that may apply. If the employee's request for an exception is denied, and the employee does not comply with the vaccination requirement, the agency may pursue disciplinary action, up to and including removal from Federal service.

OPM has issued [additional guidance](#) to further assist agencies with enforcing the vaccination requirement for Federal employees.

**Tina G. Ko**

Vice President, Transmission Marketing & Sales

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360.418.2601 | C (b) (6)

Facebook-Icon\_31x31\_v3Flickr-Icon\_31x31Instagram-Icon\_31x31LinkedIn-Icon\_31x31[Twitter](#)\_31x31YouTube\_31x31

**From:** Hall, Lee J (BPA) - PES-6

**Sent:** Thu Sep 30 10:09:41 2021

**To:** Shaheen, Richard L (BPA) - T-DITT-2

**Subject:** RE: Policy group call this morning

**Importance:** Normal

**Attachments:** 20210930 Transition Update (30 Sep 2021) (V3).pptx

Hi Richard – here are the slides. Thanks much -- Lee

**From:** Shaheen, Richard L (BPA) - T-DITT-2 <rlshaheen@bpa.gov>

**Sent:** Thursday, September 30, 2021 9:50 AM

**To:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Subject:** Policy group call this morning

Lee,

Can I get the slides from this morning's 8am call.....I don't intend to share, just want to get Michelle C up-to-date since she couldn't attend.

Thanks,

Richard

# Transition Team Update

**Dan James, Chief Workforce and Strategy Officer**  
**Robin Furrer, Chief Administrative Officer**  
**Joel Cook, Chief Operating Officer**

**Sept 29, 2021**

*Planning Team*

- Lee Hall
- Steve Capps
- Bill Leady
- Sarah Laylo
- Shana Kuhn

*81<sup>st</sup> week of telework*



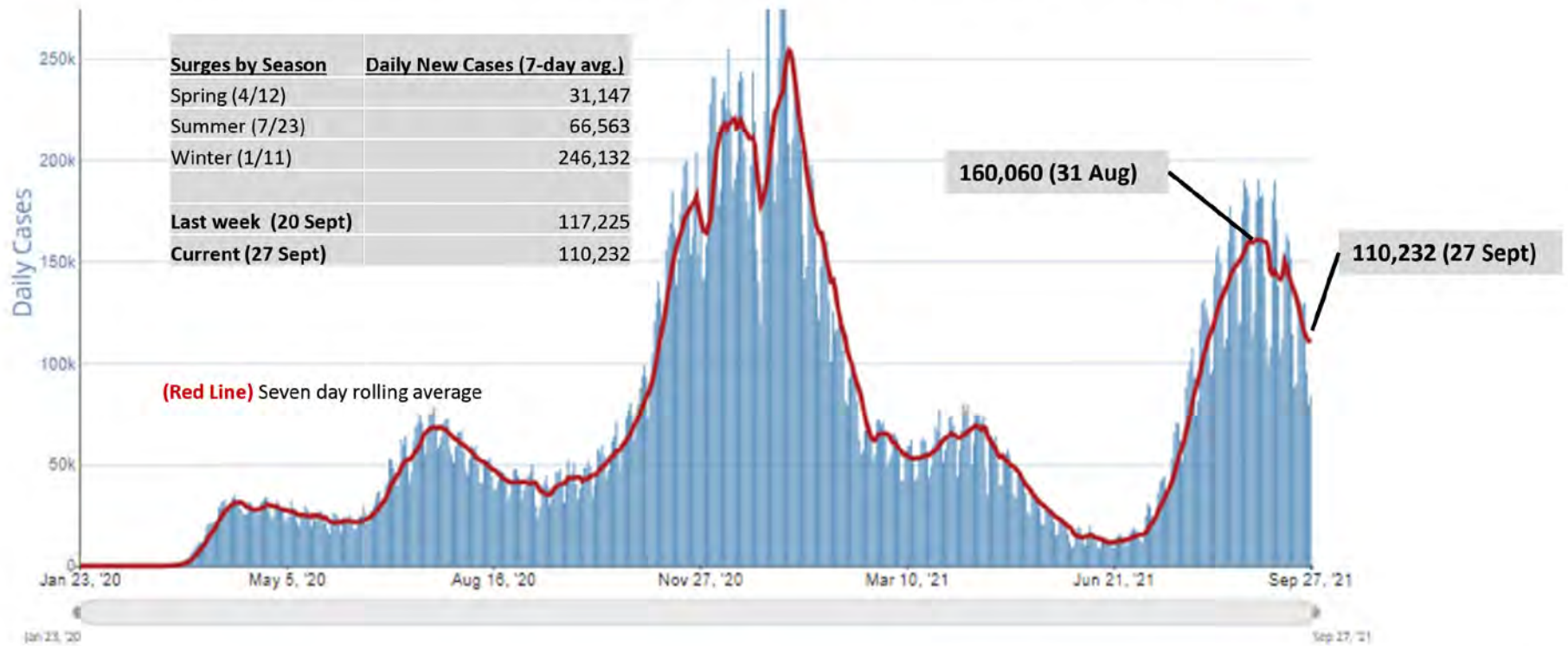
## Transition Team Update

### Topics

- ✓ COVID Status
- ✓ DOE and Safer Federal Workforce TF updates
- ✓ Last week's do-over on attestations
- ✓ Risks
- ✓ Key points
- ✓ Questions

## COVID Status – National Trend

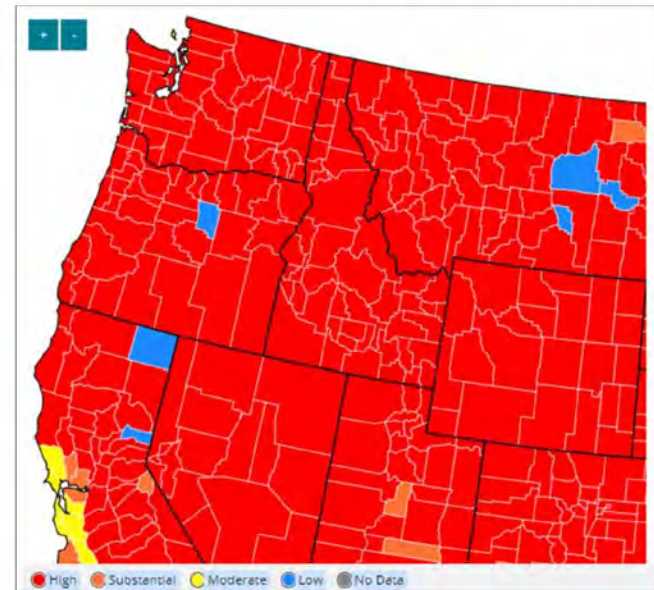
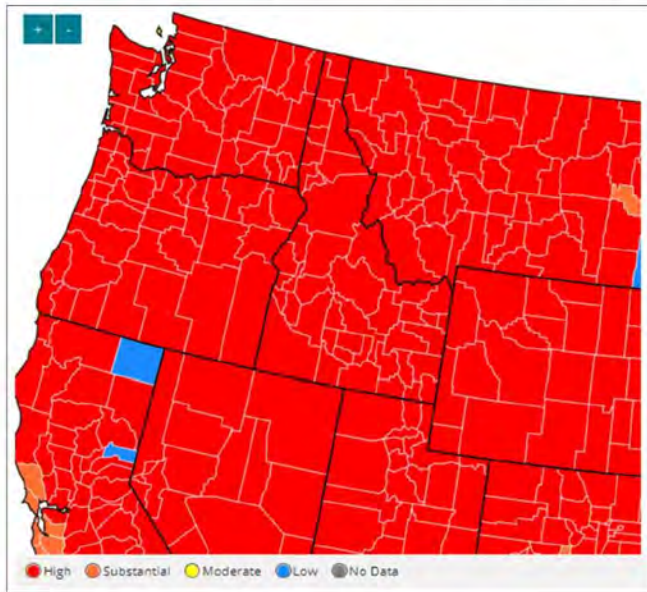
Daily Trend in Number of COVID -19 Cases in the United States Reported to the [CDC](#)



## COVID Status – Regional Transmission Rates

Time Period: Tue Sep 14 2021 - Mon Sep 20 2021

Time Period: Tue Sep 21 2021 - Mon Sep 27 2021



Indicator - If the two indicators suggest different transmission levels, the higher level is selected	Low Transmission Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
Total new cases per 100,000 persons in the past 7 days	0-9.99	10-49.99	50-99.99	≥100
Percentage of NAATs <sup>1</sup> that are positive during the past 7 days	0-4.99%	5-7.99%	8-9.99%	≥10.0%

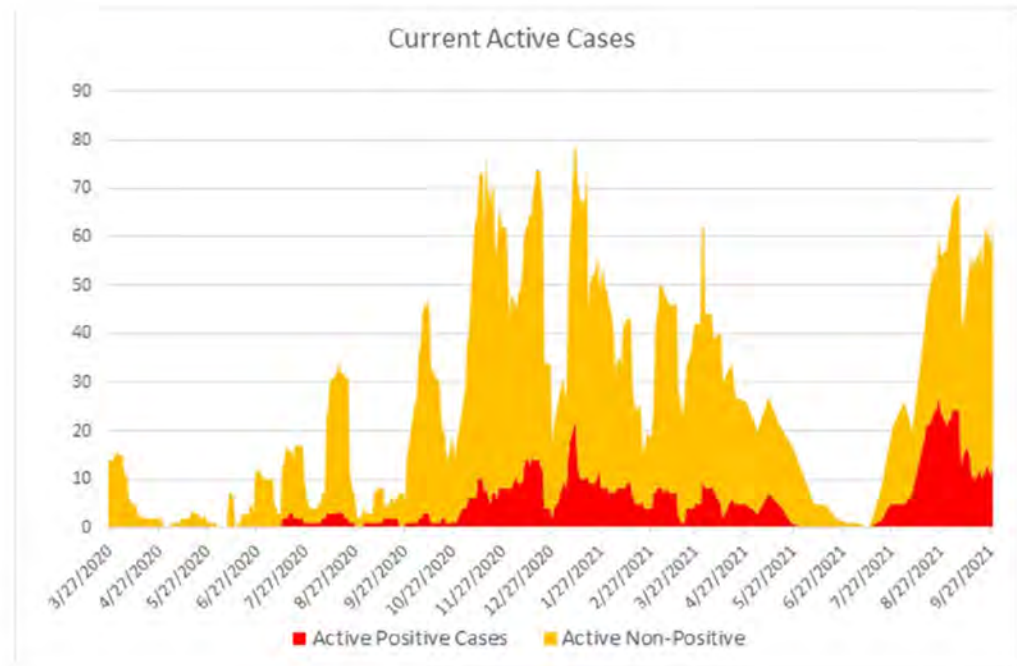
## COVID Status – BPA Self-quarantine

### 21 Sept 2021

- Tracking **53** Active COVID Reports
- **1.3%** of BPA Population (53 of 4,168)
- Cautionary: **35**
- Symptomatic: **8**
- Tested Positive: **10**

### 28 Sept 2021

- Tracking **64** Active COVID Reports
- **1.5%** of BPA Population (64 of 4,168)
- Cautionary: **37**
- Symptomatic: **13**
- Tested Positive: **14**



## DOE & Safer Federal Workforce TF updates (1 of 2)

Via email, not  
official

- ✓ **Attestation:** The OCIO continues to address the technical glitches. MyEnergy seems to be having problems recognizing many of the PMA email addresses. DOE is manually cross checking PMA employee names with what was submitted in the attestation system. HC plans to provide an updated attestation report to each organization by the end of this week.
- ✓ **Validation of Vaccination:** The OCIO may have the additional functionality to verify vaccination and the capability to track the reasonable accommodation process ready for review (*not use*) by the end of this week. DOE response team review all documentations to ensure they meet all the requirements. This will be a major undertaking that will require some time to validate.
- ✓ **Reasonable accommodations:** OMB is developing a standard government-wide management process. They will be releasing a standardized form to request reasonable accommodations. OMB is planning to set Oct. 18 as the deadline to submit a request. Employees can however submit a request after that date. Most importantly, **NO** determination/decision will be made by anyone in any agency until all information is collected. All DOE HC offices and field counsel have been advised of this. There will be more to come on this.

## DOE & Safer Federal Workforce TF updates (2 of 2)

Via email, not  
official

- ✓ **Progressive Discipline:** This will be a three phase program. The first will focus on educating the employee through a letter to include a five day timeframe to get vaccinated. The second will be a more targeted approach that will include a 14 day suspension. And the final step will be a proposed removal. OPM will be sending out guidance next week with more details.
- ✓ **Amending Contracts:** DOE's procurement policy office is develop guidance to amend all DOE contracts, focusing first on the M&Os and the large EM contracts (which are similar to the M&Os) to provide an unilateral fix to include a general clause to reflect the new vaccination policy that will be release by the FAR council in the near future. We are still working to figure out how to address this new policy for the support service contracts since they are more challenging to address due to the diversity of that group of contracts. The FAR Council is looking at setting the deadline of Dec. 8 for all contractors to be vaccinated.
- ✓ **Guidance for Visitors:** DOE will soon release the memo from the Deputy Secretary on the policy for visitors to DOE facilities.

## Contractor Guidance

**SAFER  
FEDERALWORKFORCE**

September 24, 2021

•New [Guidance for Federal Contractors and Subcontractors](#)

- ✓ Safer Workforce Task Force – Issued Sept 24
- ✓ Major elements: Three protocols
  - Vaccinations (with reasonable accommodations)
  - Masking and physical distancing
  - Requirement to designate a COVID-19 coordinator
  
  - Change process to incorporate future guidance
- ✓ Applicability: “Covered contractors”: New contracts, extensions, renewals, and options. ***Need to determine applicability to existing contracts.***
- ✓ Key dates: December 8, all covered contract employees vaccinated (with exceptions)

## Attestation – short suspense

- ✓ Spreadsheets and guidance received from DOE on, Wednesday, Sept 22. “Complete attestations by Friday, September 24<sup>th</sup>”
- ✓ Emails to (about 632) individual and their managers sent of Thursday, Sept 23<sup>rd</sup>
- ✓ Additional messaging went our to all of BPA on Thursday
- ✓ No feedback (yet) on how many additional attestations were completed
- ✓ We (and DOE) are aware of significant technical issues with MyEnergy
- ✓ We are working internally and with DOE to communicate a semi-manual process to complete the attestation (by the end this week is the plan)



## Potential Risk

Risk	Consequence	Mitigation
<b>Staff loss that impacts team deliverables.</b>	<ul style="list-style-type: none"> <li>Increased demand/workload on remaining staff.</li> <li>Delayed work.</li> <li>Hiring system increased demand.</li> </ul>	<ul style="list-style-type: none"> <li>Develop contingency plans to address temporary constraints.</li> <li>Prioritize hiring actions for MEF and critical ESA staff.</li> </ul>
<b>Increased Reasonable Accommodation requests</b>	<ul style="list-style-type: none"> <li>Delayed decisions due to limited staff / higher demands.</li> <li>Increased management requirements while waiting on decisions.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate status on actions with managers.</li> <li>Prioritize vaccine exemption RAs.</li> </ul>
<b>Increased disciplinary actions</b>	<ul style="list-style-type: none"> <li>Delayed processing due to limited staff / higher demands.</li> <li>Increased management requirements while waiting on decisions.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate status on actions with managers.</li> <li>Prioritize actions.</li> </ul>
<b>Vaccinated vs unvaccinated staff frustrations</b>	<ul style="list-style-type: none"> <li>Internal organizational frictions</li> </ul>	<ul style="list-style-type: none"> <li>Change management</li> <li>Leadership training</li> </ul>
<b>Difficulty in implementing a testing program due to logistics, documentation requirements, etc.</b>	<ul style="list-style-type: none"> <li>Testing implementation is delayed or constrained to critical work groups.</li> </ul>	<ul style="list-style-type: none"> <li>Determine testing requirements – testing is not mandatory.</li> <li>If we test, develop option that is feasible, cost effective, timely, and sustainable.</li> </ul>

## Key points

- ✓ Transmission (TO and TF) and Power contingency planning – Transition update tomorrow
- ✓ RA processing and progressive discipline – significant ‘standardization & consistency’ across the Federal government
- ✓ DOE’s fix (attestation) and upgrade (accept vaccine documentation) are key to BPA but dates are uncertain
- ✓ Working with Communications on messaging to reassure employees concerned about technical glitches with MyEnergy

### Vaccination timeline (Federal workers)

- ✓ **October 11:** Last day for the first shot (Moderna)
- ✓ **October 18:** Last day for the first shot (Pfizer)
- ✓ **November 8:** Last day for the second shot (Moderna or Pfizer)
- ✓ **November 8:** Last day for the first shot J & J
- ✓ **November 22:** Federal executive branch workers must be fully vaccinated

# Questions

# Transition Update

Sept 30, 2021

*Planning Team*

- Lee Hall
- Steve Capps
- Bill Leady
- Sarah Laylo
- Shana Kuhn

*81<sup>st</sup> week of telework*

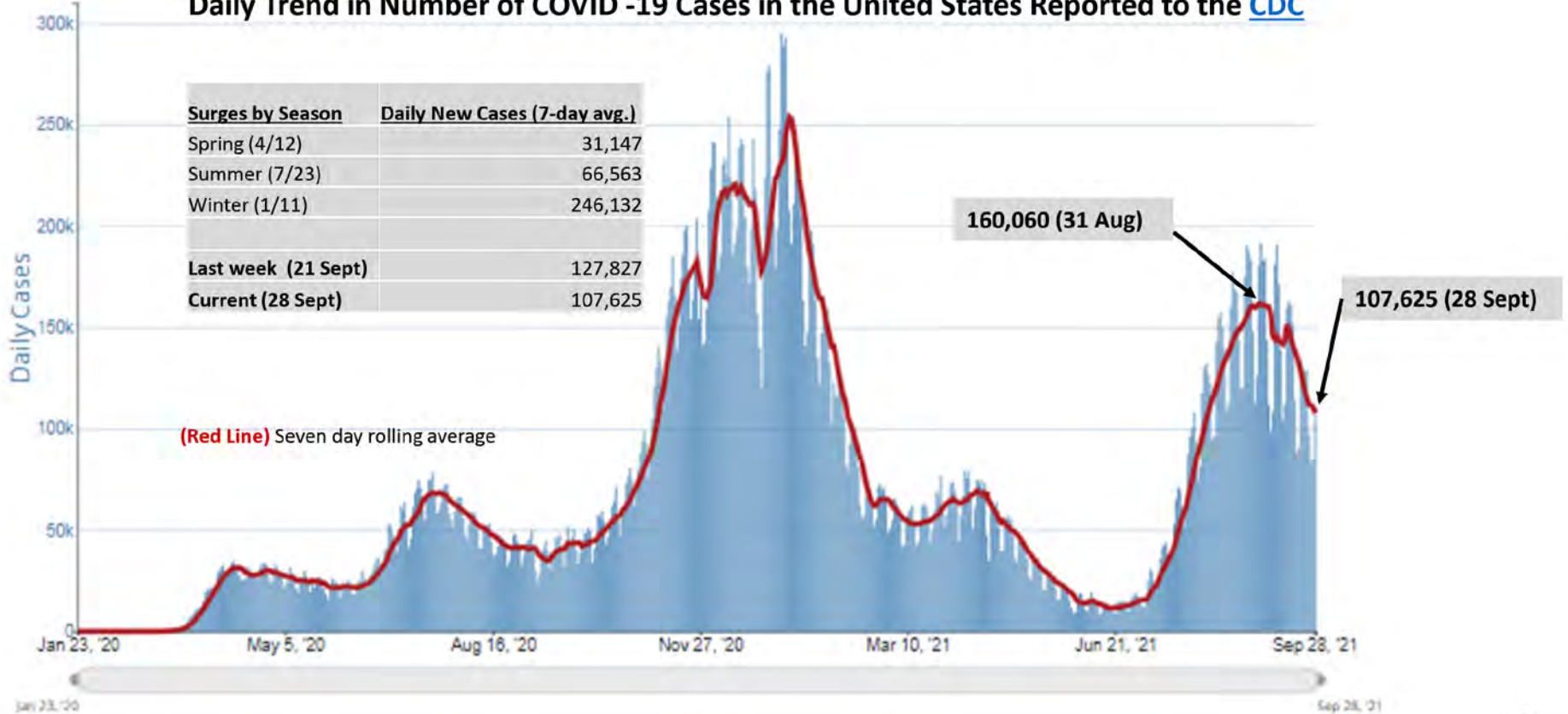
## *Transition Team Update*

### *Topics*

- ✓ COVID Status
- ✓ DOE and Safer Federal Workforce TF updates
- ✓ Contractor Guidance
- ✓ Risks
- ✓ Contingency Planning Update / Discussion
- ✓ Key points
- ✓ Questions

## COVID Status – National Trend

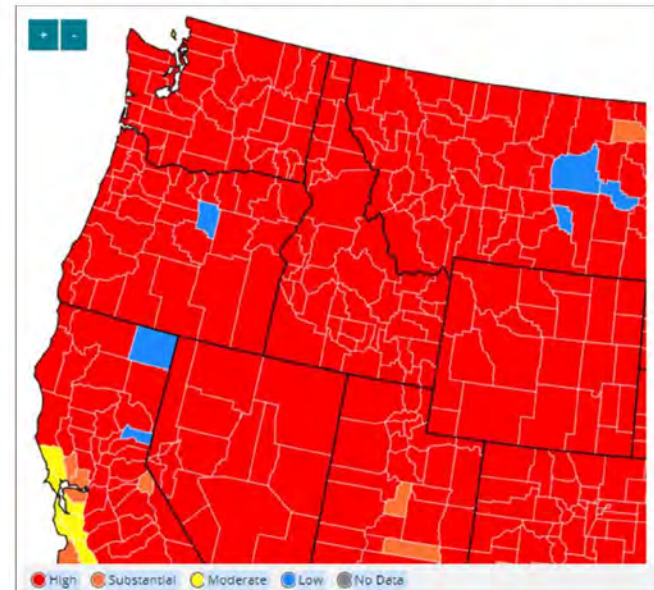
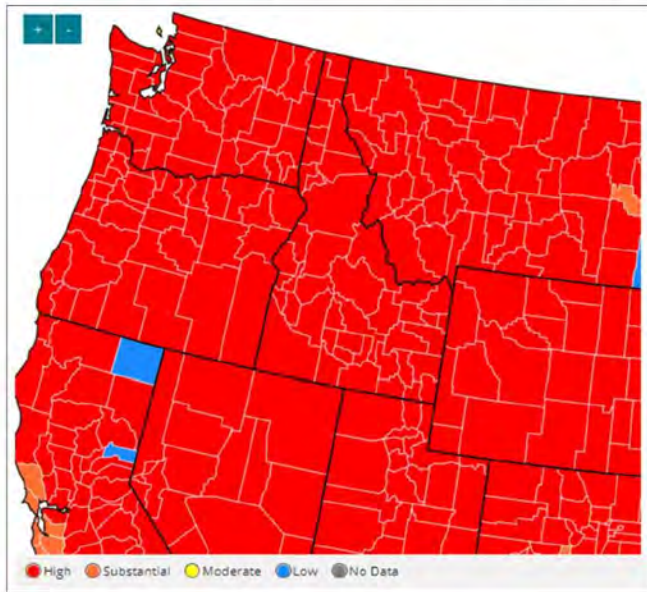
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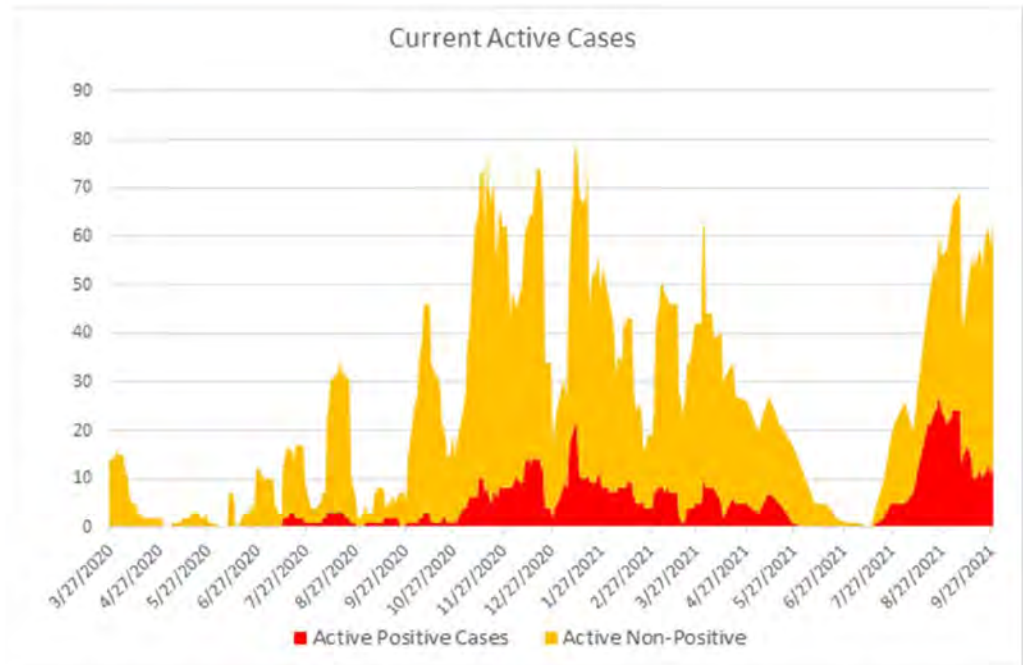
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- Symptomatic: **8**
- Tested Positive: **10**

### 29 Sept 2021

- Tracking **66** Active COVID Reports
- **1.6%** of BPA Population (66 of 4,168)
- Cautionary: **38**
- Symptomatic: **14**
- Tested Positive: **14**





## DOE & Safer Federal Workforce TF updates (1 of 2)

Via email, not  
official

- ✓ **Attestation:** The OCIO continues to address the technical glitches. MyEnergy seems to be having problems recognizing many of the PMA email addresses. DOE is manually cross checking PMA employee names with what was submitted in the attestation system. HC plans to provide an updated attestation report to each organization by the end of this week.
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  - Change process to incorporate future guidance
- ✓ Applicability: “Covered contractors”: New contracts, extensions, renewals, and options. ***Need to determine applicability to existing contracts.***
- ✓ Key dates: December 8, all covered contract employees vaccinated (with exceptions)

## COVID Executive Order Implementation Risks

Risk	Consequence	Mitigation
Staff loss that impacts team deliverables and mission.	<ul style="list-style-type: none"> <li>Increased demand/workload on remaining staff.</li> <li>Delayed work.</li> <li>Hiring system increased demand.</li> </ul>	<ul style="list-style-type: none"> <li>Develop contingency plans to address temporary constraints.</li> <li>Prioritize hiring actions for MEF and critical ESA staff.</li> </ul>
Increased Reasonable Accommodation requests	<ul style="list-style-type: none"> <li>Delayed decisions due to limited staff / higher demands.</li> <li>Increased management requirements while waiting on decisions.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate status on actions with managers.</li> <li>Prioritize vaccine exemption RAs.</li> </ul>
Increased EEO complaints	<ul style="list-style-type: none"> <li>Delayed processing due to limited staff / higher demands.</li> <li>Increased management requirements while processing complaints</li> </ul>	<ul style="list-style-type: none"> <li>Communicate status on actions with managers.</li> <li>Prioritize actions.</li> </ul>
Increased disciplinary actions	<ul style="list-style-type: none"> <li>Delayed processing due to limited staff / higher demands.</li> <li>Increased management requirements while waiting on decisions.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate status on actions with managers.</li> <li>Prioritize actions.</li> </ul>
Insider Threat	<ul style="list-style-type: none"> <li>Mission and security impacts</li> </ul>	<ul style="list-style-type: none"> <li>LITWG</li> </ul>
Contract Modification Costs	<ul style="list-style-type: none"> <li>Higher contract costs</li> </ul>	<ul style="list-style-type: none"> <li>Budget for increased costs</li> </ul>
Vaccinated vs unvaccinated staff frustrations	<ul style="list-style-type: none"> <li>Internal organizational frictions</li> </ul>	<ul style="list-style-type: none"> <li>Change management</li> <li>Leadership training</li> </ul>
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As of: 9/29

## *Contingency Planning Update / Discussion*

- ✓ Power and Transmission MEF
- ✓ Transmission Field Services

## Key points

- ✓ Transmission (TO and TF) and Power contingency planning – In Progress
- ✓ RA processing and progressive discipline – significant ‘standardization & consistency’ across the Federal government
- ✓ DOE’s **MyEnergy** fix (attestation) and upgrade (accept vaccine documentation) are key to BPA but dates are uncertain
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### Vaccination timeline (Federal workers)

- ✓ **October 11:** Last day for the first shot (Moderna)
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- ✓ **November 8:** Last day for the first shot J & J
- ✓ **November 22:** Federal executive branch workers must be fully vaccinated

# Questions

From: Chong Tim, Marcus H (BPA) - L-7

Sent: Thu Sep 23 08:46:12 2021

To: Furrer, Robin R (BPA) - N-7; Hawkins, Sarah T (BPA) - LG-7

Subject: RE: FW: Policy Group Awareness - Mandatory Attestations

Importance: Normal

Hi Robin, yes the department will be coming out with guidance on discipline and we do not want to get ahead of them. (b) (5)

[REDACTED] to  
come.

DOE stated that the attestation form is now due by COB tomorrow (something just has to be submitted). OMB is now requiring each federal agency on weekly basis to provide vaccination data of federal workforce. DOE is using the attestation forms as the current way of obtaining and reporting this info.

It was also noted that there are bugs in the system and some people submitted the attestation and received an email confirmation but still show up as having not submitted.

DOE is aware of these bugs and they are working on it.

Thanks,



**Marcus H. Chong Tim**

Acting Executive V.P. and General Counsel

BPA Office of General Counsel  
503-230-4083

**From:** Furrer,Robin R (BPA) - N-7 <rrfurrer@bpa.gov>

**Sent:** Wednesday, September 22, 2021 8:28 PM

**To:** Hawkins,Sarah T (BPA) - LG-7 <sthawkins@bpa.gov>; Chong Tim,Marcus H (BPA) - L-7 <mhchongtim@bpa.gov>

**Subject:** Fwd: FW: Policy Group Awareness - Mandatory Attestations

Forwarding you this info from Sonya and asking for advice on this please.

I'm pretty uncomfortable getting out ahead of the Dept on this.

Sent from Workspace ONE Boxer

----- Forwarded message -----

From: "Baskerville,Sonya L (BPA) - DIN-WASH" <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>

Date: Sep 22, 2021 5:56 PM

Subject: FW: Policy Group Awareness - Mandatory Attestations

To: "Furrer,Robin R (BPA) - N-7" <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>

Cc:

Yep. Apparently agencies are supposed to be engaging their internal counsel on the appropriate disciplinary actions and stages, while guidance will be coming.

Sonya Baskerville

BPA National Relations

(b) (6) m

On Sep 22, 2021 8:32 PM, "Furrer,Robin R (BPA) - N-7" <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)> wrote:

I received a list of employee names/occupations for the 632 missing attestations.

Erin Moore's folks are working to get us more information for the 332 who declined to respond, and the 98 not vaccinated.

Worst case (and not at all likely), all 632 and the 332 and the 98 all refuse to vax by Nov 22. Or approx. 1/3 of the workforce.

According the Executive Order (but still pending specific information on disciplinary processes and other specifics like i&I with unions) I would expect BPA to begin taking actions consistent with DOE policy to meet the executive order. Yes, it will take time to process but that's what we are ordered to do.

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Sent:** Wednesday, September 22, 2021 4:49 PM  
**Subject:** Policy Group Awareness - Mandatory Attestations

Team,

This is a heads up on a message that will be sent from the front office tomorrow (Thursday).

Previously, we've communicated that the DOE attestation system was voluntary. With the new executive orders, this is now a mandatory requirement for BFTEs. Today, we received the roll up (below) and names (this is controlled information – only 4 senior leaders have the list of names). The target to have BFTE staff to complete a mandatory attestation in the system is Friday 9/24.

Tomorrow, the front office will send an email to employees who have not completed attestation, to notify them that the form is now mandatory and directing them to go into the MyEnergy system. Expect questions from your teams on this. For now, the message is that it is mandatory. We're working on the process to share the names with you. We are still waiting on additional guidance on reasonable accommodations, disciplinary actions, and other issues.

Declined to respond

Fully Vaccinated

Not vaccinated

Partially Vaccinated

Missing

Total

332

1966

98

56

632

3084

Thanks -- Lee, Steve and Bill

From: Furrer,Robin R (BPA) - N-7

Sent: Mon Sep 27 22:30:52 2021

To: Leady Jr,William J (BPA) - K-7; Capps,Stephan A (BPA) - NW-1; Kuhn,Shana L (BPA) - NS-4400-LL; Hall,Lee J (BPA) - PES-6

Subject: Fwd: Urgent: Vaccine Mandate Questions.

Importance: Normal

For you

Sent from Workspace ONE Boxer

----- Forwarded message -----

Date: Sep 24, 2021 4:50 PM

Subject: Urgent: Vaccine Mandate Questions.

To: "Furrer,Robin R (BPA) - N-7" <rrfurrer@bpa.gov>

(b) (6)

Robin,

I have a few questions regarding the vaccine mandates. I submitted several of these questions in response to the request for them, before the informational video offered by DOE August 27. They were not answered on air, and I have yet to receive a response. I've since added several additional questions. Can you please forward these questions to the appropriate person/entity if you are not able to answer them? It is imperative that I have the answers to these concerns, before I am able to make a decision regarding whether or not to receive the vaccine.

When is the deadline to submit an exemption?

When is the deadline to receive a response to my exemption, if I choose to submit one?

If an exemption is granted, what will the next step be specifically? If testing is required, what type of test will that be and how often will it be performed? Will a saliva or temperature test be acceptable for those who are not comfortable with an invasive test?

Since it is now confirmed that the vaccinated carry the same or even more viral load in their nasal passages and can acquire and transmit the virus as well, will they be required to submit to mandatory testing if they work onsite as well? If not, please explain the scientific data in support of this.

If testing is required, how long will it be required?

If an exemption is denied and the vaccine is refused, what will be the specific disciplinary protocol/timeline?

Will BPA accept liability if I suffer an adverse event due to this experimental, emergency use vaccine? Is BPA aware that the FDA approval is only for a vaccine by COMIRNATY, which is unavailable for use in the United States at this time?

If I am terminated due to refusal to be vaccinated, and at some point in the future, vaccine mandates are lifted, will I be automatically reinstated?

Will BPA offer early retirement packages to those who are close to retirement, and will be catastrophically effected financially by these unforeseen requirements?

Thank you for your timely response. This is an important and complicated decision, and I simply must have these questions answered before I am able to make it.

(b) (6)



**From:** Miller, Mike P (BPA) - TE-DITT-2

**Sent:** Tue Sep 28 08:18:42 2021

**To:** Ko, Tina G (BPA) - TS-DITT-2

**Subject:** RE: message to staff

**Importance:** Normal

Some of us had said we would probably send out this same message once it was approved. It has not been yet. I think Jeff already sent something out and John is still doing his own thing I think. I am just waiting to hear back from Michelle to decide if I am going to send one to my group. I am still on the fence.

Mike

**From:** Ko, Tina G (BPA) - TS-DITT-2 <tgko@bpa.gov>  
**Sent:** Tuesday, September 28, 2021 7:51 AM  
**To:** Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>  
**Subject:** FW: message to staff

Good morning twin!

Rebecca sent me a follow up note that all the TVPs were sending out a similar (or same?) message. Could you

confirm expectation?

Thank you!

Tina

**Tina G. Ko**

Vice President, Transmission Marketing & Sales

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360.418.2601 | C (b) (6)

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**From:** Cathcart,Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>

**Sent:** Friday, September 24, 2021 3:26 PM

**To:** TVPs <[tvps@BPASite1.bpa.gov](mailto:tvps@BPASite1.bpa.gov)>

**Subject:** FYI: message to staff

FYI on a message I'm planning to send to my staff next week, subject to approval from LR/ER on it.

**From:** Cathcart,Michelle M (BPA) - TO-DITT-2  
**Sent:** Friday, September 24, 2021 3:23 PM  
**To:** Mosley,James G (BPA) - NHE-1 <[igmosley@bpa.gov](mailto:igmosley@bpa.gov)>  
**Cc:** Kuhn,Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>  
**Subject:** PLEASE REVIEW: message to staff

Hi James,

Would you please review the message below that I would like to send to my team next week, and see if you have any concerns with it from an LR/ER perspective? I'm copying Shana too, since I had mentioned to her that I was drafting something around this.

Thank you!

Michelle

---

As more information has come out about the vaccine mandate in the past couple of weeks, I have been hearing more questions about contingency plans if we lose significant portions of our workforce. As you have heard me say many times before, safety and reliability of our transmission system are the highest priorities for our organization. Safety of our workforce includes taking necessary steps to protect our people against COVID-19, especially with the more contagious delta variation. President Biden, as supported by all of your leadership here at BPA, have made it clear that the science points to vaccines as the most effective way to protect our workforce, and the executive orders mandating vaccination for [federal workers](#) and [contractors](#) are taken very seriously. Exceptions to this mandate will be limited to only those required by law, such as medical reasons or sincerely held religious beliefs. The [Reasonable Accommodation process](#) includes forms for both medical and religious requests.

I do understand that there are members of our current workforce who may still choose not to be vaccinated and do not qualify for these limited exceptions. Employees who refuse to be vaccinated or provide proof of vaccination and are not approved for an exception may choose to leave federal service or will face disciplinary measures, up to and including removal from Federal service. With this in mind, leadership is solidifying contingency plans to continue to operate our transmission system safely and reliably under varying levels of attrition. While some of the plans could impact strategic objectives, capital execution, or overtime, the leadership team is committed to doing what is necessary to protect the safety of the workforce and continue to maintain reliability. I am hopeful that the majority of the workforce will comply with the vaccine mandate and these plans will be unnecessary, but I did want to assuage fears about our ability to continue to meet our mission.

**Michelle Cathcart** (She/Her/Hers)

Vice President | Transmission System Operations

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-418-8775 | C (b)

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From: Becker II, Richard (BPA) - TEL-TPP-3

Sent: Fri Sep 24 10:05:02 2021

To: Burt, Jason R (BPA) - TEZ-MANGAN; Miller, Mike P (BPA) - TE-DITT-2; TE Tier III Managers; mlstaats@bpa.gov; rabeckerjr@bpa.gov; dmfreel@bpa.gov; mjhull@bpa.gov; mckirkland@bpa.gov; axsinha@bpa.gov; mlwilber@bpa.gov; dshunter@bpa.gov; jsbrown@bpa.gov

Subject: RE: Assignment from Joel Cook

Importance: Normal

Jason,

My suggestion for hiring using multiple sections vs. the current "one at a time" approach would also address leap frog vacancies issues created by internal selection as well. If you see internal promotion is a likely outcome, advertise multiple selections and at two grade levels. That way you can kill the actual vacancy bird with the same hiring stone. Personally, I feel we probably should be doing it this way already. Of course that won't address promotional section from outside of the org, but let's face it external organizational selection for promotions are rather rare in BPA.

Richard Becker - TEL

**From:** Burt,Jason R (BPA) - TEZ-MANGAN <jrburt@bpa.gov>  
**Sent:** Friday, September 24, 2021 9:37 AM  
**To:** Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>; TE Tier III Managers <TETierIIIManagers@bpa.gov>  
**Subject:** RE: Assignment from Joel Cook

Richard makes a fair point about whether we're actually likely to lose a significant number of folks. Since we're asked to think about the worst case scenario where people do what they say they will do, this is a case of "plan for the worst and hope for the best". If we have fewer voluntary separations than we feared, that's a good thing.

There's a joke I remember from Physics where we had to consider the effect of air resistance on a cow falling out of a plane; "Consider the cow to a perfect sphere." We all know that assumption is bad, but because the actual cow shape is extremely complex, it's easier to just consider the sphere. Similarly, losing "10% of the workforce" is a "peanut-butter" model. It implies that any 1% is like any other 1%, and that there's no "disparate effect", and that folks leave as a discrete pulse. These assumptions can drive our planning so I want to address them.

Losing 10% of the TEZ workforce would be like me losing 10% of my body weight – it critically depends what 10% we're talking about. To make the math easy, let's say I weigh 200 lbs. If I lost 20 lbs of fat, that'd be great! If I lost my 3 lb brain, that'd be bad. To extend the analogy, the hiring freezes and retirements over the last decade [1779 BFTE in 2006 and 1602 BFTE today (90%)] mean there's not much fat, so we're just talking about losing 20 lbs of organs, muscle or bone. This is why the "peanut butter" 10% is hard to answer. We all know that losing one specific FTE in our group would be vastly different than losing another specific FTE.

When we talk about voluntary separation due to vaccination requirement, we're much more likely to lose the experienced and tenured folks near retirement than we are the new folks who are still in training. The two

populations simply have vastly different personal and financial impacts from leaving a steady job. "What's the impact of losing your six most tenured people?" is a different question than a random 10% of the workforce, but much more likely to happen. The impact to our products and services is also typically much more severe when we lose experienced folks than when we lose new folks.

Finally, the assumption about the "pulse" is that on 11/22/2021, 10% of the folks will simply not show up to work and cleanly resign. It's much more likely that 10% of the workforce will fight their management chain over RA rules, or pretend to get the vaccine with false documentation, or grieve discipline for conduct with their union, or just delay and document and use the bureaucratic morass to bury their supervisor in paperwork. Anyone who worked through Employee Relations with one employee will shudder at the idea of going through it with a significant fraction of the workforce, which is an impact separate and apart from actually losing the FTE itself! It's probably the case that, instead of a pulse, we'd lose people for one reason or another over one to nine months as these processes play out, and of course we can't backfill the position as the FTE self-immolates. Again, there's an impact from the loss of the worker and there's also an impact to management from the bureaucratic tsunami.

Now that I've spent a page arguing with the question, I can address TEZ. My team has about sixty people, so losing 10% is about six people. Technical Services has some folks that are very tenured, with deep experience in specific technologies and little or no backup. Losing someone like (b) (6) would immediately and drastically reduce our support for the Field for their support areas. We also have some newer engineers, and losing them would mean starting over with the training and knowledge transfer process, without a severe immediate impact but all the problems of "eating our seed corn." Since Tech Services hires internally more than externally, personnel losses in our group would probably cascade through the organization as people move into the vacated slots, impacting other groups much more than TEZ. I remember from HR documentation that Hiring processes about four times as many internal vacancies as external, so if that held true in the "Vaccinalypse" then our 10% loss would be a 50% position turnover, which is sobering.

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Sent:** Thursday, September 23, 2021 3:09 PM  
**To:** TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** Assignment from Joel Cook

We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending on how many people actually end up not getting vaccinated.

Here is the assignment and this is not scientific, just gut feel and ideas needed:

- 1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level.
- 2) What impact would a loss of 10% have on your delivery of products and services?
- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire? (Overtime, reduce work intake,...)

Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike



**From:** Cook,Jeffrey W (BPA) - TP-DITT-2

**Sent:** Fri Sep 24 10:39:05 2021

**To:** Kohne,Kyle R (BPA) - TPM-OPP-3

**Subject:** RE: Attestation Status - Need To Know Only

**Importance:** Normal

DOE is looking at the next steps and what happens around vaccination and the mandate. Sure some type of discipline but will see what that is

Jeffrey W. Cook, PE

VP Transmission Planning and Asset Management

Bonneville Power Administration

360-418-8981

(b) (6) (cell)

**From:** Kohne,Kyle R (BPA) - TPM-OPP-3 <krkohne@bpa.gov>

**Sent:** Friday, September 24, 2021 10:37 AM

**To:** Cook,Jeffrey W (BPA) - TP-DITT-2 <jwcook@bpa.gov>

**Subject:** RE: Attestation Status - Need To Know Only

Hi Jeff,

Thanks for the heads up. One of the individuals listed below has already reached out to Ayo and myself asking for the DOE/BPA policy that states we are required to fill out the attestation. I will let you know how the conversation goes. I am not sure what is the next step if an employee refuses to fill out the attestation form. Disciplinary?

Thanks!

Kyle

**From:** Cook,Jeffrey W (BPA) - TP-DITT-2 <[jwcook@bpa.gov](mailto:jwcook@bpa.gov)>  
**Sent:** Friday, September 24, 2021 9:48 AM  
**To:** Kohne,Kyle R (BPA) - TPM-OPP-3 <[krkohne@bpa.gov](mailto:krkohne@bpa.gov)>  
**Cc:** Cook,Jeffrey W (BPA) - TP-DITT-2 <[jwcook@bpa.gov](mailto:jwcook@bpa.gov)>  
**Subject:** Attestation Status - Need To Know Only

Kyle

Front Office shared with me the list of folks in each group within TP that have not filled out the attestation as of Sept 10<sup>th</sup>. Certainly some may have done so by now and I know the system was some issues with capturing the attestations as well. I know personally I had to enter mine twice since the first time it did not save it. Anyhow no action needed on your part just for awareness sake. The staff members in your group are:

(b) (6)



Again no action is needed on your part and please do not forward this email

In addition the following was part of the message to me that wanted to include as well. Some of it is not relative but wanted to see the notes the front office provided:

A couple key notes:

- One disclaimer, this is only a snapshot in time and is only the list of people who had not completed an attestation as of Sept 10<sup>th</sup>. We do not yet have data on those who did submit an attestation and what they attested to.
- I tried to add some pivot tables that you might find helpful. You also have the raw data on the last tab so you can do whatever you would like to do.
- If you want to share information with people who are not managers, or not within the leadership chain, I

recommend copying the charts that do not include employee names. You can share counts of position titles, by org, by location, etc without any issues. The names connected to the status as a non-responder are the pieces to consider sensitive.

- Per our privacy officer: We don't need to encrypt/password protect these; Infosec and Privacy are in agreement (with IT's input) that internal emails are sufficiently encrypted to protect information.

- Employees and their supervisors on this list received the attached emails respectively from Robin shortly after the all employee email that went out regarding attestation now being mandatory.

- Some of these employees may have attempted to submit an attestation, but are having technical issues with the system. Robin's email provides information on how to try and resolve those issues. If they are unable to resolve their technical issues, please let me know and I will add them to our list.

Jeffrey W. Cook, PE

VP Transmission Planning and Asset Management

Bonneville Power Administration

360-418-8981

 (b)  (cell)

**From:** Miller, Mike P (BPA) - TE-DITT-2

**Sent:** Fri Sep 24 10:09:44 2021

**To:** Freel, Dean M (BPA) - TEP-TPP-1

**Subject:** RE: Assignment from Joel Cook

**Importance:** Normal

Thanks Dean. Great answers.

**From:** Freel, Dean M (BPA) - TEP-TPP-1 <dmfreel@bpa.gov>

**Sent:** Thursday, September 23, 2021 3:18 PM

**To:** Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>

**Subject:** RE: Assignment from Joel Cook

(b) (5)



(b) (5)



--Dean

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Sent:** Thursday, September 23, 2021 3:09 PM  
**To:** TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** Assignment from Joel Cook

We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending on how many people actually end up not getting vaccinated.

Here is the assignment and this is not scientific, just gut feel and ideas needed:

- 1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level.
- 2) What impact would a loss of 10% have on your delivery of products and services?
- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire? (Overtime, reduce work intake,...)

Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike

**From:** Furrer,Robin R (BPA) - N-7

**Sent:** Fri Sep 24 14:59:42 2021

**To:** Bargaen,Tim J (BPA) - NHE-AMPN-1; James,Daniel M (BPA) - D-7

**Subject:** RE: Attestation deadline

**Importance:** Normal

Sounds like he's having a difficult week as a union leader.

**From:** Bargaen,Tim J (BPA) - NHE-AMPN-1 <tjbargaen@bpa.gov>

**Sent:** Friday, September 24, 2021 2:46 PM

**To:** James,Daniel M (BPA) - D-7 <dmjames@bpa.gov>; Furrer,Robin R (BPA) - N-7 <rrfurrer@bpa.gov>

**Subject:** FW: Attestation deadline

I'm addressing with Mike!

**From:** Braden,Michael L (BPA) - JNPC-Z992 <mlbraden@bpa.gov>

**Sent:** Friday, September 24, 2021 2:37 PM

**To:** Pansky,Tom (BPA) - EWB-4 <tepansky@bpa.gov>; Bargaen,Tim J (BPA) - NHE-AMPN-1 <tjbargaen@bpa.gov>; Keskitalo II,David H (BPA) - NHE-AMPN-1 <dhkeskitaloii@bpa.gov>; Schoenberg,Judy L (TFE)(BPA) - TOOC-DITT-2 <jlschoenberg@bpa.gov>; Dave Rondeau (Dave@ibew125.com) <Dave@ibew125.com>; Furrer,Robin R (BPA) - N-7 <rrfurrer@bpa.gov>; James,Daniel M (BPA) - D-7 <dmjames@bpa.gov>



**Subject:** RE: Attestation deadline

So, I didn't change the font on this, but Ms Julia Roberts sent me this as an email. I have explained I use a list provided by HR and I am legally bound to keep people informed and represent them if requested.

Mike

I believe it would be wise if you would remove me from you distro list like I asked you to do twice.

**REMOVE ME FROM YOUR DISTROLIST! Can you hear me now?**

**From:** Pansky, Tom (BPA) - EWB-4 <[tepansky@bpa.gov](mailto:tepansky@bpa.gov)>

**Sent:** Friday, September 24, 2021 11:34 AM

**To:** Braden, Michael L (BPA) - JNPC-Z992 <[mlbraden@bpa.gov](mailto:mlbraden@bpa.gov)>; Bargaen, Tim J (BPA) - NHE-AMPN-1 <[tjbargaen@bpa.gov](mailto:tjbargaen@bpa.gov)>; Keskitalo II, David H (BPA) - NHE-AMPN-1 <[dhkeskitaloii@bpa.gov](mailto:dhkeskitaloii@bpa.gov)>; Schoenberg, Judy L (TFE)(BPA) - TOOC-DITT-2 <[jlschoenberg@bpa.gov](mailto:jlschoenberg@bpa.gov)>; Dave Rondeau ([Dave@ibew125.com](mailto:Dave@ibew125.com)) <[Dave@ibew125.com](mailto:Dave@ibew125.com)>; Furrer, Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>; James, Daniel M (BPA) - D-7 <[dmjames@bpa.gov](mailto:dmjames@bpa.gov)>

**Subject:** RE: Attestation deadline

I told Mike that his early morning email (below) is the best written piece I've seen on the subject so far. Keep up the great work!

Adding Robin and Dan so they are aware. We're all in this together.

Judy and I have received a few inquiries about Reasonable Accommodation, along with a few snarky responses, but nothing like what Mike's been getting (see attached). At least not yet.

Best! - tom

**From:** Braden, Michael L (BPA) - JNPC-Z992 <[mlbraden@bpa.gov](mailto:mlbraden@bpa.gov)>  
**Sent:** Friday, September 24, 2021 11:19 AM  
**To:** Borgen, Tim J (BPA) - NHE-AMPN-1 <[tjborgen@bpa.gov](mailto:tjborgen@bpa.gov)>; Keskitalo II, David H (BPA) - NHE-AMPN-1 <[dhkeskitaloii@bpa.gov](mailto:dhkeskitaloii@bpa.gov)>; Pansky, Tom (BPA) - EWB-4 <[tepansky@bpa.gov](mailto:tepansky@bpa.gov)>; Schoenberg, Judy L (TFE)(BPA) - TOOC-DITT-2 <[jschoenberg@bpa.gov](mailto:jschoenberg@bpa.gov)>  
**Subject:** FW: Attestation deadline

This is the email that response (attached) was to.

Mike

**From:** Braden,Michael L (BPA) - JNPC-Z992  
**Sent:** Friday, September 24, 2021 4:28 AM  
**To:** AFGE – Union Mailbox <[afgeunion@bpa.gov](mailto:afgeunion@bpa.gov)>  
**Cc:** 'Michael Braden' <(b) (6)>  
**Subject:** Attestation deadline

(b) (6)

So, since I was up at this fine 03:35am, I remembered the one thing I didn't like about being in the military.

Anywho, I have had a few people contact me after the management email about people needing to complete the attestation.

Initially it was voluntary, however, it is now mandatory. The timeline, which management sent out the other day, leaves very little time for people being able to meet the Nov 22<sup>nd</sup> deadline due to the time between doses for Pfizer and Moderna. The J&J only requires 1 shot instead of 2.

While not everyone wants to get the shot, for various reasons, the attestation doesn't require you to say whether or

not you have had the vaccine. There is an option where you can tick a box, “I decline to respond.”

As people have asked, “What could happen if I do not comply with the order from management to take the attestation by, well today September 24, 2021.”

Simple answer, they can start disciplinary action. Since, “start disciplinary action” is rather vague, I’ll try to expand on that for you. Disciplinary action varies, you could get a verbal warning with a new dead line, as the least that **could** happen. From there they become more severe, up to and including termination from federal service.

The saying, “We hope for the best, but prepare for the worst.” Fits quite aptly here. There are a number of variables and possibilities which could be the outcome. I do not know what those would be for everyone. Obviously we will assist in any way we can, but whatever choice you make, it can have results you might not like. Liking them doesn’t make anything less than a superior giving you an instruction and you refusing. If you feel the attestation is something BPA can require you to fill out, I haven’t seen anything which gives you an out. We have to attest to a Code of Conduct, training each year, security badge renewals (we do need stinking badges), etc. So, if you wanted to grieve this, we, the union, would be obligated to represent you, however, you have to be able to prove why the attestation violates some right you have. Just articles from news agencies, responses like, “My brothers, sister-cousin, out of Walachia, told my dad’s brother uncle (the one whose wife makes that delish possum pie), told you that they couldn’t force you to attest.”

It would have to be something we could fight with as a reason.

The "I decline to respond" answer on the attestation is the only one which would keep you from having any action taken against you for declining to attest to your vaccination status.

My advice would be to choose that option. That at least gives you time to decide about what direction you are wanting to go with regards to the vaccine mandate.

Thus far the only court cases against vaccine mandates support the employers insistence to impose mandates. Remember, an opinion is not a law, it is just that, an opinion. You won't win anything with only an opinion.

If you want the union to represent you, you can't just say, "I expect the union to back me up on this, unconstitutional and illegal mandate!" and expect us to come up with how/what it is unconstitutional and illegal. You have to provide the proof.

(b) (5)

you are more than welcome to email me at my home email address, it is in the CC field of this email. You can also text or call me to discuss this matter. If you all me, please remember other people may be calling as well, so the text and email would be the best options. If you are going to call me to tell me how much of a POS I am for not stopping this, don't bother calling as me being a POS, or whatever adjective you choose to call me, isn't proof your rights were violated.

You need to make your choice on the mandate, but don't let 1 tick box be the reason management comes down on you. The request for you to complete the attestation form is no different than your boss asking you to clean your desk off before you go home, or the agency asking you to work within the core hours of 9am-3pm. Just comply and

figure out your next course of action.

If you fight and lose, it might end up being your job you are giving up. Remember that some people are in their probationary period, meaning they can be terminated for any reason and we can't protect them. If you have 15yrs of federal service, are you ok with, and have you discussed you may lose your pay, insurance, retirement, etc if you do not attest with your family?

So, repeating myself again, if you call or email me colorful adjectives, it doesn't mean I nor anyone else won't still back you, or try to assist. I will just tell you your adjectives are your opinion, and don't bother me a bit. Take the attestation, even if you are still unsure of the stance you want to take.

Mike Braden

President, AFGE Local 0928

P.S. It is 4:26am as I finish this and I have been up since just after 3am, so not running on all cylinders.

**From:** Braden,Michael L (BPA) - JNPC-Z992  
**Sent:** Wednesday, September 22, 2021 3:22 PM  
**To:** AFGE – Union Mailbox <[afgeunion@bpa.gov](mailto:afgeunion@bpa.gov)>  
**Cc:** 'Michael Braden' <(b) (6)>

**Subject:** Reasonable Accommodation changes for DoE  
**Importance:** High

Hey, me again, your very own piñata, target, or whatever you might think of. I have been cussed at in 10-15 languages, so not much phases me anymore. No, I am not throwing down the gauntlet.

Attached is a policy memorandum from DoE on Reasonable Accommodations (RA). It explains the process/steps required to get an RA. There are a few things I have stated before which I want to make sure everyone knows. If you have a medical, mental, physical limitation, or some other disability defined und the ADA (Americans with Disabilities Act), and no, having extra-long nose hairs is not considered a disability, you **DO NOT AT ANYTIME** need to tell your supervisor what your issue is or anything specific about your issue. If you have an issue, let your supervisor know you would like to start the RA process. The only people who should know your condition(s) are you, your doctor and the folks in RA. The RA staff is professional and does not judge you on your conditions. I am not saying all supervisors are, but there are some who act like they are the best Dr. Google out there.

Please look through the attached document and let me know your questions, concerns, comments, etc so we can fine tune this to ensure it is fair and reasonable.

One thing we are going to keep pushing for, as a union, is allowing people who are at high risk, or who are taking care/live with people who are high risk to be able to telework as long as possible. The last thing we want is for someone to be exposed to something which could harm them or a loved one.

While the teleworking policy is different than the RA process, I did want to mention, if you are teleworking and

receive odd requests like getting key logger software installed, insistence in having a camera on so people could see your face at any time, or any other crazy request, please let us know. You shouldn't have to feel like the FBI is watching you while you are working. If there is nothing wrong with your performance, you shouldn't be having any issues.

I was going to repeat the highlighted, underlined, bolded text above, but I think everyone can see and read it fine. If you don't understand it, feel free to let me know. I am speaking from experience on that one. Fun was not had by all when my manager started making jokes and telling others what was going on medically with me. I don't want anyone else to have to go through that.

As always, feel free to ask any questions you have. I believe I answer all the emails I receive, unless I miss it because someone sent it at the middle of the night and it is buried under a bunch of system error messages. I do try though.

Thanks

Mike Braden

President, AFGE Local 0928



From: Yannello,Alisa J (BPA) - H-1

Sent: Wed Sep 29 16:17:28 2021

To: Fickes,Anne Macron (BPA) - H-1

Subject: RE: Heads up - Transition Team - Progressive Discipline

Importance: Normal



I am good & nothing to discuss...just wanted you to know that this came up during today's Transition Team Meeting with Bill Leady, Steve Capps, Lee Hall and the larger Transition team. Tim confirmed that we will follow some sort of progressive discipline but the exact "what" is still TBD as we await guidance.

**Alisa J. Yannello, SPHR**

Director | HR Advisory Services and Culture Enrichment NH-1

**Bonneville Power Administration**

U.S. Department of Energy

ajyannello@ bpa.gov | P 503-230-3581 | C  

<https://connection.bud.bpa.gov/workplace-resources/branding-toolbox/PublishingImages/Icons/Icon-Strategic-Goal-5-VALUE.png>

[HR Customer Experience Survey](#) – Let us know how we're doing!

**From:** Fickes, Anne Macron (BPA) - H-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>  
**Sent:** Wednesday, September 29, 2021 3:53 PM  
**To:** Yannello, Alisa J (BPA) - H-1 <[ajyannello@bpa.gov](mailto:ajyannello@bpa.gov)>  
**Subject:** RE: Heads up - Transition Team - Progressive Discipline

Hi Alisa,

Thanks for keeping me updated! We are waiting for guidance so there is nothing to share at this time. It is accurate that not receiving the vaccination or getting an exemption (RA) will result in progressive discipline but nothing has been communicated as we wait for guidance. Let me know if you need to discuss further. It's similar to RA – we are waiting for guidance and nothing will occur prior to receiving guidance.

**From:** Yannello, Alisa J (BPA) - H-1 <[ajyannello@bpa.gov](mailto:ajyannello@bpa.gov)>

**Sent:** Wednesday, September 29, 2021 3:42 PM  
**To:** Fickes, Anne Macron (BPA) - H-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>  
**Subject:** Heads up - Transition Team - Progressive Discipline  
**Importance:** High

Just got out of the Transition Team and we have transmission folks hearing that a progressive discipline approach will be taken if you don't get the vaccination.

Erin talked a little bit about this last week at the HC meeting, but do we have, or is there anything that has been distributed at BPA about this? The question was asking to see the "language" and/or is this a rumor?

Tim Barga said that we are discussing this approach and wanted you to know that this word is out. I did not provide a comment, agree or denied.


Is there additional guidance that James wants to provide? I said we are waiting for DOE guidance...

Alisa

**Alisa J. Yannello, SPHR**

Director | HR Advisory Services and Culture Enrichment NH-1

**Bonneville Power Administration**  
U.S. Department of Energy

ajyannello@bpa.gov | P 503-230-3581 | C 

<https://connection.bud.bpa.gov/workplace-resources/branding-toolbox/PublishingImages/Icons/Icon-Strategic-Goal-5-VALUE.png>

[HR Customer Experience Survey](#) – Let us know how we're doing!

From: Sanford,Chris T (TFE)(BPA) - TOR-DITT-1

Sent: Mon Sep 27 13:39:38 2021

To: Cathcart,Michelle M (BPA) - TO-DITT-2

Subject: RE: DRAFT vaccine mandate email

Importance: Normal

Yes, exactly

**This e-mail may contain SOC-Restricted Information. Under FERC Standards of Conduct, SOC-Restricted Information may not be shared with Marketing Function Employees (MFEs) unless certain criteria have been met (e.g., voluntary consent by the customer, a public OASIS posting, system emergencies, or other exceptions). Please take care to remove or otherwise redact the SOC-Restricted Information before forwarding or otherwise sharing with Marketing Function Employees.**

**Christopher T. Sanford**

Real Time Operations Director | TOR-DITT1

**Bonneville Power Administration**

[ctsanford@bpa.gov](mailto:ctsanford@bpa.gov) | P 360-418-2460 C (b) (6)

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**From:** Cathcart,Michelle M (BPA) - TO-DITT-2 <mmcathcart@bpa.gov>  
**Sent:** Monday, September 27, 2021 1:39 PM  
**To:** Sanford,Chris T (TFE)(BPA) - TOR-DITT-1 <ctsanford@bpa.gov>  
**Subject:** RE: DRAFT vaccine mandate email

You mean just swap it to be "...removal of other identified workplace barriers, or reassignment."?

**From:** Sanford,Chris T (TFE)(BPA) - TOR-DITT-1 <ctsanford@bpa.gov>  
**Sent:** Monday, September 27, 2021 1:37 PM  
**To:** Cathcart,Michelle M (BPA) - TO-DITT-2 <mmcathcart@bpa.gov>  
**Subject:** RE: DRAFT vaccine mandate email

Under the RA it still seems like we are on the hook to keep them in their role. I feel the reassignment piece should be listed last to call it out as an option to pursue after the other options are explored.

**This e-mail may contain SOC-Restricted Information. Under FERC Standards of Conduct, SOC-Restricted Information may not be shared with Marketing Function Employees (MFEs) unless certain criteria have been met (e.g., voluntary consent by the customer, a public OASIS posting, system emergencies, or other exceptions). Please take care to remove or otherwise redact the SOC-Restricted Information before forwarding or otherwise sharing with Marketing Function Employees.**

**Christopher T. Sanford**

Real Time Operations Director | TOR-DITT1

**Bonneville Power Administration**

[ctsanford@bpa.gov](mailto:ctsanford@bpa.gov) | P 360-418-2460 C (b) (6)

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**From:** Cathcart,Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>

**Sent:** Monday, September 27, 2021 1:16 PM

**To:** Sanford,Chris T (TFE)(BPA) - TOR-DITT-1 <[ctsanford@bpa.gov](mailto:ctsanford@bpa.gov)>

**Subject:** DRAFT vaccine mandate email

Below is the draft I am working on with LR/ER. Please don't share at this point, but wanted you to see the messaging and see if you have any comments or if you think this will help

-----

As more information has come out about the vaccine mandate in the past couple of weeks, I have been hearing more questions about contingency plans if we lose significant portions of our workforce. As you have heard me say many times before, safety and reliability of our transmission system are the highest priorities for our organization. Safety of our workforce includes taking necessary steps to protect our people against COVID-19, especially with the more contagious delta variation. President Biden, as supported by all of your leadership here at BPA, have made it clear that the science points to vaccines as the most effective way to protect our workforce, and the executive orders mandating vaccination for [federal workers](#) and [contractors](#) are taken very seriously. Exceptions to this mandate will be limited to only those required by law, such as medical reasons or sincerely held religious

beliefs. The [Reasonable Accommodation process](#) includes forms for both medical and religious requests. A reasonable accommodation is a change that may include modification or adjustment to the work environment such as a modified work schedule, modification of existing facilities, job restructuring to enable the employee to perform the essential functions of a job/position, acquisition of approved special equipment, reassignment or the removal of other identified workplace barriers.

I do understand that there are members of our current workforce who may still choose not to be vaccinated and do not qualify for these limited exceptions. Employees who refuse to be vaccinated or provide proof of vaccination and are not approved for an exception may choose to find other options outside of working for BPA, as is their right. For BPA as an Agency, the executive order is a directive to comply, and as such, we will take what actions necessary to enforce compliance, including issuing disciplinary actions up to removal from federal service. While some may not agree with the executive order, it is a Federal Employee's responsibility to adhere to it. With this in mind, leadership is solidifying contingency plans to continue to operate our transmission system safely and reliably under varying levels of attrition. While some of the plans could impact strategic objectives, capital execution, or overtime, the leadership team is committed to doing what is necessary to protect the safety of the workforce and continue to maintain reliability.

I am hopeful that the majority of the workforce will comply with the vaccine mandate and these plans will be unnecessary, but I did want to assuage fears about our ability to continue to meet our mission. Together, with your support, we will continue to be successful.

Thank you.

**Michelle Cathcart** (She/Her/Hers)

Vice President | Transmission System Operations



**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-418-8775 | C (b) (6)

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From: Browning-Craig,Hilary (BPA) - LG-7

Sent: Thu Sep 23 06:11:18 2021

To: Chong Tim,Marcus H (BPA) - L-7

Subject: RE: Policy Group Awareness - Mandatory Attestations

Importance: Normal



**From:** Chong Tim,Marcus H (BPA) - L-7 <mhchongtim@bpa.gov>

**Sent:** Wednesday, September 22, 2021 5:41 PM

**To:** Browning-Craig,Hilary (BPA) - LG-7 <hxbrowning-craig@bpa.gov>

**Subject:** FW: Policy Group Awareness - Mandatory Attestations

fyi

**Marcus H. Chong Tim**

Acting Executive V.P. and General Counsel

BPA Office of General Counsel

503-230-4083

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Sent:** Wednesday, September 22, 2021 4:49 PM

**To:** Hairston, John L (BPA) - A-7 <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Furrer, Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>; Cook, Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>; James, Daniel M (BPA) - D-7 <[dmjames@bpa.gov](mailto:dmjames@bpa.gov)>; Shaheen, Richard L (BPA) - T-DITT-2 <[rlshaheen@bpa.gov](mailto:rlshaheen@bpa.gov)>; Cooper, Suzanne B (BPA) - P-6 <[sbcooper@bpa.gov](mailto:sbcooper@bpa.gov)>; Cathcart, Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>; Lahti, John A (BPA) - TF-DITT-2 <[jalahti@bpa.gov](mailto:jalahti@bpa.gov)>; Harris, Marcus A (BPA) - F-2 <[maharris@bpa.gov](mailto:maharris@bpa.gov)>; Berry, Benjamin L (BPA) - J-3 <[blberry@bpa.gov](mailto:blberry@bpa.gov)>; Scruggs, Joel L (BPA) - DK-7 <[jlscruggs@bpa.gov](mailto:jlscruggs@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Chong Tim, Marcus H (BPA) - L-7 <[mhchongtim@bpa.gov](mailto:mhchongtim@bpa.gov)>

**Cc:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>; Laylo, Sarah M (BPA) - NN-1 <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>

**Subject:** Policy Group Awareness - Mandatory Attestations

Team,

This is a heads up on a message that will be sent from the front office tomorrow (Thursday).

Previously, we've communicated that the DOE attestation system was voluntary. With the new executive orders, this is now a mandatory requirement for BFTES. Today, we received the roll up (below) and names (this is controlled information – only 4 senior leaders have the list of names). The target to have BFTE staff to complete a mandatory attestation in the system is Friday 9/24.

Tomorrow, the front office will send an email to employees who have not completed attestation, to notify them that the form is now mandatory and directing them to go into the MyEnergy system. Expect questions from your teams on this. For now, the message is that it is mandatory. We're working on the process to share the names with you. We are still waiting on additional guidance on reasonable accommodations, disciplinary actions, and other issues.

Declined to respond

Fully Vaccinated

Not vaccinated

Partially Vaccinated

Missing

Total

332

1966

98

56

632

3084

Thanks -- Lee, Steve and Bill

From: Kuhn,Shana L (BPA) - NS-4400-LL

Sent: Tue Sep 14 12:56:22 2021

To: Hawkins,Sarah T (BPA) - LG-7; Wingert,Kevin M (BPA) - DKP-7; Hall,Lee J (BPA) - PES-6; Leady Jr,William J (BPA) - K-7; Capps,Stephan A (BPA) - NW-1; Laylo,Sarah M (BPA) - NN-1

Cc: Fickes,Anne Macron (BPA) - NH-1; Mosley,James G (BPA) - NHE-1; Yannello,Alisa J (BPA) - NH-1; Bargen,Tim J (BPA) - NHE-AMPN-1; PIO; Nguyen,John G (BPA) - NNC-1; enjensen@bpa.gov; japaynter@bpa.gov; gdjohnson@bpa.gov; mrhelms@bpa.gov

Subject: RE: PLEASE REVIEW BY 1500 TODAY: DRAFT CAO Email 14Sept21

Importance: Normal

I don't have any additional edits for this one. I have received general feedback from the workforce that these messages have been getting a little long. Just something to consider in the coming weeks as they are drafted. Thanks Kevin!

**From:** Hawkins,Sarah T (BPA) - LG-7 <sthawkins@bpa.gov>

**Sent:** Tuesday, September 14, 2021 12:40 PM

**To:** Wingert,Kevin M (BPA) - DKP-7 <kwingert@bpa.gov>; Hall,Lee J (BPA) - PES-6 <ljhall@bpa.gov>; Leady Jr,William J (BPA) - K-7 <wjleady@bpa.gov>; Capps,Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Laylo,Sarah M (BPA) - NN-1 <smlaylo@bpa.gov>; Kuhn,Shana L (BPA) - NS-4400-LL <slkuhn@bpa.gov>

**Cc:** Fickes,Anne Macron (BPA) - NH-1 <acmacron@bpa.gov>; Mosley,James G (BPA) - NHE-1 <jgmosley@bpa.gov>; Yannello,Alisa J (BPA) - NH-1 <ajyannello@bpa.gov>; Bargen,Tim J (BPA) - NHE-AMPN-1 <tjbargen@bpa.gov>; PIO <pio@bpa.gov>; Nguyen,John G (BPA) - NNC-1 <jgnguyen@bpa.gov>

**Subject:** RE: PLEASE REVIEW BY 1500 TODAY: DRAFT CAO Email 14Sept21

Kevin,

(b) (5)

Sarah

**From:** Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>

**Sent:** Tuesday, September 14, 2021 12:02 PM

**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Laylo, Sarah M (BPA) - NN-1 <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>

**Cc:** Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Yannello, Alisa J (BPA) - NH-1 <[ajyannello@bpa.gov](mailto:ajyannello@bpa.gov)>; Bargaen, Tim J (BPA) - NHE-AMPN-1 <[tjbargaen@bpa.gov](mailto:tjbargaen@bpa.gov)>; PIO <[pio@bpa.gov](mailto:pio@bpa.gov)>; Nguyen, John G (BPA) - NNC-1 <[jgnguyen@bpa.gov](mailto:jgnguyen@bpa.gov)>

**Subject:** PLEASE REVIEW BY 1500 TODAY: DRAFT CAO Email 14Sept21

**Importance:** High

Lee, Shana, Bill, Sara, Steve, et. al.,

Attached is a proposed CAO message that captures the recent spike of COVID cases experienced within the workforce and uses it as a reminder to maintain discipline in reducing our risk of exposure. It also captures the vaccination requirement date. Please test my understanding of the date – does the date represent when shots must be completed (either one or two-shot series)? Or does it represent “fully vaccinated status” which means two weeks after completion of the shots? I’m a bit shaky on that front.

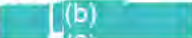
As always, please use Track Changes on any suggested edits or comments. Thank you for your assistance.

Very Respectfully,

**Kevin Wingert**

Communications | Media Relations | Policy

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 503-230-4140 | C  (b)

[cid:image001.jpg@01D52CD7.ECB28190cid:image002.jpg@01D52CD7.ECB28190cid:image003.jpg@01D52CD7.ECB28190cid:image004.jpg@01D52CD7.ECB28190cid:image005.jpg@01D52CD7.ECB28190cid:image006.jpg@01D52CD7.ECB28190](#)



From: Capps,Stephan A (BPA) - NW-1

Sent: Tue Sep 28 16:23:20 2021

To: Cathcart,Michelle M (BPA) - TO-DITT-2; Lahti,John A (BPA) - TF-DITT-2; Shaheen,Richard L (BPA) - T-DITT-2; Cooper,Suzanne B (BPA) - P-6

Subject: FW: Updated COVID Safety Policies

Importance: Normal

Latest from Terri – this is not for general distro.

**From:** Lee, Terri <terri.lee@hq.doe.gov>

**Sent:** Tuesday, September 28, 2021 3:31 PM

**To:** Wech, Michael S <mike.wech@swpa.gov>; Hobbs, Virgil <Virgil.Hobbs@Sepa.doe.gov>; LeBeau, Tracey <lebeau@wapa.gov>; Hairston,John L (BPA) - A-7 <jlhairston@bpa.gov>; Smith, Barbara L <barbara.smith@swpa.gov>; Thompson, Dionne E <dthompson@wapa.gov>; Baskerville,Sonya L (BPA) - DIN-WASH <slbaskerville@bpa.gov>; Tyer, Katherine M <tyer@wapa.gov>

**Cc:** Hoffman, Patricia <pat.hoffman@hq.doe.gov>; Muse, Whitney <whitney.muse@hq.doe.gov>; Leady Jr,William J (BPA) - K-7 <wjleady@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>; Capps,Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Fickes,Anne Macron (BPA) - NH-1 <acmacron@bpa.gov>; Laylo,Sarah M (BPA) - NN-1 <smlaylo@bpa.gov>; Rodgers, Jennifer R <jroddgers@wapa.gov>; Ardis, Melissa H <ardis@wapa.gov>; Brown Shute, Theresa <theresa.brownshute@hq.doe.gov>; Lyles, Chris J <lyles@wapa.gov>

**Subject:** [EXTERNAL] RE: Updated COVID Safety Policies

Good afternoon/evening everyone,

I don't have any new breaking information but will give you an update on the progress with some of the key ongoing activities to help inform your planning. As a reminder, any or all of this is subject to change and therefore I kindly ask that you do not share with staff until it's been officially released by HC, MA or through a DOECAST.

(1) Attestation – The OCIO continues to address the technical glitches, mostly with the system not recognizing unique emails. We know many of the names on the list you received last week from Erin Moore may be incorrect. MyEnergy seems to be having problems recognizing many of the PMA email addresses. We are in the process of manually cross checking PMA employee names with what was submitted in the attestation system. HC plans to provide an updated attestation report to each organization by the end of this week. This second round should include data on vaccination status.

(2) Validation of Vaccination – The OCIO hopes to have the additional functionality to verify vaccination and the capability to track the reasonable accommodation process ready for review the end of this week. Once we are able to upload vaccine cards, we will have our DOE response team review all documentations to ensure they meet all the requirements. This will be a major undertaking that will require some time to validate.

(3) Reasonable accommodations – [REDACTED] (b) (5) [REDACTED]

(b) (5) [Redacted]

(4) Progressive Discipline -- (b) (5) [Redacted]

(5) Amending Contracts -- (b) (5) [Redacted]

(6) External Communications – We are pulling together a communications package for PA and CI to use in response to external questions regarding DOE’s plans on vaccination.

(7) Guidance for Visitors – DOE will soon release the memo from the Deputy Secretary on the policy for visitors to DOE facilities.

If you have any questions, please don't hesitate to send them my way.

Regards,

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Tuesday, September 21, 2021 4:02 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyler, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>


**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated COVID Safety Policies

Hi Everyone,

In addition to today's attached DOECAST regarding the vaccination mandate, I'd like to provide you more insight on the developments. First, we continue to work with DOE's OCIO to enhance the capabilities/functionalities of the MyEnergy.gov system to comply with confirmation of vaccination by enabling all DOE federal employees to upload their vaccination card as well as include other information related to the reasonable accommodation process. All federal agencies, including DOE are required to submit their first report on vaccination status tomorrow and with regular updates to follow.

With regards to reasonable accommodations, (b) (5)



(b) (5)

DOE recently decided that we will not be using MyEnergy.gov to collect attestations from site support service contractors due to the technical complexity. They will be treated like visitors where they will have to attest and show proof of vaccination or a negative test before they can enter the building. A memo is being drafted on the process for managing visitors which we anticipate to be released soon.

(b) (5)

Lastly, HC plans to send out to each DOE organization tomorrow a list of their employees that have not yet attested.

As in all updates, more details are to come as we continue to work through the details on implementation and administration of President Biden's Executive Order.

Please continue to send me any questions you have and I'll try to answer the ones I can as soon as I can.

Best,

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

██████████ (00) (5) ██████████

**From:** Lee, Terri

**Sent:** Wednesday, September 15, 2021 11:42 AM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Good morning,

As you all know, the President signed the Executive Order on September 9<sup>th</sup> that mandates COVID-19 vaccination for federal executive branch employees. The Safer Federal Workforce Task Force is tasked to provide an implementation framework within seven days from September 9. As of yesterday below is what I'm aware of but as like every update there are many other details to follow.

- (1) The OCIO is actively and expeditiously working to provide access to DOE's attestation data contained in MyEnergy. Notifications to staff identified for access will be made once the system is available. As a reminder, staff can update their attestation at any time.
- (2) November 22 is the deadline for all federal employees to be "fully" vaccinated. Walking back from that date, the last shot of two (Pfizer & Moderna) and the one shot for J&J, will have to be administered by Nov. 8 to allow for the two weeks for the vaccine to be effective. You can find more details from the latest updated COVID-19



guidance here, [Protecting the Federal Workforce During the COVID-19 Pandemic | Safer Federal Workforce](#).

(3) For clarity, DOE will not need to have a COVID testing program due to the vaccine mandate.

(4) (b) (5)

(5) We are working to draft a DOECAST which we hope will be released this week/early next week explaining the vaccine mandate for all federal employees. I (b) (5)

Details on this process are to follow.

As like you, we in the DOE COVID Coordination Team have a lot of questions, and we have and will continue to raise them with OMB and the DOE leadership. Please don't hesitate to share your questions and I will try to answer the ones I can and bring the others that I can't to other's attention.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Tuesday, September 7, 2021 2:53 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyer, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

This is a quick update for the week as of today.

Regarding the September 20<sup>th</sup> deadline, consider that as a marker towards the October 18<sup>th</sup> date when all sites will need to have their testing plan ready to use (for the interim until the nation-wide federal plan is rolled out). Therefore, you are not expected to have a plan completed by September 20<sup>th</sup>.

Between now and October 18, we're asking the sites to think through any potential gaps that will need to be addressed. As I noted last Thursday, you are welcome to use the DOE HQ's plan when it's released later this month and tailor it to your needs. This hopefully can lessen the burden for you have to create something from whole cloth for temporary use. In the meantime, one thing you can research if you haven't done so already is identify testing sites close to your work locations. I know there are locations in the DC Metropolitan area that offer free testing as well. I understand availability of testing varies widely across the country and are limited in remote places. According to the Safer Workplace FAQs, "In most circumstances, agencies should authorize employees to take no more than one hour to travel to the testing site, complete testing, and return to work. Agencies should require employees taking longer than one hour to document the reasons for the additional time."

While many details regarding testing continue to be fleshed out, (b) (5) I've alerted the CFO and DOE's COVID Coordination Team about your non-reimbursable restrictions and they are looking into how to resolve the issue, if in fact it is an issue.

Lastly, your office should have received a request from the CHCO last week confirming the names of the few staff that will be given access to the attestation data on MyEnergy. If this has not happened, please reach out to your HC POC. Once you have insight on the numbers, the data will help inform your testing and management plans.

As always, please don't hesitate to reach out if you have any questions.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

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Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Thursday, September 2, 2021 7:06 PM

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**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>; Lyles, Chris J <[lyles@wapa.gov](mailto:lyles@wapa.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone,

I wanted to provide a little more clarity on my message from yesterday as well as from today's noon COVID office hour call.

(b) (5)



As you are thinking through how to put in place your specific testing plan, you may want to consider using the DOE HQ's plan as a starting point so you don't need to create one from scratch. (b) (5) [REDACTED] [REDACTED] Once that's available, you're welcome to use that as a model with the ability to adjust specific to each of your site(s). I'll keep you posted on DOE's progress and timing.

Also from today's call, October 18<sup>th</sup> is the date in which OMB has identified that all agencies will need to implement their testing plan. Between that date and until OMB puts in place the nation-wide program that we can all use free of charge, all federal and site support service contractors will be reimbursed for their weekly test through a system that the CFO is in the process of putting in place. However, once the government-wide contract is effective, it will only cover federal employees and not our site support service contractors. This is what we're calling the "interim" step leading up to the nation-wide program.

Things continue to be fluid with many different moving parts. As such, everything is subject to change. For now, this is where we're heading.

As always, don't hesitate send me your questions.

Have a good evening.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

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Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Wednesday, September 1, 2021 3:23 PM

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**Subject:** RE: Updated OMB COVID Safety Policies

Good Afternoon Everyone,

This is my weekly update. To start off, I believe your HCAs (Heads of Contracting Activities) received (attached) a signed memo from John Bashista, DOE's Senior Procurement Executive and Keith Hamilton, NNSA's Senior Procurement Executive, setting forth the requirement for DOE and NNSA HCAs to direct their Contracting Officers (COs) to send letters using the attached template (attached) to Support Service Contractors (SSC) who have employees that work on any DOE/NNSA site or in any DOE/NNSA controlled facility. The template provides information on the DOE/NNSA COVID-19 vaccination attestation process for onsite SSC and their employees. Separate guidance was provided for Management and Operating (M&O) and Major Site and Facility Contractors.

This guidance implements the Administration's Safer Federal Workforce Task Force issued COVID-19 Workplace Safety: Agency Model Safety Principles (Agency Model Safety Principles or AMSP) which was issued on July 29, 2021. The AMSP directs agencies to ask about the vaccination status of Federal employees, contractor employees, and visitors to Federal buildings and sites and requires that respondents attest to the truthfulness of their response. Further information regarding testing requirements will be provided by the Contracting Officer.

I'm told that additional FAQs regarding contractors will be forthcoming and I will share those once released.

In addition, we were informed by the OMB Task Force that all agencies should begin COVID-19 testing starting September 20<sup>th</sup>. This does not mean all testing is required starting September 20<sup>th</sup> but more so to have a plan in place for testing. The DOE COVID Coordination Team plans to develop a framework/general guidelines for



testing. However, given the diversity of the DOE complex, each site has a range of flexibility on how they plan to implement their testing program. If you haven't already, please start developing your implementation plan for how your site(s) will manage testing. As a reminder, those that do not respond to the vaccination attestation will be treated as unvaccinated and will be required to be tested. I want to emphasize that there is no federal mandate for vaccination and therefore vaccination is not a condition of employment.

As the guidance states, the federal government will be paying for testing for all federal employees. The CFO is in the process of developing guidance for reimbursement, including how that will work for the PMAs.

If you'd like assistance in developing your site testing plan, please let me know and I can pull a few people together from the EM, NNSA and SC sites that have experience due to their existing COVID testing program recently developed or developed in the earlier days of the pandemic.

As always, please don't hesitate to send me any questions you may have.

Best,

Terri

Terri Lee

Chief Operating Officer  
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**Sent:** Wednesday, August 25, 2021 2:15 PM

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**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone,

For a quick update, the Secretary's Townhall is being moved from what was planned for tomorrow to Friday, 8/27/21, 2:30 pm – 3:45 pm. This is subject to change like all things related to COVID right now.

Due to procurement sensitivities and to avoid getting ahead of the process, I'm not going to go into any details but I do however want to make you aware that our COVID Coordination Team is working with DOE's and NNSA's HCAs (Head of Contracting Agency), John Bashista and Keith Hamilton respectively, as well as other contracting experts in DOE's programs to develop guidance for contractors (M&Os, prime & site support service) regarding vaccinations. Juston Fontaine may likely touch on this at his standing Thursday noon office hours, which many of you call in for. Don't hesitate to ask questions at that time and as always you can send questions to me as they come up.

Thank you.

Terri

Terri Lee

Chief Operating Officer

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██████████ (b) (6) ██████████

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**Sent:** Tuesday, August 17, 2021 5:01 PM

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**Subject:** RE: Updated OMB COVID Safety Policies

For your awareness, there are no new guidance from OMB as of today. I'm providing below a quick update on planned DOE announcements later this week.

(1) DOE's electronic system for vaccination attestation for federal and onsite support service contractors is

targeted to be operational this Friday, August 20.

(2) We are working on finalizing instructions for visitors to fill out the attestation forms.

(3) DOE's Procurement Office is currently drafting guidance that will be sent to the M&Os (date TBD) on how to manage the attestation process.

(4) A DOECAST will be released this Friday announcing the Secretary's Townhall scheduled for next Thursday, August 26, at 11:00 am EST, with a focus on the attestation guidance. The message will also include the updated Safety Protocol Plan.

(b) (5)



That's all I know as of today. Please let me know if you have any questions.

Thank you.

Terri

Terri Lee

Chief Operating Officer

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**Sent:** Thursday, August 12, 2021 1:23 PM

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**Subject:** RE: Updated OMB COVID Safety Policies

To All:

To follow-up from today's "COVID Office Hour" meeting regarding testing, Todd Shrader from EM has shared (attached) their West Valley site employee testing approach for your consideration as you plan to implement testing at your site(s). West Valley is scheduled to institute the program starting Monday. At West Valley, there are about 100 workers who will fall under this program. The cost of the tests are about \$25 a piece with some additional program administration costs.

The attached presentation is a high level summary. If anyone wants more detailed information, Todd and I can get the right people connected.

Thank you.

Terri

Terri Lee

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**From:** Lee, Terri <[terri.lee@hq.doe.gov](mailto:terri.lee@hq.doe.gov)>

**Sent:** Tuesday, August 10, 2021 9:06 PM

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**Cc:** Hoffman, Patricia <[pat.hoffman@hq.doe.gov](mailto:pat.hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady, William J <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[theresa.brownshute@hq.doe.gov](mailto:theresa.brownshute@hq.doe.gov)>

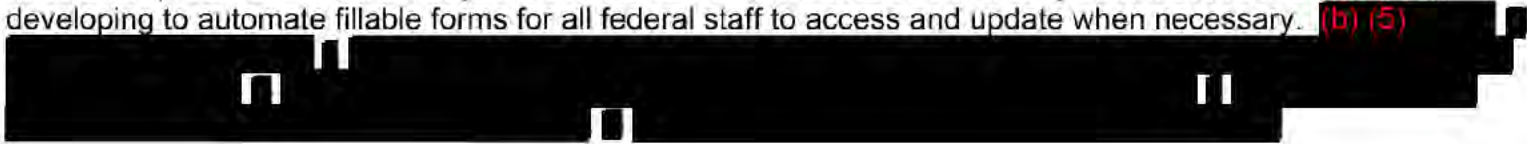
**Subject:** Re: Updated OMB COVID Safety Policies

Apologies for the additional email but I thought it was important to share the latest information I received today regarding the attestation process. Please know that no DOE final decisions have been made since we're still






working through the technical and administrative details and therefore what I describe below is subject to change. Our hope to be able to put something in place very soon, likely sometime next week, maybe sooner if all the stars align.

We are in the process of working with our CIO office to determine the best IT system approach to automate the attestation process. One that may be the most feasible is a SharePoint like system that the CIO has been developing to automate fillable forms for all federal staff to access and update when necessary. (b) (5)



Rather than each DOE program develop its own process, all DOE federal and support service contractor staff will be given access to the system once a decision is made on which system DOE will use.

As for outside visitors to a DOE facility, the form will be made available on the DOE website and at the front desk of the DOE check-in. The visitor will be responsible for filling out the form and keeping it with them during their visit if asked for verification. The visitor will also be responsible for disposing of the form. DOE will not be collecting the information. The DOE program host will be responsible for informing the visitor(s) of the process. This process will have to be followed by each visitor for every visit.

With regards to COVID testing (b) (5)   . I'll share the information once it's available. It should not be a surprise to anyone that we are not permitted to implement our re-entry plan until the details of the testing protocols have been established. As such, the re-entry plan continues to be hold until all details have been worked out.

Our DOE COVID Coordination Team is working to update and release shortly the Safety Protocol Plan to reflect much of these and other changes, including the removal of the 25% occupancy restriction. We originally had planned to release it with the re-entry plan. Given the delay due to these policy changes, we believe it's necessary to separate the two documents in order provide everyone the latest Safety Protocol Plan as soon as possible.

Please do not hesitate to send me any questions you may have. I will answer those that I can and maintain a list of those unanswered until further information is available for me to respond or be included in future updates to our FAQs.

Thank you and good evening.

Terri

Terri Lee

Chief Operating Officer

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**From:** "Lee, Terri" <[terri.lee@hq.doe.gov](mailto:terri.lee@hq.doe.gov)>

**Date:** Monday, August 9, 2021 at 5:23 PM

**To:** "Wech, Michael S" <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>, "Hobbs, Virgil" <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>, "LeBeau, Tracey" <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>, "Hairston, John L" <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>, "Smith, Barbara L" <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>, "Thompson, Dionne E" <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>, "Baskerville, Sonya L" <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>, "Tyer, Katherine M" <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Pat Hoffman <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>, "Muse, Whitney" <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>, "Leady, William J" <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>, "Hall, Lee J" <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>, "Capps, Stephan A" <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>, "Fickes, Anne Macron" <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>, "Laylo, Sarah M" <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>, "Rodgers, Jennifer R" <[jrodgers@wapa.gov](mailto:jrodgers@wapa.gov)>, "Ardis, Melissa H" <[ardis@wapa.gov](mailto:ardis@wapa.gov)>, "Brown Shute, Theresa" <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>

**Subject:** RE: Updated OMB COVID Safety Policies

Hi Everyone:

Last Friday the Safer Federal Workforce Task Force published the new Frequently Asked Questions (FAQs) related to vaccination attestation that you can find here: <https://www.saferfederalworkforce.gov/new/>. We will be working to update the DOE Safety Plan consistent with the new process. In the meantime, you can begin to update your site plans accordingly. I'm sure you'll have questions that we may or may not be able to answer right now but please share them so that we can work to address them as soon as possible.

As of now, there are no details regards the process for testing. I'll share them once they're made available.

Thank you.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Lee, Terri

**Sent:** Tuesday, August 3, 2021 12:41 PM

**To:** Wech, Michael S <[mike.wech@swpa.gov](mailto:mike.wech@swpa.gov)>; Hobbs, Virgil <[Virgil.Hobbs@Sepa.doe.gov](mailto:Virgil.Hobbs@Sepa.doe.gov)>; LeBeau, Tracey <[lebeau@wapa.gov](mailto:lebeau@wapa.gov)>; Hairston, John L <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Smith, Barbara L <[barbara.smith@swpa.gov](mailto:barbara.smith@swpa.gov)>; Thompson, Dionne E <[dthompson@wapa.gov](mailto:dthompson@wapa.gov)>; Baskerville, Sonya L <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>; Tyler, Katherine M <[tyer@wapa.gov](mailto:tyer@wapa.gov)>

**Cc:** Hoffman, Patricia <[Pat.Hoffman@hq.doe.gov](mailto:Pat.Hoffman@hq.doe.gov)>; Muse, Whitney <[whitney.muse@hq.doe.gov](mailto:whitney.muse@hq.doe.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Laylo, Sarah M <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Rodgers, Jennifer R <[jroddgers@wapa.gov](mailto:jroddgers@wapa.gov)>; Ardis, Melissa H <[ardis@wapa.gov](mailto:ardis@wapa.gov)>; Brown Shute, Theresa <[Theresa.BrownShute@hq.doe.gov](mailto:Theresa.BrownShute@hq.doe.gov)>

**Subject:** Updated OMB COVID Safety Policies

Hi Everyone,

Attached for your reference is the updated safety protocols from OMB from last week if you or your staff have not seen them yet. I want to point out that we are waiting for OMB guidance on the process for executing some of the new policies, particularly ones regarding vaccination verification and testing. We will update the DOE guidance consistent with OMB's direction once it's made available. In the meantime, we remain on maximum telework and continue to follow the May 24, 2021 DOE COVID Safety Plan in addition to last week's mask wearing update. You can find all of this information on the DOE Powerpedia, <https://powerpedia.energy.gov/wiki/Portal:COVID-19>.

As a reminder, the updated mask mandate is not a blanket mandate. For those vaccinated, masks are only required in high transmission areas. Please use the CDC guidelines to determine areas of high transmission. If you have neighboring areas where one has high transmission and the other has moderate transmission, and the majority of those workers come to the same work site, err on the conservative side.

Also, the re-entry plan is on hold until the process to implement the new protocols announced last Thursday are put in place.

Lastly, if you have any questions regarding federal COVID safety protocols versus local or state level protocols, please let me know and I can schedule a meeting with GC and our COVID Coordinating Team to resolve the issue.

As always, please don't hesitate to reach out to me if you have any other questions.

Thank you. Take care and stay safe.

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

(b) (6)

**From:** Miller, Mike P (BPA) - TE-DITT-2

**Sent:** Tue Sep 28 11:38:40 2021

**To:** Cathcart, Michelle M (BPA) - TO-DITT-2

**Subject:** RE: Vaccine Mandate and Contingency Plans

**Importance:** Normal

Thanks so much Michelle! I am going to have to change a few words before I send it. No one is going to believe that I created an email with the word "assuage" in it. But for you, totally believable. You are smart enough. J

Mike

**From:** Cathcart, Michelle M (BPA) - TO-DITT-2 <mmcathcart@bpa.gov>

**Sent:** Tuesday, September 28, 2021 11:14 AM

**To:** TVPs <tvps@BPASite1.bpa.gov>

**Subject:** FW: Vaccine Mandate and Contingency Plans

Here is the final version of what I sent to my team

**From:** Cathcart, Michelle M (BPA) - TO-DITT-2

**Sent:** Tuesday, September 28, 2021 11:14 AM



**To:** ADL\_TO\_ALL <[ADL\\_TO\\_ALL@BPASite1.bpa.gov](mailto:ADL_TO_ALL@BPASite1.bpa.gov)>

**Subject:** Vaccine Mandate and Contingency Plans

All,

As more information has come out about the vaccine mandate in the past couple of weeks, I have been hearing more questions about contingency plans if we lose significant portions of our workforce. As you have heard me say many times before, safety and reliability of our transmission system are the highest priorities for our organization. Safety is also our biggest core value. Safety of our workforce includes taking necessary steps to protect our people against COVID-19, especially with the more contagious delta variant. President Biden, as supported by DOE and all of your leadership here at BPA, have made it clear that the science points to vaccines as the most effective way to protect our workforce, and the executive orders mandating vaccination for [federal workers](#) and [contractors](#) are taken very seriously. Exceptions to this mandate will be limited to only those required by law, such as medical reasons or sincerely held religious beliefs. The [Reasonable Accommodation process](#) includes forms for both medical and religious requests. A reasonable accommodation is a change that may include modification or adjustment to the work environment such as a modified work schedule, modification of existing facilities, job restructuring to enable the employee to perform the essential functions of a job/position, acquisition of approved special equipment, the removal of other identified workplace barriers, or reassignment.

I do understand that there are members of our current workforce who may still choose not to be vaccinated and do not qualify for these limited exceptions. While people may not agree with the executive order, it is a Federal Employee's responsibility to adhere to it, and Bonneville's responsibility to enforce it. I know that employees who refuse to be vaccinated or provide proof of vaccination and are not approved for an exception may choose to find other employment opportunities outside of BPA and the federal government. For BPA as an Agency, the executive order is a directive to comply, and as such, we will enforce compliance, including issuing disciplinary actions up to removal from federal service. With this in mind, leadership is solidifying contingency plans to continue to operate our transmission system safely and reliably under varying levels of attrition. While some of the plans could impact strategic objectives, capital execution, or overtime, the leadership team is committed to doing what is necessary to protect the safety of the workforce and continue to maintain reliability.

I am hopeful that the majority of the workforce will comply with the vaccine mandate and these plans will be unnecessary, but I did want to assuage fears about our ability to continue to meet our mission. Together, with your support, we will continue to be successful.

Thank you,

**Michelle Cathcart** (She/Her/Hers)

Vice President | Transmission System Operations

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 360-418-8775 | C (b)

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From: Hall, Lee J (BPA) - PES-6

Sent: Wed Sep 15 16:06:30 2021

To: Capps, Stephan A (BPA) - NW-1; Leady Jr, William J (BPA) - K-7; Hall, Lee J (BPA) - PES-6

Subject: Intel from Sarah Hawkins

Importance: Normal

I just spoke with Sarah Hawkins – this is “close hold” intel:

- She said that BPA EEO has 7 religious accommodation requests already (who don't want to vaccinate) – those came after the most recent EEO webinar on RA, last week, from people who attended the webinar.

(b) (5)



- We saw some words in a recent DOE email about “progressive discipline” for non-compliance with vaccination order, and Sarah confirmed DOE/OMB is working on that. In other words, start with letter of caution, the escalate to next level of discipline, etc, and no immediate removal from service.

From: Hall, Lee J (BPA) - PES-6

Sent: Wed Sep 15 15:43:53 2021

To: Capps, Stephan A (BPA) - NW-1; Leady Jr, William J (BPA) - K-7; Hall, Lee J (BPA) - PES-6

Subject: Raw notes: Transition Team feedback

Importance: Normal

I heard a few items today, and concerns. Here are some raw notes:

- Jason said that he's heard from at least one manager that some employees have threatened to resign if they have to be vaccinated
- Shane asked what is the contingency planning for backfilling positions that are vacated due to refusal to be vaccinated ("HCM will have to ramp up")
- Rob said something similar – some may resign – may “see an exodus of people”
- Sarah H. said that EEO has already had requests for religious accommodation – I'll call her and find out more, maybe some #s. She said that she was meeting with EEO next week
- Some folks said that “Nov 22 is coming up soon”
- Rob opined (and others agreed) that it did not make sense to have everyone vaccinated by Nov 22, but hold off on bringing people back (I said we just don't know the timing, but likely not before the holidays – but that is just my opinion)
- Tim Bargen said that Nov 22<sup>nd</sup> may not be reasonable, that the union may delay that date

- I cautioned patience – that we have not heard from DOE on processes, but we want to act on them soon

**From:** Shaheen,Richard L (BPA) - T-DITT-2

**Sent:** Thu Sep 23 12:28:50 2021

**To:** Hall, Lee J (BPA) - PES-6; Cook, Jeffrey W (BPA) - TP-DITT-2

**Cc:** Capps, Stephan A (BPA) - NW-1; Leady Jr, William J (BPA) - K-7

**Subject:** RE: Vaccination Attestation Is Now Mandatory

**Importance:** Normal

Thanks Jeff and Lee.....

**From:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Sent:** Thursday, September 23, 2021 12:00 PM

**To:** Cook, Jeffrey W (BPA) - TP-DITT-2 <jwcook@bpa.gov>

**Cc:** Shaheen, Richard L (BPA) - T-DITT-2 <rlshaheen@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>; Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>

**Subject:** RE: Vaccination Attestation Is Now Mandatory

Good question, Jeff. We will take a look at this student question; my quick response is that disciplinary action is NOT being considered for those who do not do the attestation. My sense is that the attestation is a first step, to evaluate the current numbers of vaccinated personnel.

The vaccination requirement of Nov 22<sup>nd</sup> is the main issue (meaning, they need to have their last dose by Nov 8<sup>th</sup>,

taking into account the two week effective period). I expect compliance with this target to be the basis of any future disciplinary action (and let's remember that the Reasonable Accommodation process for exceptions needs to be satisfied, too).

And, as noted, students who are federal employees will eventually need to upload proof of vaccination, when that DOE system is available.

I will tag this as an issue – and we'll share with HCM – who runs the student program. I appreciate you flagging this so we can ensure our students are informed and can make timely decisions, to meet the Nov 22<sup>nd</sup> vaccination requirement.

Thanks, Lee

**From:** Cook, Jeffrey W (BPA) - TP-DITT-2 <[jwcook@bpa.gov](mailto:jwcook@bpa.gov)>  
**Sent:** Thursday, September 23, 2021 11:47 AM  
**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Cc:** Shaheen, Richard L (BPA) - T-DITT-2 <[rlshaheen@bpa.gov](mailto:rlshaheen@bpa.gov)>  
**Subject:** RE: Vaccination Attestation Is Now Mandatory

Lee

Quick question. We have many students who are federal employees that are now back at school and on LWOP. They are not checking BPA emails or contacting their managers – they are basically at school. What is

the rules for these folks? I don't want all these students to get threatening letters in the mail or be dismissed because they are on LWOP

Jeff

Jeffrey W. Cook, PE

VP Transmission Planning and Asset Management

Bonneville Power Administration

360-418-8981

(b) (6) (cell)

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Sent:** Thursday, September 23, 2021 11:41 AM

**To:** Executive Team <[ExecTeam@BPASite1.bpa.gov](mailto:ExecTeam@BPASite1.bpa.gov)>; Executive Associates <[ExecutiveAssistants@BPASite1.bpa.gov](mailto:ExecutiveAssistants@BPASite1.bpa.gov)>

**Cc:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** Vaccination Attestation Is Now Mandatory

Team, as of yesterday, the Vaccination Attestation has changed from voluntary to mandatory. We have direction from DOE to send emails to the BPA employees who have not completed the attestation, and direct them to do so by tomorrow, Friday 9/24. Those emails will be sent today.



This email is to keep you informed of the process, and the communications being sent out.

1. Robin will send an All FED and CFTE email of the Change in Attestation from voluntary to mandatory. The email will:
  - a. Thank people who already submitted
  - b. Ask others who haven't done so, to submit their Attestation via MyEnergy
  - c. Provide a link to the Need to Know (NTK) for more info such as job aids to fill out the form.
2. Robin will email 600+ feds (BCC) who haven't filled out the attestation form, reminding them to do so.
3. Robin will email the managers (BCC) of the 600+ who haven't filled out the attestation form to say "1 or more of your employees have not filled out the form."
4. Need to Know (NTK) on Connection will be edited and reposted to include the requirement to fill out the form.

We understand these developments will lead to many questions. And – that some employees will simply not get the word in time to meet the deadline (e.g. on Annual Leave, working 4X10s, shiftwork, etc) – we will be considering next steps in that regard.

Please note that this attestation process is just the next step. Soon, perhaps next week – DOE will provide a new process for uploading “proof of vaccination” documentation by employees. We appreciate your patience as DOE rolls that out.

Thanks for your support. We encourage you to share with your managers, as these actions will have an impact on them and their teams.

Lee, Steve and Bill

**From:** Furrer,Robin R (BPA) - N-7

**Sent:** Wed Sep 15 11:56:14 2021

**To:** Cooper,Suzanne B (BPA) - P-6

**Subject:** RE: Vaccination requirement date set, Delta variant impact being felt at BPA

**Importance:** Normal

(b) (6)

**From:** Cooper,Suzanne B (BPA) - P-6 <sbcooper@bpa.gov>

**Sent:** Wednesday, September 15, 2021 11:43 AM

**To:** Furrer,Robin R (BPA) - N-7 <rrfurrer@bpa.gov>

**Subject:** RE: Vaccination requirement date set, Delta variant impact being felt at BPA

Well said, Robin!

*The inconvenience we suffer through today may prevent greater suffering of others later.*

**From:** Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>

**Sent:** Wednesday, September 15, 2021 8:57 AM

**Subject:** Vaccination requirement date set, Delta variant impact being felt at BPA

**TO: All BPA**

We knew this was coming. We could see the rise of COVID-19 cases in our service territory related to the Delta variant of the disease. And the pattern over the past year-and-a-half of seeing a marked increase in the quarantine of members of our workforce within a week or two of a major holiday has unfortunately held true.

Words cannot express my heartbreak at the loss of one of our BPA family to this disease. Katie was a friend and a colleague. She was beautiful and brilliant. I just saw her a few weeks ago at the grocery store and she recognized me through our masks and was her normal friendly, bubbly self. Her loss is so tragic.

As of Monday, some 50 workers were on quarantine as either a cautionary measure or as a result of a positive COVID-19 case. Overnight to Tuesday, a few of those cases completed the quarantine process, but another 19 members of our workforce were added to quarantine following contact tracing from new self-reports. Currently, we have 66 members of the workforce in quarantine – an amount we've not seen since last winter.

In the past month, we've seen an average of 5-7 self-report cases daily. At times, this has placed whole crews within Transmission Field Services on quarantine – a concerning prospect that impacts the timeliness of our ability to respond to emergency outages and starts to stretch our resources. According to an epidemiologist with the Oregon Health & Science University, this upward tick of cases is likely to persist until at least mid-October.

### **Take precautionary measures both at work, home and play**

We must continue to take a disciplined approach to reducing the risk of COVID-19 to our workforce and our mission to deliver power to load. That means wear the mask at BPA facilities or worksites and observe all policies related to our pandemic response, including the use of the self-evaluation questionnaire. Stay home if you're sick or showing symptoms. It also means that you should try to mitigate your risks when away from work. All the precautions that we take at our facilities cannot prevent your potential exposure on personal time if you let your discipline down.

Please remember that we're talking about your safety – and more: Reducing your risk of exposure is a means to protect your family, friends, loved ones and co-workers. The inconvenience we suffer through today may prevent

greater suffering of others later.

And if you experience symptoms or become aware of an exposure to someone who is symptomatic or tested positive for COVID-19, report that to your manager or [Continuity@bpa.gov](mailto:Continuity@bpa.gov). Self-reporting is a critically important tool for reducing the spread of COVID in our workforce. Self-reporting saves lives.

**If you can, get vaccinated by Nov. 22**

As we've heard time and time again from the Centers for Disease Control and Prevention, the single greatest step we can take to reduce the potential that we contract COVID-19 is to get vaccinated. The science has shown that vaccination has another positive impact in that it also has been shown to lessen the chance of a severe case of COVID-19 if a breakthrough infection occurs.

The White House issued two Executive Orders on Sept. 9 that pertain directly to us. The first requires that all Federal employees (GS and Wage Grade) need to be vaccinated by Nov. 22, and the second requires the same for all contractors accessing our facilities. While we are still waiting on the details regarding exceptions, updated contract clauses and other guidance, I highly encourage you to get vaccinated if you can medically do so and haven't already completed the process. Please reach out to your health care providers if there are concerns about the safety and efficacy of the vaccine.

We will weather this current surge together and then look forward to a time when we can resume more normal operations.

As always, please take care of you and yours.

Robin

From: Shaheen, Richard L (BPA) - T-DITT-2

Sent: Thu Sep 23 12:26:17 2021

To: TVPs; jalahti@bpa.gov; iityson@bpa.gov; rlshaheen@bpa.gov; jwcook@bpa.gov; ssbrookshire@bpa.gov; mpmiller@bpa.gov; tgko@bpa.gov; mmcathcart@bpa.gov; kahunter@bpa.gov

Subject: FW: Policy Group Awareness - Mandatory Attestations

Importance: Normal

FYI....

**From:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Sent:** Thursday, September 23, 2021 11:14 AM

**To:** Shaheen, Richard L (BPA) - T-DITT-2 <rlshaheen@bpa.gov>

**Subject:** RE: Policy Group Awareness - Mandatory Attestations

Richard, yes – BFTE only. Thanks -- Lee

**From:** Shaheen, Richard L (BPA) - T-DITT-2 <[rlshaheen@bpa.gov](mailto:rlshaheen@bpa.gov)>

**Sent:** Thursday, September 23, 2021 10:31 AM

**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** RE: Policy Group Awareness - Mandatory Attestations

Lee,

Are the numbers in the below table just BPA BFTE?

Richard

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Sent:** Wednesday, September 22, 2021 4:49 PM

**To:** Hairston, John L (BPA) - A-7 <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Furrer, Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>; Cook, Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>; James, Daniel M (BPA) - D-7 <[dmjames@bpa.gov](mailto:dmjames@bpa.gov)>; Shaheen, Richard L (BPA) - T-DITT-2 <[rlshaheen@bpa.gov](mailto:rlshaheen@bpa.gov)>; Cooper, Suzanne B (BPA) - P-6 <[sbcooper@bpa.gov](mailto:sbcooper@bpa.gov)>; Cathcart, Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>; Lahti, John A (BPA) - TF-DITT-2 <[jalahti@bpa.gov](mailto:jalahti@bpa.gov)>; Harris, Marcus A (BPA) - F-2 <[maharris@bpa.gov](mailto:maharris@bpa.gov)>; Berry, Benjamin L (BPA) - J-3 <[blberry@bpa.gov](mailto:blberry@bpa.gov)>; Scruggs, Joel L (BPA) - DK-7 <[jiscruggs@bpa.gov](mailto:jiscruggs@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Chong Tim, Marcus H (BPA) - L-7 <[mhchongtim@bpa.gov](mailto:mhchongtim@bpa.gov)>

**Cc:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>; Laylo, Sarah M (BPA) - NN-1 <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>

**Subject:** Policy Group Awareness - Mandatory Attestations

Team,

This is a heads up on a message that will be sent from the front office tomorrow (Thursday).

Previously, we've communicated that the DOE attestation system was voluntary. With the new executive orders, this is now a mandatory requirement for BFTEs. Today, we received the roll up (below) and names (this is controlled information – only 4 senior leaders have the list of names). The target to have BFTE staff to complete a mandatory attestation in the system is Friday 9/24.

Tomorrow, the front office will send an email to employees who have not completed attestation, to notify them that the form is now mandatory and directing them to go into the MyEnergy system. Expect questions from your teams on this. For now, the message is that it is mandatory. We're working on the process to share the names with you. We are still waiting on additional guidance on reasonable accommodations, disciplinary actions, and other issues.

Declined to respond

Fully Vaccinated

Not vaccinated

Partially Vaccinated

Missing

Total

332



1966

98

56

632

3084

Thanks -- Lee, Steve and Bill

From: Shaheen,Richard L (BPA) - T-DITT-2

Sent: Thu Sep 23 08:46:31 2021

To: TVPs; jalahti@bpa.gov; iltyson@bpa.gov; rshaheen@bpa.gov; jwcook@bpa.gov; ssbrookshire@bpa.gov; mpmiller@bpa.gov; tgko@bpa.gov; mmcathcart@bpa.gov; kahunter@bpa.gov

Subject: FW: Policy Group Awareness - Mandatory Attestations

Importance: Normal

FYI.....

**From:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Sent:** Wednesday, September 22, 2021 4:49 PM

**To:** Hairston, John L (BPA) - A-7 <jlhairston@bpa.gov>; Furrer, Robin R (BPA) - N-7 <rrfurrer@bpa.gov>; Cook, Joel D (BPA) - K-7 <jdcook@bpa.gov>; James, Daniel M (BPA) - D-7 <dmjames@bpa.gov>; Shaheen, Richard L (BPA) - T-DITT-2 <rshaheen@bpa.gov>; Cooper, Suzanne B (BPA) - P-6 <sbcooper@bpa.gov>; Cathcart, Michelle M (BPA) - TO-DITT-2 <mmcathcart@bpa.gov>; Lahti, John A (BPA) - TF-DITT-2 <jalahti@bpa.gov>; Harris, Marcus A (BPA) - F-2 <maharris@bpa.gov>; Berry, Benjamin L (BPA) - J-3 <blberry@bpa.gov>; Scruggs, Joel L (BPA) - DK-7 <jlscruggs@bpa.gov>; Fickes, Anne Macron (BPA) - NH-1 <acmacron@bpa.gov>; Chong Tim, Marcus H (BPA) - L-7 <mhchongtim@bpa.gov>

**Cc:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>; Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Kuhn, Shana L (BPA) - NS-4400-LL <slkuhn@bpa.gov>; Laylo, Sarah M (BPA) - NN-1 <smlaylo@bpa.gov>

**Subject:** Policy Group Awareness - Mandatory Attestations

Team,

This is a heads up on a message that will be sent from the front office tomorrow (Thursday).

Previously, we've communicated that the DOE attestation system was voluntary. With the new executive orders, this is now a mandatory requirement for BFTEs. Today, we received the roll up (below) and names (this is controlled information – only 4 senior leaders have the list of names). The target to have BFTE staff to complete a mandatory attestation in the system is Friday 9/24.

Tomorrow, the front office will send an email to employees who have not completed attestation, to notify them that the form is now mandatory and directing them to go into the MyEnergy system. Expect questions from your teams on this. For now, the message is that it is mandatory. We're working on the process to share the names with you. We are still waiting on additional guidance on reasonable accommodations, disciplinary actions, and other issues.

Declined to respond

Fully Vaccinated

Not vaccinated

Partially Vaccinated

Missing

Total

332

1966

98

56

632

3084

Thanks -- Lee, Steve and Bill

From: Kuhn,Shana L (BPA) - NS-4400-LL

Sent: Thu Sep 23 11:27:07 2021

To: Hall, Lee J (BPA) - PES-6; Leady Jr, William J (BPA) - K-7; Capps, Stephan A (BPA) - NW-1

Subject: DOE OCHCO Resource Manager Call 9.23.21

Importance: Normal

Attachments: DOE OCHCO Resource Manager Call 9.23.21.docx

In an effort to be expedient, these notes are very raw. This is from just a few minutes ago from my meeting with the DOE OCHCO, HR directors and resource managers.

Let me know of questions or any clarification needed, I may have more info than I typed.

Shana

**Shana Kuhn**

Deputy Chief Workforce and Strategy Officer | Chief Workforce and Strategy Office (D)

**Bonneville Power Administration**

[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov) | P 503-230-3836 | C (b) (6)

INTEGRITY | KINDNESS | ENTHUSIASM | CONSISTENCY | FUN

### DOE Sent information yesterday:

- Email federal employees draft, list of non-responders.
  - Nobody is going to get in trouble for not completing their attestation.
  - Employees could have used their personal email addresses, they are being asked to go back in and add their federal email.
  - Are the attestation forms now required? No disciplinary action at this time. My energy is the system we will be using to collect the vaccination proof. At that time, the system will need to be comprehensive. Using attestation system to report to OMB.
  - No decisions on reasonable accommodation until federal-wide guidance is issued from OMB/OPM. There may be a federal-wide deadline for submitting the reasonable accommodation request.
- 
- Ok to say it is mandatory. Although we will not discipline if they don't.
  - Ok for the email to come from someone other than DASH-1. Can delegate as needed, intent is to ensure people take it seriously.
  - Will we be getting updates on progress? Yes...hopefully...some issues with system...
  - Any chance we would get RA guidance or progressive discipline prior to end of fiscal year? Government shutdown should not impact this. Start the interactive process, collect documentation, the final decision needs to wait for the guidance from DOE.
  - Religious exemption can be filled out by the employee's religious leader...there is a form...
  - Medical exemption is defined in the RA policy. Various reasons specific to COVID, for example if someone has had COVID, they have to wait 90 days to get the vaccine.
  - Can we share the list? No PII issues. Those at the highest level to help drive people getting this completed. Whatever works best in your organization. Can share with supervisors if you think this would be helpful.
  - Booster: Not required per CDC definition of "fully vaccinated". Will make it so people can document if they want to in the system, but this is not required to meet the CDC definition of "fully vaccinated".
  - Are we going to provide any retirement guidance – may want to expect an uptick in requests here...
  - Onsite support service contractors – we do have a list of those who submitted to myenergy – we will likely not collect proof directly, the vendor would be required to do this. We will be separating the two going forward. More to come.

**From:** Furrer,Robin R (BPA) - N-7

**Sent:** Wed Sep 15 10:05:44 2021

**To:** Miller, Mike P (BPA) - TE-DITT-2

**Subject:** RE: Vaccination requirement date set, Delta variant impact being felt at BPA

**Importance:** Normal

(b) (6) [REDACTED]

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>

**Sent:** Wednesday, September 15, 2021 9:51 AM

**To:** Furrer, Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>

**Subject:** RE: Vaccination requirement date set, Delta variant impact being felt at BPA

(b) (6) [REDACTED]

Mike

**From:** Furrer, Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>

**Sent:** Wednesday, September 15, 2021 8:57 AM

**Subject:** Vaccination requirement date set, Delta variant impact being felt at BPA



**TO: All BPA**

We knew this was coming. We could see the rise of COVID-19 cases in our service territory related to the Delta variant of the disease. And the pattern over the past year-and-a-half of seeing a marked increase in the quarantine of members of our workforce within a week or two of a major holiday has unfortunately held true.

Words cannot express my heartbreak at the loss of one of our BPA family to this disease. Katie was a friend and a colleague. She was beautiful and brilliant. I just saw her a few weeks ago at the grocery store and she recognized me through our masks and was her normal friendly, bubbly self. Her loss is so tragic.

As of Monday, some 50 workers were on quarantine as either a cautionary measure or as a result of a positive COVID-19 case. Overnight to Tuesday, a few of those cases completed the quarantine process, but another 19 members of our workforce were added to quarantine following contact tracing from new self-reports. Currently, we have 66 members of the workforce in quarantine – an amount we've not seen since last winter.

In the past month, we've seen an average of 5-7 self-report cases daily. At times, this has placed whole crews within Transmission Field Services on quarantine – a concerning prospect that impacts the timeliness of our ability to respond to emergency outages and starts to stretch our resources. According to an epidemiologist with the Oregon Health & Science University, this upward tick of cases is likely to persist until at least mid-October.

### **Take precautionary measures both at work, home and play**

We must continue to take a disciplined approach to reducing the risk of COVID-19 to our workforce and our mission to deliver power to load. That means wear the mask at BPA facilities or worksites and observe all policies related to our pandemic response, including the use of the self-evaluation questionnaire. Stay home if you're sick or showing symptoms. It also means that you should try to mitigate your risks when away from work. All the precautions that we take at our facilities cannot prevent your potential exposure on personal time if you let your discipline down.

Please remember that we're talking about your safety – and more: Reducing your risk of exposure is a means to protect your family, friends, loved ones and co-workers. The inconvenience we suffer through today may prevent

greater suffering of others later.

And if you experience symptoms or become aware of an exposure to someone who is symptomatic or tested positive for COVID-19, report that to your manager or [Continuity@bpa.gov](mailto:Continuity@bpa.gov). Self-reporting is a critically important tool for reducing the spread of COVID in our workforce. Self-reporting saves lives.

**If you can, get vaccinated by Nov. 22**

As we've heard time and time again from the Centers for Disease Control and Prevention, the single greatest step we can take to reduce the potential that we contract COVID-19 is to get vaccinated. The science has shown that vaccination has another positive impact in that it also has been shown to lessen the chance of a severe case of COVID-19 if a breakthrough infection occurs.

The White House issued two Executive Orders on Sept. 9 that pertain directly to us. The first requires that all Federal employees (GS and Wage Grade) need to be vaccinated by Nov. 22, and the second requires the same for all contractors accessing our facilities. While we are still waiting on the details regarding exceptions, updated contract clauses and other guidance, I highly encourage you to get vaccinated if you can medically do so and haven't already completed the process. Please reach out to your health care providers if there are concerns about the safety and efficacy of the vaccine.

We will weather this current surge together and then look forward to a time when we can resume more normal operations.

As always, please take care of you and yours.

Robin

**From:** Hunter, Kimberly A (BPA) - TTB-MODD

**Sent:** Tue Sep 21 08:20:49 2021

**To:** TT Leadership; hnngo@bpa.gov; setyskiewicz@bpa.gov; pjaschio@bpa.gov; cmlarvick@bpa.gov; txchandler@bpa.gov; kahunter@bpa.gov

**Subject:** 20210915 Transition Update V3.pptx

**Importance:** Normal

**Attachments:** 20210915 Transition Update V3.pptx

FYI on policy group meeting on COVID status.

From: Tyson,Ivy L (BPA) - TA-DITT-2

Sent: Tue Sep 21 09:52:04 2021

To: Pederson,Jamie A (BPA) - TAB-DITT-2; Lane,Dominic P (BPA) - TAS-TPP-4; Tinseth,Kenneth H (BPA) - TAA-HANGR

Subject: FW: PG Notes

Importance: Normal

Attachments: Transition Update V3.pptx

Here is the latest Policy Group update on the pandemic/vaccinations. Not a lot more than I passed along today.

- Ivy

**Ivy Lee Tyson, P.E.**

Chief of Staff | Transmission Chief of Staff (TA)

**Bonneville Power Administration**

[iltyson@bpa.gov](mailto:iltyson@bpa.gov) | P 360-418-2047 | C (b) (6)

[cid:image001.jpg@01D52C3E.DF0B9390cid:image008.jpg@01D52C3E.09FCE1E0cid:image009.jpg@01D52C3E.09FCE1E0cid:image010.jpg@01D52C3E.09FCE1E0cid:image011.jpg@01D52C3E.09FCE1E0cid:image012.jpg@01D52C3E.09FCE1E0](#)

**From:** Shaheen, Richard L (BPA) - T-DITT-2 <rlshaheen@bpa.gov>  
**Sent:** Tuesday, September 21, 2021 8:12 AM  
**To:** Cook, Jeffrey W (BPA) - TP-DITT-2 <jwcook@bpa.gov>; TVPs <tvps@BPASite1.bpa.gov>  
**Subject:** RE: PG Notes

OK to share PowerPoint deck, minus slide 6 (benchmarking info – don't know if confidential).

Don't believe any issue sharing Steve's notes in email.

Richard

**From:** Cook, Jeffrey W (BPA) - TP-DITT-2 <[jwcook@bpa.gov](mailto:jwcook@bpa.gov)>  
**Sent:** Tuesday, September 21, 2021 7:48 AM  
**To:** Shaheen, Richard L (BPA) - T-DITT-2 <[rlshaheen@bpa.gov](mailto:rlshaheen@bpa.gov)>; TVPs <[tvps@BPASite1.bpa.gov](mailto:tvps@BPASite1.bpa.gov)>  
**Subject:** RE: PG Notes

Richard

Can any of this info be shared with staff at this time?

Jeffrey W. Cook, PE

VP Transmission Planning and Asset Management

Bonneville Power Administration

360-418-8981

(b) (6) (cell)

**From:** Shaheen, Richard L (BPA) - T-DITT-2 <[rlshaheen@bpa.gov](mailto:rlshaheen@bpa.gov)>  
**Sent:** Tuesday, September 21, 2021 6:15 AM  
**To:** TVPs <[tvps@BPASite1.bpa.gov](mailto:tvps@BPASite1.bpa.gov)>  
**Subject:** FW: PG Notes

Team....below is the note I cited at our T2 mtg that had some attestation data that seemed surprising to me.....

Richard

**From:** Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>  
**Sent:** Thursday, September 16, 2021 12:42 PM  
**To:** Furrer, Robin R (BPA) - N-7 <[rfurrer@bpa.gov](mailto:rfurrer@bpa.gov)>; Cook, Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>; Hairston, John L (BPA) - A-7 <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; James, Daniel M (BPA) - D-7 <[dmjames@bpa.gov](mailto:dmjames@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>; Shaheen, Richard L (BPA) - T-DITT-2 <[rlshaheen@bpa.gov](mailto:rlshaheen@bpa.gov)>; Harris, Marcus A (BPA) - F-2 <[maharris@bpa.gov](mailto:maharris@bpa.gov)>; Chong Tim, Marcus H (BPA) - L-7 <[mhchongtim@bpa.gov](mailto:mhchongtim@bpa.gov)>; Cooper, Suzanne B (BPA)

- P-6 <[sbcooper@bpa.gov](mailto:sbcooper@bpa.gov)>; Laylo, Sarah M (BPA) - NN-1 <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Berry, Benjamin L (BPA) - J-3 <[blberry@bpa.gov](mailto:blberry@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Cathcart, Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>; Lahti, John A (BPA) - TF-DITT-2 <[jalahti@bpa.gov](mailto:jalahti@bpa.gov)>; Scruggs, Joel L (BPA) - DK-7 <[jscruggs@bpa.gov](mailto:jscruggs@bpa.gov)>  
**Cc:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Subject:** PG Notes

Team – notes from our weekly check in with our DOE counterparts.

- Attestation system – The DOE CIO team is working the access and database issues. They understand the urgency and need, and are looking at giving us a snap shot of our data if they can't resolve the access issues soon. For DOE (BPA included), 87% has responded and 84% of the responders are vaccinated.

- Future guidance – DOE had nothing new to share on exemptions, processes, vaccine documentation requirements and other issues. They have the same questions and concerns that we have, and are seeking clarity from OMB.

We'll keep you posted on any significant changes. We're monitoring the Safer Federal Workforce Task Force website for any updated direction.

Thanks – Lee, Bill and Steve

**Stephan Capps**

Director of Facilities and Workplace Services

Bonneville Power Administration

Office 503-230-4498, Mobile [REDACTED] (b) (6)

sacapps@bpa.gov



# Transition Team Update

Sept 16, 2021

*Planning Team*

- Lee Hall
- Steve Capps
- Bill Leady
- Sarah Laylo
- Shana Kuhn

*79<sup>th</sup> week of telework*

## *Transition Team Update*

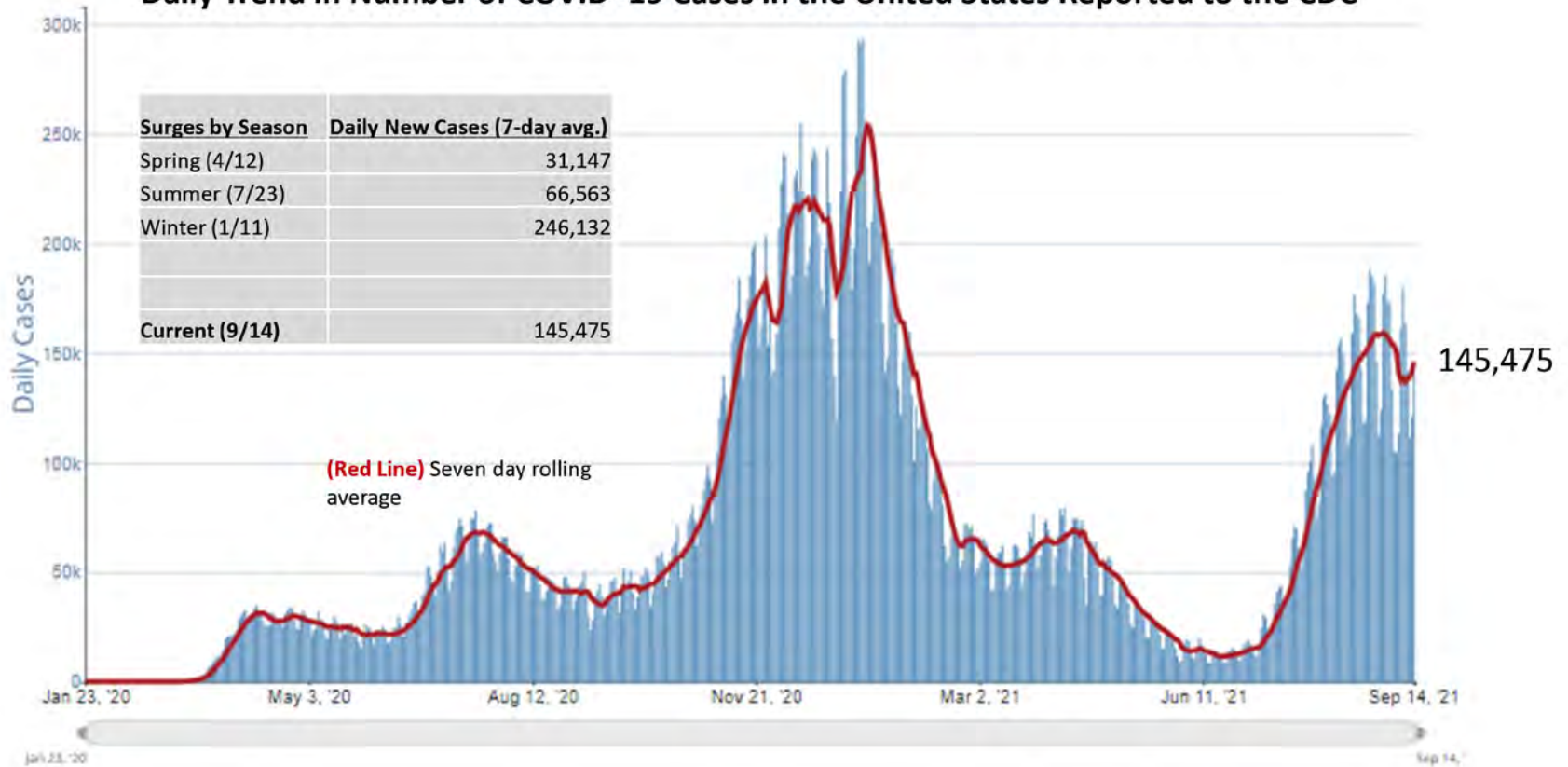
### *Topics*

- ✓ COVID Status
- ✓ Safer Federal Workforce TF and DOE updates
- ✓ Local / partner benchmarking
- ✓ Timeline
- ✓ Questions

## COVID Status – National Trend

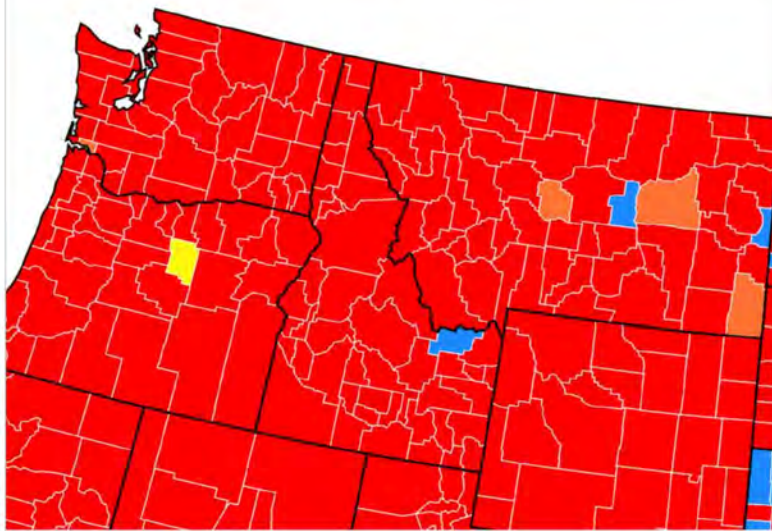
[CDC COVID Data Tracker](#)

**Daily Trend in Number of COVID -19 Cases in the United States Reported to the CDC**



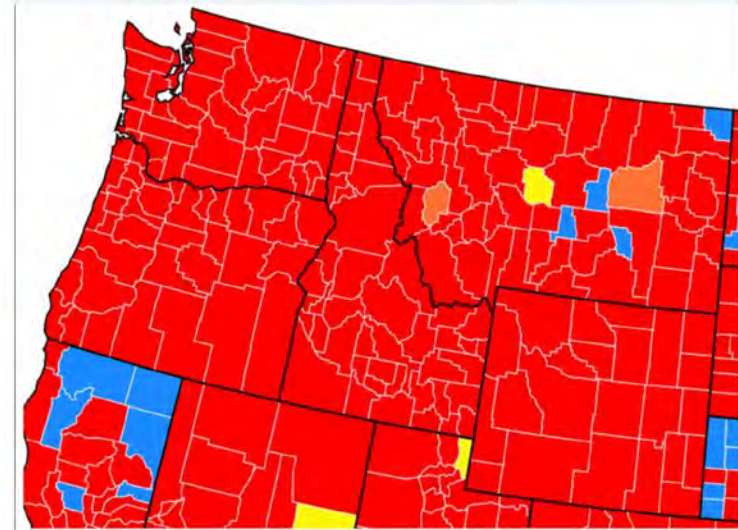
## COVID Status – Regional Transmission Rates

Time Period: Sat Aug 28 2021 - Fri Sep 03 2021



● High ● Substantial ● Moderate ● Low ● No Data

Time Period: Sun Sep 05 2021 - Sat Sep 11 2021



● High ● Substantial ● Moderate ● Low ● No Data

Indicator - If the two indicators suggest different transmission levels, the higher level is selected	Low Transmission Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
Total new cases per 100,000 persons in the past 7 days	0-9.99	10-49.99	50-99.99	≥100
Percentage of NAATs <sup>1</sup> that are positive during the past 7 days	0-4.99%	5-7.99%	8-9.99%	≥10.0%

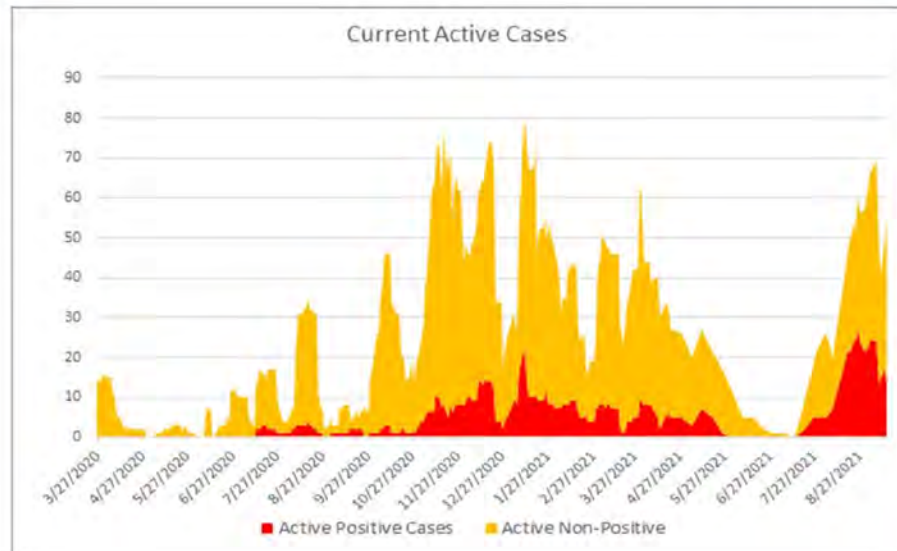
## COVID Status – BPA Self-quarantine

### 8 Sept 2021

- Tracking **69** Active COVID Reports
- **1.6%** of BPA Population (69 of 4,168)
- Cautionary: **30**
- Symptomatic: **15**
- Tested Positive: **24**

### 15 Sept 2021

- Tracking **53** Active COVID Reports
- **1.3%** of BPA Population (53 of 4,168)
- Cautionary: **31**
- Symptomatic: **12**
- Tested Positive: **10**



## *Safer Federal Workforce Task Force*

Agency Model Safety Principles Last Updated September 13, 2021 (Previously Updated July 29, 2021)

### *Recent Updates*

- ✓ Executive Branch employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than **November 22, 2021**.
- ✓ With the government-wide adoption and implementation of these vaccination requirements, **agencies are no longer required to establish a screening testing program for employees or onsite contractor employees who are not fully vaccinated**, although they may do so.
- ✓ Federal contractor employees will be required to be vaccinated. Prior to being contractually required to be vaccinated, onsite contractor employees who are not fully vaccinated and are not part of an agency testing program must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building

## Attestation Update

- ✓ Currently BPA does not have access to DOE's Attestation data base
- ✓ Continuing to push for access. Have also asked for the BPA data that is in the system.
  - As of September 9, 1802 employees and 805 contractors have submitted data
- ✓ September 15<sup>th</sup> DOE reported "The OCIO is actively and expeditiously working to provide access to DOE's attestation data contained in MyEnergy. Notifications to staff identified for access will be made once the system is available.
- ✓ As a reminder, staff can update their attestation at any time.

**Related issue** – Will attestation's be considered proof of vaccination?

[Vaccinations | Safer Federal Workforce](#) *(September 13 update)*

**Q: Must agencies collect proof of employee vaccination status?**

A: Yes. Agencies will need to collect proof of employee vaccination status in order to ensure compliance with the vaccination requirement for federal employees. The Task Force will provide further guidance regarding the types of documentation that employees should provide.

## Timeline

Specified dates:

- ✓ **September 16 (Thursday):** Expecting more detailed guidance on vaccinations for federal employees from the Safer Federal Workforce Tasks Force (Task Force)
- ✓ **September 24 (Friday):** Expecting more detailed guidance on vaccinations for on-site federal contractors from the Task Force
- ✓ **November 22 (Monday):** Federal executive branch workers must be fully vaccinated
  - OPM is working on “progressive discipline” scheme for those choosing not to vaccinate. No further details have been received.



# Questions

**From:** Hall, Lee J (BPA) - PES-6

**Sent:** Tue Oct 05 16:42:33 2021

**To:** Hawkins, Sarah T (BPA) - LG-7; Mosley, James G (BPA) - HE-1; Capps, Stephan A (BPA) - NW-1; Leady Jr, William J (BPA) - K-7

**Cc:** Hall, Lee J (BPA) - PES-6

**Subject:** FW: Clarification questions regarding attestation (need Legal, HCM assist)

**Importance:** Normal

Hello James and Sarah, we are working on a couple of sets of questions. Here is my initial stab at answers to this set (see below). We are trying to keep the answers simple, and refer them to source documents.

So, if you please, James and Sarah – we need some help from you through the questions, *but James, I need your help especially on 3 of them at the bottom.*

Steve, Bill – if you have suggestions, open to feedback. *Thanks a lot* -- Lee

**From:** Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>

**Sent:** Tuesday, October 5, 2021 2:13 PM

**To:** Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Subject:** RE: Clarification questions regarding attestation

Thanks Mike – we'll draft an answer for you.

steve

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Sent:** Tuesday, October 5, 2021 2:09 PM  
**To:** Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>;  
Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Subject:** FW: Clarification questions regarding attestation

Steve,

Here is the email I was talking about on the ESC...

Thanks,

Mike

**From:** [REDACTED]

**Sent:** Tuesday, October 5, 2021 11:05 AM

**To:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>

**Cc:** [REDACTED]

**Subject:** Clarification questions regarding attestation

Please provide me with the information such as the BPA or federal policy that addresses the actual informed consent questions as highlighted below.

Q: What authority does BPA as an employer have to “mandate attestation of vaccine status”? What is the exact language in EO 14043 that requires Federal Employees to disclose their vaccination status?

The Executive Order (see: [Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees | The White House](#)) directs the Safer Federal Workforce Task Force to develop guidance, and for Department of Energy (an “Agency”) to direct action among its components. Specifically, DOE gave the following direction on Sept 22<sup>nd</sup> for attestation in a policy memo:

“Employees who haven’t completed the attestation, are required to go into MyEnergy to complete it. All records can be updated if their status changes.”

Q: What laws are BPA as an employer operating under to “mandate attestation of vaccine status”? What is the

exact language in EO 14043 that requires Federal Employees to disclose their vaccination status and what LAW gave the executive branch this authority?

BPA is operating under the Executive Order of Sept 9<sup>th</sup>, and implementing instructions from Department of Energy, which require disclosure. See FAQs: [Frequently Asked Questions | Safer Federal Workforce](#)

Q: What will BPA as an employer do with information furnished through “mandated attestation of vaccine status”? Where will the information go, please provide process diagram or policy etc.?

The information is being held in a certified, DOE owned system.

Q: What certifications/authority does BPA as an employer hold regarding personal health information resulting from “mandated attestation of vaccine status”?

BPA is observing rules and protocols for vaccination status submitted by BPA employees, by qualified personnel. It is shared only on a “need to know” basis.

Q: What capacity is BPA as an employer operating as before, currently and after “mandate of attestation of vaccine status”? Is BPA through EO 14043 acting as a medical provider to me in requiring attestation of vaccination against covid-19?

BPA is not a medical provider. BPA is operating under the guidance of the Executive Order and other direction by federal authorities, including the Task Force and DOE, and by law.

Q: What individual employee at BPA is responsible for personal health information furnished through “mandate of attestation of vaccine status”? Please provide a full list of staff names and contact information of anyone handling my PII for mandated attestation of vaccine status.

Personnel who will be handling and safeguarding the information are fully qualified, and will meet privacy and other regulatory requirements.

Q: What policies and procedures are in place for failure of not providing personal health information through “mandated attestation of vaccine status”? Please provide the BPA policy and procedures for disciplinary actions up to and including removal or termination from Federal service.

Reference to disciplinary actions can be found at the FAQs [Frequently Asked Questions | Safer Federal Workforce](#). At this time, DOE is developing implementing guidance to share within the department.

Q: What is the professional qualification of the person, individual or team that conducts analysis and verification of results furnished through “mandated attestation of vaccine status”? Please provide the actual DOE/OMB/DOJ

guidance regarding proof of vaccination.

The personnel who will be reviewing and verifying results will be designated by DOE and BPA, and meet professional standards of performance. The Guidance regarding “proof of vaccination” can be found at [Frequently Asked Questions | Safer Federal Workforce](#). In short – the proof can be a vaccination card, medical record, or other document that is listed in the FAQ's.

Q: What has changed in my personal employment agreement with BPA since Robin Furrer stated that employees are now “mandated to attest to vaccination status”? On what day and time was consideration bargained and or agreed to between President Joe Biden/BPA and I in the modification of my terms of employment?

JAMES – can you provide an answer to this? I think it is imbedded in the EO and other directives that are derived from the EO.

Q: Please provide meeting notes and contract as signed by me and all relevant parties to the employment agreement.

James – again, some help please.

Q: What language or terms exist in any employment agreement between me and BPA/President Joe Biden that require mandatory disclosure or performance in completing “mandated attestation of vaccine status”?

James – some help please.

Q: Is EO 14043 an order from Joe Biden to disclose vaccination status?

The executive order directs the Task Force to provide implementing guidance, which they have done through their FAQ's [Frequently Asked Questions](#) | [Safer Federal Workforce](#) .

All the best,

(b) (6)



*Please consider the environment before printing this email.*

From: Miller, Mike P (BPA) - TE-DITT-2

Sent: Tue Oct 05 11:21:49 2021

To: Burt, Jason R (BPA) - TEZ-MANGAN

Subject: FW: Clarification questions regarding attestation

Importance: Normal

From: (b) (6)

Sent: Tuesday, October 5, 2021 11:05 AM

To: Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>

Cc: (b) (6)

Subject: Clarification questions regarding attestation

Please provide me with the information such as the BPA or federal policy that addresses the actual informed consent questions as highlighted below.

Q: What authority does BPA as an employer have to “mandate attestation of vaccine status”? What is the exact language in EO 14043 that requires Federal Employees to disclose their vaccination status?

Q: What laws are BPA as an employer operating under to “mandate attestation of vaccine status”?

What is the exact language in EO 14043 that requires Federal Employees to disclose their vaccination status and what LAW gave the executive branch this authority?

Q: What will BPA as an employer do with information furnished through “mandated attestation of vaccine status”? Where will the information go, please provide process diagram or policy etc.?

Q: What certifications/authority does BPA as an employer hold regarding personal health information resulting from “mandated attestation of vaccine status”?

Q: What capacity is BPA as an employer operating as before, currently and after “mandate of attestation of vaccine status”? Is BPA through EO 14043 acting as a medical provider to me in requiring attestation of vaccination against covid-19?

Q: What individual employee at BPA is responsible for personal health information furnished through “mandate of attestation of vaccine status”? Please provide a full list of staff names and contact information of anyone handling my PII for mandated attestation of vaccine status.

Q: What policies and procedures are in place for failure of not providing personal health information through

“mandated attestation of vaccine status”? Please provide the BPA policy and procedures for disciplinary actions up to and including removal or termination from Federal service.

Q: What is the professional qualification of the person, individual or team that conducts analysis and verification of results furnished through “mandated attestation of vaccine status”? Please provide the actual DOE/OMB/DOJ guidance regarding proof of vaccination.

Q: What has changed in my personal employment agreement with BPA since Robin Furrer stated that employees are now “mandated to attest to vaccination status”? On what day and time was consideration bargained and or agreed to between President Joe Biden/BPA and I in the modification of my terms of employment?

Q: Please provide meeting notes and contract as signed by me and all relevant parties to the employment agreement.

Q: What language or terms exist in any employment agreement between me and BPA/President Joe Biden that require mandatory disclosure or performance in completing “mandated attestation of vaccine status”?

Q: Is EO 14043 an order from Joe Biden to disclose vaccination status?

All the best,

(b) (6)

From: Leady Jr,William J (BPA) - K-7

Sent: Mon Oct 04 08:01:16 2021

To: Hall, Lee J (BPA) - PES-6; Capps, Stephan A (BPA) - NW-1

Subject: RE: Urgent: Vaccine Mandate Questions

Importance: Normal

(b) (5) [Redacted]

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6) [Redacted]

**From:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Sent:** Monday, October 4, 2021 7:19 AM

**To:** Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>

**Cc:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Subject:** FW: Urgent: Vaccine Mandate Questions

New question.

**From:** (b) (6) | [REDACTED]  
**Sent:** Monday, October 4, 2021 6:33 AM  
**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Subject:** RE: Urgent: Vaccine Mandate Questions

Thank you very much for the answers Lee.

I do have one other question that maybe you can help with.

Do you foresee the mandate affecting pensions if one were to be fired for refusal vs resigning first?

(b) (6)

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Sent:** Wednesday, September 29, 2021 11:25 AM

**To:** (b) (6)

**Cc:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** FW: Urgent: Vaccine Mandate Questions

Good morning [REDACTED] – Thanks for your questions. On behalf of Robin, here are **answers** to your questions in your email below.

Best regards, Lee

----- Forwarded message -----

**From:** (b) (6)

**Date:** Sep 24, 2021 4:50 PM

**Subject:** Urgent: Vaccine Mandate Questions.

**To:** "Furrer, Robin R (BPA) - N-7" <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>

**Cc:** (b) (6)

Robin,



I have a few questions regarding the vaccine mandates. I submitted several of these questions in response to the request for them, before the informational video offered by DOE August 27. They were not answered on air, and I have yet to receive a response. I've since added several additional questions. Can you please forward these questions to the appropriate person/entity if you are not able to answer them? It is imperative that I have the answers to these concerns, before I am able to make a decision regarding whether or not to receive the vaccine.

When is the deadline to submit an exemption?

You can submit a reasonable accommodation (RA) request now. Please start by contacting your supervisor and the reasonable accommodations office.

When is the deadline to receive a response to my exemption, if I choose to submit one?

BPA and your manager will process the RA as fast as possible with employee assistance during the interactive phase.

If an exemption is granted, what will the next step be specifically? If testing is required, what type of test will that be and how often will it be performed? Will a saliva or temperature test be acceptable for those who are not comfortable with an invasive test?

The extent of future testing programs is still to be determined. If granted as part of an RA, specific next steps will be outlined in the accommodation decision.

Since it is now confirmed that the vaccinated carry the same or even more viral load in their nasal passages and can acquire and transmit the virus as well, will they be required to submit to mandatory testing if they work onsite as well? If not, please explain the scientific data in support of this.

The extent of future testing programs is still to be determined. Personal questions on epidemiological and virology data should be directed to your health care professional.

If testing is required, how long will it be required?

The extent of future testing programs is still to be determined.

If an exemption is denied and the vaccine is refused, what will be the specific disciplinary protocol/timeline?

If disciplinary action is warranted, it will follow the same process as any other disciplinary action.

Will BPA accept liability if I suffer an adverse event due to this experimental, emergency use vaccine? Is BPA aware that the FDA approval is only for a vaccine by COMIRNATY, which is unavailable for use in the United States at this time?

To the extent there is a personal injury from a vaccine shot other than the normal reaction to any vaccine, federal employees may file a FECA claim (workers' comp for federal employees administered by the Department of Labor). Please consult with your health care provider on which vaccines are FDA approved.

If I am terminated due to refusal to be vaccinated, and at some point in the future, vaccine mandates are lifted, will I be automatically reinstated?

No. If eligible, you may apply for work at BPA again following the established federal hiring processes.

Will BPA offer early retirement packages to those who are close to retirement, and will be catastrophically effected financially by these unforeseen requirements?

VERA is not being considered at this time.

Thank you for your timely response. This is an important and complicated decision, and I simply must have these questions answered before I am able to make it.

(b) (6)

From: Hall, Lee J (BPA) - PES-6

Sent: Fri Sep 24 08:23:38 2021

To: Capps, Stephan A (BPA) - NW-1; Leady Jr, William J (BPA) - K-7; Hall, Lee J (BPA) - PES-6

Subject: 0830 Topics

Importance: Normal

Topics:

1. Review of last 24 hours:
  - a. Three sets of emails sent by Comms – all BPA, Non-attestation, and to managers
  - b. Names/data sent to TO, TT, TE, TF (Shana)
  - c. NTK written
  - d. Summary sent to ET
  - e. Contractor emails sent to SLMO
  - f. Other?
  
2. Next steps?

- a. John's message today?
  - b. How to handle late attestations (no fault of their own) – messaging?
  - c. Notify HCM to pay attention to Student Program (Jeff Cook concern)
  - d. Sharing data with Power Scheduling?
  - e. Answering specific questions that come in via Robin, others....
- 
3. Communications with Exec's:
    - a. Key Messaging: Vaccination Requirements and timelines, risk of losing people, difference between Attestation (now) and Documentation Upload (Pending, but the key event).
    - b. Friday summary and "key takeaways" that Exec's need to know/understand
- 
4. Shifting from Safety to HCM – Vaccination certification, RA, progressive discipline.
- 
5. Update on "mission critical travel" memo.

From: Leady Jr, William J (BPA) - K-7

Sent: Tue Oct 05 21:27:49 2021

To: Hall, Lee J (BPA) - PES-6; Capps, Stephan A (BPA) - NW-1

Subject: RE: suggest we have a 0715 huddle on the 0830 # please send corrections input by 0700ish

Importance: Normal

Attachments: Transition Team Update (6 Oct 2021) (V2).pptx

Lee,

Thanks nice input – I added you comment to the takeaways -

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6) [REDACTED]

**From:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Sent:** Tuesday, October 5, 2021 8:18 PM  
**To:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>  
**Cc:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Subject:** RE: suggest we have a 0715 huddle on the 0830 # please send corrections input by 0700ish

Bill – nice presentation. I did some work on slide #6. It had some repeated information, and I added a couple of clarifying comments. See what you think.

I think we need a couple of “takeaways” on contractors – like “vaccination end state is the same as Feds” but “it will take some prioritized work to get there with existing contracts.” Or something like that

I also added NEW Slide #10, which recommends a change to the mask policy in industrial environments/warehouses. I used your information. Added it to the agenda.

Good idea on 0715. I’ll send an appt. Thanks – really appreciate it.

**From:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>  
**Sent:** Tuesday, October 5, 2021 7:36 PM  
**To:** Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Subject:** suggest we have a 0715 huddle on the 0830 # please send corrections input by 0700ish



**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)

From: Hall, Lee J (BPA) - PES-6

Sent: Tue Sep 28 10:16:17 2021

To: Hawkins, Sarah T (BPA) - LG-7; Capps, Stephan A (BPA) - NW-1; Mosley, James G (BPA) - NHE-1

Cc: Leady Jr, William J (BPA) - K-7; Kuhn, Shana L (BPA) - NS-4400-LL; Hall, Lee J (BPA) - PES-6

Subject: RE: Urgent: Vaccine Mandate Questions.

Importance: Normal

(b) (5)



**From:** Hawkins, Sarah T (BPA) - LG-7 <sthawkins@bpa.gov>

**Sent:** Tuesday, September 28, 2021 10:14 AM

**To:** Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Mosley, James G (BPA) - NHE-1 <jgmosley@bpa.gov>

**Cc:** Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>; Kuhn, Shana L (BPA) - NS-4400-LL <slkuhn@bpa.gov>

**Subject:** RE: Urgent: Vaccine Mandate Questions.

**It sounds like we're getting RA guidance today from DOE which might impact how we respond to some of these questions. Specifically I think DOE will be handling vaccine RAs, but James might have more information.**

**From:** Hawkins, Sarah T (BPA) - LG-7  
**Sent:** Tuesday, September 28, 2021 9:51 AM  
**To:** Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>  
**Cc:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>  
**Subject:** RE: Urgent: Vaccine Mandate Questions.

Updated with Paul's liability language below.

**From:** Hawkins, Sarah T (BPA) - LG-7  
**Sent:** Tuesday, September 28, 2021 9:16 AM  
**To:** Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>  
**Cc:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>  
**Subject:** RE: Urgent: Vaccine Mandate Questions.

**From:** Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>  
**Sent:** Tuesday, September 28, 2021 8:48 AM  
**To:** Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>  
**Cc:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>  
**Subject:** FW: Urgent: Vaccine Mandate Questions.

James / Sarah –

Please weigh in on these answers. Lee will get back with (b) (6) once we finalize the answer.

steve

**From:** Capps,Stephan A (BPA) - NW-1  
**Sent:** Tuesday, September 28, 2021 7:59 AM  
**To:** Leady Jr,William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Kuhn,Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>  
**Subject:** FW: Urgent: Vaccine Mandate Questions.

My short answers in red. They need to be refined. Most of these are HR questions.....need to have James M. and Sarah add to the answers.

**From:** Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>  
**Sent:** Monday, September 27, 2021 10:31 PM  
**To:** Leady Jr,William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Kuhn,Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Subject:** Fwd: Urgent: Vaccine Mandate Questions.

For you

Sent from Workspace ONE Boxer

----- Forwarded message -----

From: [REDACTED]  
Date: Sep 24, 2021 4:50 PM  
Subject: Urgent: Vaccine Mandate Questions.  
To: "Furrer,Robin R (BPA) - N-7" <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>  
Cc: (b) (6)

Robin,

I have a few questions regarding the vaccine mandates. I submitted several of these questions in response to the request for them, before the informational video offered by DOE August 27. They were not answered on air, and I have yet to receive a response. I've since added several additional questions. Can you please forward these questions to the appropriate person/entity if you are not able to answer them? It is imperative that I have the answers to these concerns, before I am able to make a decision regarding whether or not to receive the vaccine.

When is the deadline to submit an exemption?

You can submit a reasonable accommodation (RA) request now. Please start by contacting your supervisor and the reasonable accommodations office. (Do we need to start advertising this?)

(b) (5)

When is the deadline to receive a response to my exemption, if I choose to submit one?

BPA and your manager will process the RA as fast as possible **with employee assistance during the interactive phase**. For COVID vaccination RA's we are expecting additional considerations from OMB, so we will not make final determinations till we receive those.

(b) (5)

If an exemption is granted, what will the next step be specifically? If testing is required, what type of test will that be and how often will it be performed? Will a saliva or temperature test be acceptable for those who are not comfortable with an invasive test?

The extent of future testing programs is still to be determined. If granted **as part of** an RA, specific next steps will be outlined in the accommodation **decision**.

Since it is now confirmed that the vaccinated carry the same or even more viral load in their nasal passages and can acquire and transmit the virus as well, will they be required to submit to mandatory testing if they work onsite as well? If not, please explain the scientific data in support of this.

The extent of future testing programs is still to be determined. Personal questions on epidemiological and virology data should be directed to your health care professional.

████████████████████.

If testing is required, how long will it be required?

The extent of future testing programs is still to be determined.

If an exemption is denied and the vaccine is refused, what will be the specific disciplinary protocol/timeline?

While we are expecting additional implementation guidance on disciplinary measures, you can assume that the general protocols will be similar to other disciplinary actions.

[REDACTED]

Will BPA accept liability if I suffer an adverse event due to this experimental, emergency use vaccine? Is BPA aware that the FDA approval is only for a vaccine by COMIRNATY, which is unavailable for use in the United States at this time?

Liability – lawyer needs to answer that. Please consult with your health care provider on which vaccines are FDA approved.

[REDACTED]

**Paul: To the extent there is a personal injury from a vaccine shot other than the normal reaction to any vaccine, it will either be a FECA claim (workers' comp for federal employees administered by the Department of Labor) or a Federal Tort Claim Act claim.**



If I am terminated due to refusal to be vaccinated, and at some point in the future, vaccine mandates are lifted, will I be automatically reinstated?

Dismissals typically don't have reinstatement mechanisms. Should you desire to work for BPA again, you would have to follow the established federal hiring processes.

[REDACTED]

Will BPA offer early retirement packages to those who are close to retirement, and will be catastrophically effected financially by these unforeseen requirements?

VERA is not being considered at this time.

[REDACTED]

Thank you for your timely response. This is an important and complicated decision, and I simply must have these questions answered before I am able to make it.

(b) (6)

**From:** Hall, Lee J (BPA) - PES-6

**Sent:** Tue Sep 21 08:23:44 2021

**To:** Capps, Stephan A (BPA) - NW-1; Leady Jr, William J (BPA) - K-7; Hall, Lee J (BPA) - PES-6

**Subject:** 0830 Topics

**Importance:** Normal

**Attachments:** FW: Travel memo; RE: guidance question; [EXTERNAL] RE: Collecting information to verify that employees are fully vaccinated

Good morning, here are some topics:

1. "Mission Critical" travel memo – what is the desired end state? See Robin's response to Steve's question, attached. Next steps?
  
2. TF/DOE information.
  - a. Response from Terri Lee – attached.
  - b. HCM Front.
  - c. Important guidance forthcoming on contractors

3. Today's Change Management/Comms/Transition Meeting:

a. Input on agenda? Just share information?

4. Answer to (b) (6) questions from Jeff Cook? (See attached)

5. Tomorrow's COO/CAO/CWSO Meeting:

a. Proposed Agenda

i. Covid overview/BPA status

ii. Latest information from TF and DOE (*brand new info on Vaccination certification system from Terri Lee*)

iii. Testing guidance – test program not required, except when/where we determine (e.g. MEF)

iv. Communications to the workforce – on vaccinations

v. Risks?

b. Perhaps – also lay out in simple terms, that for all Federal Employees, there are three groups of people post-Nov 22:

i. Fully Vaccinated

ii. Reasonable Accommodation

iii. Progressive Discipline

Also, *Lee's comment*: There may also be “grace periods” for people who have RA requests, who may have to go beyond the Nov 22 deadline (due to conditions beyond their control). No guidance yet.

**From:** Capps,Stephan A (BPA) - NW-1

**Sent:** Mon Sep 20 16:26:57 2021

**To:** Hall, Lee J (BPA) - PES-6; Leady Jr, William J (BPA) - K-7

**Subject:** FW: Travel memo

**Importance:** Normal

**From:** Furrer, Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>

**Sent:** Monday, September 20, 2021 4:26 PM

**To:** Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>

**Subject:** RE: Travel memo

He didn't ask for any changes to be made when I provided him this document.

So I'd say no, but that could change before the memo from him gets signed.

**From:** Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>

**Sent:** Monday, September 20, 2021 4:25 PM

**To:** Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>

**Subject:** RE: Travel memo

Does he want to expand mission critical to include essential customer engagements, or leave it to wrench turning activities?

**From:** Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>

**Sent:** Monday, September 20, 2021 4:02 PM

**To:** Leady Jr,William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>

**Cc:** Baskerville, Sonya L (BPA) - DIN-WASH <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>

**Subject:** Travel memo

Gentlemen

JohnH would like a memo prepared to Taryk from him (on behalf of BPA and the other PMAs) that has a common interpretation of the Travel Guidance for PMAs during COVID.

He asked for coordination with counterparts at WAPA, SEPA, SWPA and of course with Sonya for a draft memo.

Jennifer Rogers at WAPA has already reached out to me and asked for our language (which I will share the language developed for Joel to share with his direct reports in the COO). I don't have easy access to who and contact info for SEPA or SWPA. Sonya, perhaps you can recommend who the right players are?

ETA, 1 week or so. He asked who would author the memo and I recommended Bill supported by the Transition Team so that's how you all are getting looped into this.



**From:** Leady Jr,William J (BPA) - K-7

**Sent:** Mon Sep 20 16:11:25 2021

**To:** Hall, Lee J (BPA) - PES-6; Capps, Stephan A (BPA) - NW-1

**Subject:** RE: guidance question


**Importance:** Normal

Your Number 3 is nicer than mine

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell 

**From:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Sent:** Monday, September 20, 2021 3:55 PM

**To:** Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>

**Cc:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Subject:** FW: guidance question

My suggested answers below:

**From:** Burt, Jason R (BPA) - TEZ-MANGAN <[jrburt@bpa.gov](mailto:jrburt@bpa.gov)>

**Sent:** Monday, September 20, 2021 3:39 PM

**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>

**Cc:** Hester, Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>

**Subject:** guidance question

Lee, Bill, Steve and Sarah,

Jeff Cook asked for some thoughts on these questions from his staff:

1) We are told BPA is changing the existing RA process for handling the requests for RA for exceptions to the vaccine mandate.

Normal process is that RA office reviews the request and makes a recommendation to your supervisor and your supervisor approves or rejects the request for RA.

We are told now that our supervisors will not be involved in the process, will not be the decision makers. Then who is?

We have no information that the RA process is changing. We will ask the question.

2) Also, the RA process can take up to 45 days. In the event a Request for RA is denied that does not leave enough time to get the vaccine in time to meet the mandate.

Per BPA website, the second shot should be administered by November 8th for employees to be fully inoculated by the November 22nd deadline.

And the first shot should be administered by October 11th or 18th.

So is BPA going to expedite the review process for the RA requests? When can employees expect to know that their RA was approved or denied?

Or is BPA going to make exceptions to the mandate based on BPA's inability to process the requests?

We are aware of the timelines, and understand some concern about the processing time of RA requests. We are waiting for DOE guidance on this process, and will strive to keep managers up to date on any changes.

3) The mandate was issued on September 9th. In the executive order it said that the agencies had to provide guidance on how the executive order was going to be executed within 7 days.

So that guidance was due on September 16th.

BPA has not issued any such guidance in violation of the president's orders.

When can we expect to see the guidance that was required by the president?

The EO said that the Safer Workforce Task Force had to provide updated guidance within 7 days – not “agencies.” The Task Force provided that updated guidance on Sept 16<sup>th</sup>, as directed. DOE is the agency we report to – and we await their implementing guidance on multiple issues.

4) Like to know the results of the vaccine attestation survey. How many employees were asked to respond. How many responded. And what were the results. How many reported that they were fully vaccinated. How many reported that they were not. And how many declined to answer.

We do not yet have access to the attestation data that would answer your questions – and we are asking DOE to provide that access as soon as possible.

I understand from our call today that we are working on the guidance for these but still waiting to align with DOE. Is there anything more concrete that I can point to? We also don’t have firm numbers for 4) as I understand, and surely not to share. For RA, no guidance yet, right? We talked today about increased RAs but no new rules on RA? And what about refused RA requests?

Jason

From: Lee, Terri

Sent: Tue Sep 21 08:07:56 2021

To: Leady Jr, William J (BPA) - K-7

Cc: Hall, Lee J (BPA) - PES-6; Capps, Stephan A (BPA) - NW-1

Subject: [EXTERNAL] RE: Collecting information to verify that employees are fully vaccinated

Importance: Normal

Hi Bill,

BPA does not need to build its own process or system to collect and store the vaccination information. We are working with the DOE OCIO to add functionality to the MyEnergy.gov system to enable all DOE federal employees to upload their vaccination card and all the other information related to not being vaccinated, such as going through the reasonable accommodation process.

DOE recently decided that we will not be using MyEnergy.gov to collect attestations from site support service contractors due to the technical complexity. They will be treated like visitors where they will have to attest and show proof of vaccination or a negative test before they can enter the building. A memo is being drafted on the process for managing visitors which we anticipate to be released soon.

Please let me know if you have any other questions. I'll be sending out my weekly update to the larger group later today.

Regards,

Terri

Terri Lee

Chief Operating Officer

Office of Electricity

U.S. Department of Energy

(202) 586-8945 (O)

Executive Assistant

Mona-Lisa Bloomfield

██████████ (b) (6) ██████████

**From:** Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>  
**Sent:** Monday, September 20, 2021 12:05 PM  
**To:** Lee, Terri <terri.lee@hq.doe.gov>  
**Cc:** Hall, Lee J <ljhall@bpa.gov>; Capps, Stephan A <sacapps@bpa.gov>  
**Subject:** Collecting information to verify that employees are fully vaccinated

Ms. Lee,

The information below came from the Safer Federal Workforce last Thursday (Sept 16). BPA's question is – Should we begin developing a process and a system to collect and store this vaccination information at our (BPA) level or will / is DOE developing a DOE-wide system?

---

**Q: How should agencies maintain documentation provided by employees regarding vaccination?**

A: Agencies must collect certain information necessary to verify that an employee is fully vaccinated. This includes the type of vaccine administered, the number of doses received, date of administration of each dose, and the submission of an approved form of required documentation, as set forth in this guidance. When providing this information, employees must also be required to certify under penalty of perjury that the information they are submitting is true and correct.

Agencies have unique operational environments and may develop their own processes to both collect and maintain the required information, in compliance with all applicable laws and in accordance with their agency record management policies. Accordingly, agencies may develop and use new processes, systems, tools, and applications to collect and maintain the required information or choose to leverage existing processes, systems, tools, or applications previously established to collect Certification of Vaccination forms. Agency systems,

processes, tools, and applications for the collection of this information must allow an employee to update their vaccination status and related information.

The collection and use of this information for many agencies is subject to the OPM/GOVT-10 Employee Medical File system of records notice (SORN) and OPM regulations (5 C.F.R. part 293, subpart E). Under those rules, each agency must have written instructions for its EMF system with appropriate safeguards. Employees must be provided with a [Privacy Act statement](#) at the point of collection of this information. Agencies that are not subject to OPM's regulations (or who employ categories of employees not covered by OPM/GOVT-10) must give their employees an alternative Privacy Act statement. As a general rule, this information should not be maintained in the Official Personnel Folder.

Agencies are encouraged to take steps to promote privacy and IT security, while also providing the relevant information to those who need to know in order to implement the safety protocols. Agencies should consult with their Agency Records Officer, Chief Information Officer, Senior Agency Official for Privacy, and agency's legal counsel to determine the best means to maintain this information to meet the agency's needs.

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6) [REDACTED]



From: Linson,Trudy W (BPA) - NST-4400-LL

Sent: Mon Oct 04 08:53:47 2021

To: Capps,Stephan A (BPA) - NW-1; Limantzakis,Vasia A (BPA) - NSSF-4

Subject: FW: [EXTERNAL] [BULK EMAIL] Biden Administration Outlines Process for Disciplining, Removing Unvaccinated Feds

Importance: Normal

Good morning,

Just in case you do not subscribe to this, I wanted to make sure you saw the information.

Have a good day,

**Trudy Linson**

Acting Chief Supply Chain Officer - NS

Supply Chain Services

**Bonneville Power Administration**

[twlinson@bpa.gov](mailto:twlinson@bpa.gov) |

**From:** GovExec Breaking News <news@e.govexec.com>

**Sent:** Friday, October 1, 2021 9:36 AM

**To:** Linson,Trudy W (BPA) - NST-4400-LL <twlinson@bpa.gov>

**Subject:** [EXTERNAL] [BULK EMAIL] Biden Administration Outlines Process for Disciplining, Removing Unvaccinated Feds

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**GovExec Breaking News**

**Friday, October 1, 2021**

**[Biden Administration Outlines Process for Disciplining, Removing Unvaccinated Feds](#)** // Erich Wagner

The Biden administration on Friday issued guidance to agencies outlining the process for disciplining and, if necessary, firing federal employees who refuse to comply with President Biden's requirement that all federal workers are vaccinated against COVID-19, urging "consistency" across the federal government in its enforcement of the rule.

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Thank you for reading *GovExec Breaking News*.

**GovExec, 600 New Hampshire Avenue NW, Washington, DC 20037**

From: Hall, Lee J (BPA) - PES-6

Sent: Fri Oct 01 11:13:28 2021

To: Leady Jr, William J (BPA) - K-7

Cc: Capps, Stephan A (BPA) - NW-1

Subject: FW: Informed Consent Request - (b) (6)

Importance: High

Attachments: Enforcement-Guidance-FAQs.pdf

Bill – keeping you in the loop.

**From:** Fooths Jr, Freddie L (BPA) - HE-1 <flfoots@bpa.gov>

**Sent:** Friday, October 1, 2021 11:09 AM

**To:** Hawkins, Sarah T (BPA) - LG-7 <sthawkins@bpa.gov>; Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>;  
Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Cc:** Stanley, Philip S (BPA) - HE-1 <psstanley@bpa.gov>

**Subject:** FW: Informed Consent Request - (b) (6)

**Importance:** High

Good Morning All,

We've received a number of questions from an employee concerning the mandatory attestation policy. We were hoping to collaborate on some answers to assist (b) (6)

The questions (and our responses in red) are listed below:

What authority does BPA as employer have to "mandate attestation of vaccine status"? Executive Order (EO) 14043, titled, "requiring Coronavirus Disease 2019 Vaccination for Federal Employees," signed on September 9, 2021.

What laws are BPA as employer operating under to "mandate attestation of vaccine status"? Executive Order (EO) 14043, titled, "requiring Coronavirus Disease 2019 Vaccination for Federal Employees," signed on September 9, 2021.

What will BPA as employer do with information furnished through "mandated attestation of vaccine status"? Proof of employees vaccination status.

What certifications does BPA as employer hold regarding personal health information resulting from "mandated attestation of vaccine status"? N/A

What capacity is BPA as employer operating as before, currently and after "mandate of attestation of vaccine status"? Unknown at this time.

What individual employee at BPA is responsible for personal health information furnished through "mandate of attestation of vaccine status"? Employees in a "need-to-know" position.

What policies and procedures are in in place for failure of not providing person health information through "mandated attestation of vaccine status"? Employees who refuse to be vaccinated or provide proof of vaccination are subject to disciplinary measures, up to and including removal or termination from Federal service.

What is the professional qualification of the person, individual or team that conducts analysis and verification of results furnished through “mandated attestation of vaccine status”? Further guidance is pending from OPM/OMB/DOJ.

What has changed in my personal employment agreement with BPA since Robin Furrer stated that employees are now “mandated to attest to vaccination status”? Executive Order (EO) 14043, titled, “requiring Coronavirus Disease 2019 Vaccination for Federal Employees,” signed on September 9, 2021.

What language or terms exist in any employment agreement that constitute or make mandatory my disclosure or performance of completing “mandate of attestation of vaccine status”? Executive Order (EO) 14043, titled, “requiring Coronavirus Disease 2019 Vaccination for Federal Employees,” signed on September 9, 2021.

Your advice, input, and perspective in your areas of expertise is appreciated.

Please let me know if you have any questions or concerns.

Freddie

Respectfully,

**Freddie L. Foots Jr.**

Employee & Labor Relations| Human Resources Service Center

Bonneville Power Administration

U.S. Department of Energy

503-230-3876 | [flfoots@bpa.gov](mailto:flfoots@bpa.gov)

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**From:** Mosley, James G (BPA) - HE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>

**Sent:** Friday, October 1, 2021 11:32 AM

**To:** Footh Jr, Freddie L (BPA) - HE-1 <[flfoots@bpa.gov](mailto:flfoots@bpa.gov)>; Stanley, Philip S (BPA) - HE-1 <[psstanley@bpa.gov](mailto:psstanley@bpa.gov)>

**Cc:** Long, James S (BPA) - HE-1 <[jslong@bpa.gov](mailto:jslong@bpa.gov)>; Mosley, James G (BPA) - HE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>

**Subject:** FW: Informed Consent Request - (b) (6)

**Importance:** High

Freddie/Phil,

Draft the responses below but also work with OGC (Sarah Hawkins) and Steve Capps, Lee Hall (Transition Team



and Attestation team POCs).

Let's shoot for a response on Monday.

v/r

James

**From:** LeaveCoordinator <[LeaveCoordinator@bpa.gov](mailto:LeaveCoordinator@bpa.gov)>

**Sent:** Friday, October 1, 2021 10:29 AM

**To:** Mosley, James G (BPA) - HE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Stanley, Philip S (BPA) - HE-1 <[psstanley@bpa.gov](mailto:psstanley@bpa.gov)>

**Subject:** FW: Informed Consent Request (b) (6)

Please see below.

v/r,

Jim

James Long, MBA

Employee Relations|Performance Specialist|Reasonable Accommodation

Bonneville Power Administration

U.S. Department of Energy

P: 503.230.3710 | F: 503.230.5275 | [HRHelp@bpa.gov](mailto:HRHelp@bpa.gov)

[HR Customer Experience Survey](#) – Let us know how we're doing!

**From:** (b) (6) | (b) (6) | (b) (6)

**Sent:** Friday, October 1, 2021 10:17 AM

**To:** LeaveCoordinator <[LeaveCoordinator@bpa.gov](mailto:LeaveCoordinator@bpa.gov)>

**Subject:** RE: Informed Consent Request - (b) (6)

What authority does BPA as employer have to “mandate attestation of vaccine status”?

What laws are BPA as employer operating under to “mandate attestation of vaccine status”?

What will BPA as employer do with information furnished through “mandated attestation of vaccine status”?

What certifications does BPA as employer hold regarding personal health information resulting from “mandated attestation of vaccine status”?

What capacity is BPA as employer operating as before, currently and after “mandate of attestation of vaccine status”?

What individual employee at BPA is responsible for personal health information furnished through “mandate of attestation of vaccine status”?

What policies and procedures are in in place for failure of not providing person health information through “mandated attestation of vaccine status”?

What is the professional qualification of the person, individual or team that conducts analysis and verification of results furnished through “mandated attestation of vaccine status”?

What has changed in my personal employment agreement with BPA since Robin Furrer stated that employees are now “mandated to attest to vaccination status”?

What language or terms exist in any employment agreement that constitute or make mandatory my disclosure or performance of completing “mandate of attestation of vaccine status”?

(b) (6)

**From:** LeaveCoordinator <[LeaveCoordinator@bpa.gov](mailto:LeaveCoordinator@bpa.gov)>

**Sent:** Friday, October 1, 2021 9:04 AM

**To:** [REDACTED]

**Subject:** RE: Informed Consent Request - (b) (6)

Good morning (b) (6)

I am in receipt of your question you sent in to HR Help in reference to CRM case (b) (6) delivered to me at 8:23 am 10/01/2021.

Your request: I am requesting informed consent regarding “mandatory attestation of vaccine status” for employees. Please provide this information in a timely manner.

I'm under the impression that informed consent is between you and your health care provider. Would you please provide clarification on what it is that you are asking for so I can respond to your request.

Thank you,

Jim

James Long, MBA

Employee Relations|Performance Specialist|Reasonable Accommodation

Bonneville Power Administration

U.S. Department of Energy  
P: 503.230.3710 | F: 503.230.5275 | [HRHelp@bpa.gov](mailto:HRHelp@bpa.gov)

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**From:** [REDACTED]  
**Sent:** Friday, October 1, 2021 8:35 AM  
**To:** LeaveCoordinator <[LeaveCoordinator@bpa.gov](mailto:LeaveCoordinator@bpa.gov)>  
**Cc:** HR Help <[hrhelp@bpa.gov](mailto:hrhelp@bpa.gov)>  
**Subject:** RE: Informed Consent Request - (b) (6)

Who is in charge of "Employee & Labor Relations"? And by who I mean what is their name and title.

(b) (6)

**From:** HR Help <[hrhelp@bpa.gov](mailto:hrhelp@bpa.gov)>  
**Sent:** Friday, October 1, 2021 8:21 AM  
**To:** [REDACTED]  
**Cc:** HR Help <[hrhelp@bpa.gov](mailto:hrhelp@bpa.gov)>  
**Subject:** RE: Informed Consent Request - (b) (6)

Good morning (b) (6)

Your question has been sent to Employee & Labor Relations for a response. If you have further questions or concerns regarding this action or its status, **please email** [leavecoordinator@bpa.gov](mailto:leavecoordinator@bpa.gov)

*Information in this EMAIL may contain confidential information pertaining to a federal employee or contract worker. Access to this information should be limited to personnel on a need to know basis.*

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**Kassandra (Kaci) Conner**  
HR Assistant

BPA Human Resources Service Center; HB-1

Benefits & Processing

**Bonneville Power Administration**

**Department of Energy**

[klconner@bpa.gov](mailto:klconner@bpa.gov) | P 503-230-3230

*Please consider the environment before printing this email.*

**From:** (b) (6) | (b) (6) | (b) (6)  
**Sent:** Friday, October 1, 2021 8:14 AM  
**To:** HR Help <[hrhelp@bpa.gov](mailto:hrhelp@bpa.gov)>  
**Subject:** Informed Consent Request

I am requesting informed consent regarding "mandatory attestation of vaccine status" for employees .

Please provide this information in a timely manner.

(b) (6)

(b) (6)



## **Guidance on Enforcement of Coronavirus Disease 2019 Vaccination Requirement for Federal Employees – Executive Order 14043**

### **1) Why is OPM issuing this guidance?**

On September 9, 2021, the President signed Executive Order (EO) 14043, titled, “Requiring Coronavirus Disease 2019 Vaccination for Federal Employees.” As reflected in Section 1 of the EO, the President has determined that in order to promote the health and safety of the workforce and the efficiency of the civil service, it is necessary to require COVID–19 vaccination for Federal employees, subject to such exceptions as are required by law. The U.S. Office of Personnel Management (OPM) is issuing this guidance to assist agencies in implementing this requirement for Federal employees subject to EO 14043 requirements.

### **2) What agencies and employees are covered by the EO 14043 vaccination requirement?**

Section 3 of EO 14043 defines which agencies and employees are covered by the vaccination requirement. Agencies should consult with their legal offices to determine agency and employee coverage under EO 14043.

### **3) What is the deadline for federal employees to be fully vaccinated?**

Safer Federal Workforce Task Force guidance specifies that agencies should require all of their employees, with exceptions only as required by law, to be fully vaccinated by November 22, 2021. That means employees must complete required vaccination dose(s) by November 8, as they will not become “fully vaccinated” until 2 weeks after their final dose (the second of 2 doses for Pfizer and Moderna, and the first dose for Johnson and Johnson). The only exception is for individuals who receive a legally required exception approved under established agency processes.

### **4) What should an agency do to inform employees about the requirement to be fully vaccinated?**

OPM recommends an agency should not delay in providing employees with information regarding [the benefits of vaccination](#) and [ways to obtain the vaccine](#). Such information is available on the Centers for Disease Control and Prevention website. Agencies should consider a variety of methods to educate employees, such as providing information in employee town halls, posting of information on agency intranet sites, email communications directly to employees, and providing information in regular staff meetings.

As part of the education process, agencies should inform employees of the requirement to be fully vaccinated in compliance with EO 14043 and that failure to comply will result in disciplinary action up to and including removal or termination. In addition, it is advisable for agencies to send to their workforce periodic reminders of this requirement and the consequences for non-compliance. To be fully vaccinated by November 22, 2021, employees must receive their final vaccination dose by November 8, 2021.

**5) When can an agency initiate the enforcement process for failure to comply with the requirement to be fully vaccinated?**

Agencies may initiate the enforcement process as soon as November 9, 2021, for employees who have not received their required vaccination dose by November 8, 2021, unless the employee has received an exception or the agency is considering an exception request from the employee.

**6) Is there a recommended approach to enforcement?**

Agencies must comply with all statutory, regulatory, and collective bargaining agreement requirements (where applicable). If the employee has not provided proof of vaccination by November 8, 2021, and has not received an exception and the agency is not considering an exception request from the employee, OPM recommends agencies initiate the enforcement process with counseling and education. Agencies should use the counseling period to remind the employee again of the vaccination requirement, emphasize that failure to comply will lead to discipline up to and including removal or termination, address any questions, and inform the employee that they will have a short period of time (e.g., 5 days) to submit documentation establishing either the initiation or completion of vaccination, as applicable, or request an exception.

If, after the recommended counseling and education period ends, the individual continues to refuse to comply, the agency should pursue disciplinary measures, up to and including removal or termination from Federal service. In pursuing any disciplinary action, the agency must provide the required procedural rights to an employee and follow normal processes, including any agency policies or collective bargaining agreement requirements concerning disciplinary matters. Employees generally should not be placed on administrative leave while the agency pursues disciplinary action for refusal to be vaccinated but will be required to follow safety protocols for employees who are not fully vaccinated when reporting to agency work sites. Agencies may wish to consult with counsel as to any other mechanisms that might be available to address the situation.

Agencies are reminded that generally the objective of discipline is to correct deficiencies in employee conduct. Discipline can deter misconduct and correct situations interfering with the efficiency of civil service. While the law and OPM adverse action regulations do not require progressive discipline, this is the preferred approach in the instance of non-compliance with the requirement to be vaccinated. With this in mind, agencies are strongly encouraged to consider whether lesser disciplinary penalties are adequate, as an initial matter, to encourage an employee to be vaccinated, such as a short suspension of 14 days or less under procedures established under 5 CFR 752.203<sup>1</sup> (or procedures for similar matters which arise under other personnel systems). If a short suspension proves inadequate in encouraging an employee to

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<sup>1</sup> 5 CFR 752.203 does not apply to actions against Administrative Law Judges (ALJs) or employees in the Senior Executive Service (SES). Please refer to Subchapter III, Chapter 75 of Title 5, United States Code, for adverse action procedures for ALJs and Subpart F of 5 CFR Part 752 for adverse action procedures for SES. Please note that suspensions of 14 days or less are not available for SES.

become vaccinated, agencies should then consider a greater disciplinary penalty, such as removal or termination from the Federal service, under procedures established under 5 CFR 752.404,<sup>2</sup> 5 CFR part 315, subpart H (for probationers), or procedures for similar matters which arise under other personnel systems.

Agencies should strive for similar penalties for similarly situated employees, where appropriate, within the same work unit. To facilitate this for larger organizations where actions may be necessary for multiple employees, an agency should consider designating one management official to be a proposing official and designating another management official to be a deciding official for all actions in the work unit.

**7) What should an agency do if, after initiating the disciplinary process by proposing to take an action, the agency is informed by the employee that the employee has received a vaccination?**

If, after November 8, 2021, and prior to the issuance of a decision during the disciplinary process, such as suspension or removal, an employee provides an agency with appropriate documentation that the employee is now fully vaccinated, the disciplinary process should end. If an employee provides an agency with appropriate documentation after November 8, 2021, that the employee has received the first dose in a 2-dose series vaccine, an agency may hold any disciplinary action in abeyance pending receipt of appropriate documentation that the employee has received the second dose within the designated 3 or 4-week interval depending on the vaccine received by the employee, even if this means the employee will not be fully vaccinated until after November 22, 2021. In these instances, the employee will be required to follow all appropriate safety protocols if reporting to an agency worksite. The employee should be provided a deadline for receiving the final dose of the vaccine and providing appropriate documentation.

**8) What should an agency do if an employee is serving a suspension and provides documentation to the agency that they are now fully vaccinated or have received the first dose in a 2-dose series vaccine?**

If, during the time period a suspension is being served by an employee, the employee provides an agency with appropriate documentation that the employee is now fully vaccinated, the agency may end the suspension. If, during the time period a suspension is being served by an employee, the employee provides an agency with appropriate documentation that the employee has received the first dose in a 2-dose series vaccine, an agency may hold the balance of the suspension in abeyance. The employee should be provided a deadline of no more than 5 weeks from the date of receiving the first dose for receiving the final dose of the vaccine and providing appropriate documentation. Additionally, the agency should advise employees that the suspension will continue and they

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<sup>2</sup> 5 CFR 752.404 does not apply to actions against Administrative Law Judges (ALJs) or employees in the Senior Executive Service (SES). Please refer to Subchapter III, Chapter 75 of Title 5, United States Code, for adverse action procedures for ALJs and Subpart F of 5 CFR Part 752 for adverse action procedures for SES. Please note that suspensions of 14 days or less are not available for SES.

may be subject to removal or termination if they fail to receive the final dose of the vaccine or fail to provide appropriate documentation by the new deadline.

**9) Why can an employee be disciplined for refusing to get vaccinated or refusing to provide documentation of vaccination?**

If an employee receives a direct order to receive a vaccine as required under EO 14043 and refuses, this is an act of misconduct. Any adverse actions for misconduct taken under 5 CFR Part 752 are taken for such cause as will promote the efficiency of the service. When taking an action under 5 CFR Part 752, agencies should consider relevant aggravating and mitigating factors when determining the penalty. See *Douglas v. Veterans Administration*, 5 MSPR 280 (1981). Agencies should consult with their human resources and legal offices in making these determinations.

There is precedent for taking an adverse action against a Federal employee for disobeying an order to be vaccinated. In *Mazares v. Department of Navy*, 302 F.3d 1382 (2002), for instance, two civilian Navy employees challenged their removals for refusing to receive an anthrax vaccination. The court found there was a clear and unjustified refusal to obey a lawful order of a superior.

**10) What should an agency do if the employee claims they are legally entitled to be excepted from the vaccination requirement?**

An agency should not initiate discipline if the employee claims a legally required exception as the reason proffered for not being vaccinated or providing proof of vaccination. If an employee claims a legally required exception, an agency should follow its ordinary process to review and consider what, if any, accommodations it must offer. All agency personnel designated to receive requests for accommodations should know how to handle requests consistent with any Federal employment nondiscrimination laws that may apply.

An employee whose request for an accommodation is denied should receive their first (or, if a one-dose series, only) dose within two weeks of the final determination to deny the accommodation. If receiving a two-dose series, the employee should receive the second dose within 6 weeks of receiving the first dose.

If the employee received a first dose of a two-dose series prior to seeking an accommodation, and their request for an accommodation is denied, they should receive their second dose within two weeks of the final determination to deny the accommodation or within a week of the earliest day by which they can receive their second dose, whichever is later.

If the employee does not comply with the requirement to become fully vaccinated, and has not been granted an exception and does not have a request under consideration, the agency may pursue disciplinary action, up to and including removal or termination from Federal service. If the accommodation request is denied, employees should be reminded again of the benefits of getting a COVID-19 vaccine and reminded that failure to comply with the vaccination requirement will result in disciplinary action, up to and including removal or termination from Federal service.

**11) How should agencies enforce the vaccination requirement of Executive Order 14043 for employees on extended leave of absence (e.g., due to a serious health condition of themselves or a family member, or due to utilizing paid parental leave)?**

Agencies should require employees on extended leave of absence (e.g., utilizing annual leave, sick leave, donated annual leave, military leave, leave without pay, paid parental leave, or unpaid leave under Family and Medical Leave) to submit documentation establishing that they are fully vaccinated (or request a legally required exception) prior to the employee returning to duty. Agencies should not require such employees to be vaccinated by a November 22, 2021 deadline, as long as they are on extended leave of absence and will not return to work until a later date.

**12) How should agencies enforce the vaccination requirement of Executive Order 14043 for employees on extended leave of absence due to receiving workers compensation as a result of sustaining an on-the-job injury or illness?**

Agencies should require employees on extended leave of absence due to receiving workers compensation to submit documentation establishing that they are fully vaccinated (or request a legally required exception) prior to the employee returning to duty. Agencies should not require such employees to be vaccinated by a November 22, 2021 deadline, as long as they are on extended leave of absence due to receiving workers compensation and will not return to duty until a later date.

**13) How should agencies enforce the vaccination requirement of Executive Order 14043 for seasonal employees who are not currently working for an agency under their seasonal appointment?**

Agencies should require seasonal employees to submit documentation establishing that they are fully vaccinated (or request a legally required exception) prior to the employee returning to duty. Agencies should not require such employees to be vaccinated by a November 22, 2021 deadline, as long as they will not return to duty until a later date.

**14) How should agencies enforce the vaccination requirement of Executive Order 14043 for student volunteers, interns, or other employees who are on an extended break in service (e.g., interns who worked for an agency this past summer, returned to school, and are expected to return to work for the agency after the school year ends)?**

Agencies should require student volunteers, interns, and other employees who are on an extended break to submit documentation establishing that they are fully vaccinated (or request a legally required exception) prior to returning to Federal service. Agencies should not require such persons to be vaccinated by a November 22, 2021 deadline, as long as they will not be reemployed until a later date.

**15) How should agencies enforce the vaccination requirement of Executive Order 14043 for employees who are on detail?**

Agencies should require employees who are on detail to another executive branch agency covered by EO 14043 to comply with the vaccination requirement of EO 14043. In accordance with the guidance issued by the Safer Federal Workforce Task Force, agencies should require detailed employees to be fully vaccinated by November 22, 2021. Detailed employees should follow the procedures of their home agency for submitting documentation to demonstrate their compliance with the vaccination requirement.

Agencies should require employees who are detailed to positions outside of an executive branch agency covered by EO 14043 to submit documentation establishing that they are fully vaccinated (or request a legally required exception) prior to the employee returning to duty at their home agency.

**16) How should agencies enforce the vaccine requirement of Executive Order 14043 for employees who are running down their leave in advance of departing federal service and do not intend to return to duty before leaving?**

If an employee has provided notice that they are leaving their position in the Executive Branch and are on leave until the date they depart, the agency should not enforce the vaccine requirement of EO 14043.

## Covid Vaccination FAQ's

Oct 5, 2021

### 1. What is the authority that BPA has to mandate attestation?

A DOE directive on Sept 22<sup>nd</sup> stated: "Employees who haven't completed the attestation, are required to go into MyEnergy to complete it. All records can be updated if their status changes. Heads of Departmental Elements will be contacting those who have not completed their attestation in the coming days. If Federal employees are using Login.gov to complete the attestation, they need to use their DOE email address instead of a personal email address."

### 2. What is the process for Reasonable Accommodation? When is the deadline to submit an exemption?

The guidance for people who have not been vaccinated is still being developed at DOE. This includes the specific process for Reasonable Accommodation on Vaccine/Religious exceptions and other administrative processes. People are encouraged to submit their RA requests as soon as possible. BPA and your manager will process the RA as fast as possible with employee assistance during the interactive phase.

### 3. If I have had Covid, why do I have to get a vaccine when I have antibodies?

Federal workers are required to be vaccinated regardless of previously having Covid. We are implementing Federal Guidance, which is derived from the Executive Order, DOE implementing guidance, and CDC information. Specific medical questions should be directed to your health care provider.

### 4. Why is DOE using MyEnergy.com (not a government website) for vaccination information, and how can my privacy be protected?

The My Energy portal is owned and operated by DOE. DOE must follow the same Privacy and security requirements as any federal agency in handling employee PII. DOE has directed all its employees (including BPA) to submit their attestations and, later, vaccine documentation to this portal. BPA is obligated to comply. If you have specific questions or concerns about this system, you will need to contact DOE. Please see: [Office of the Chief Information Officer | Department of Energy](#)

### 5. What is BPA's liability if I am injured as a result of being vaccinated?

To the extent there is a personal injury from a vaccine shot other than the normal reaction to any vaccine, federal employees may file a FECA claim (workers' comp for federal employees administered by the Department of Labor). Please consult with your health care provider on which vaccines are FDA approved.

6. What are the future Covid testing programs?

The extent of future testing programs is still to be determined. If granted as part of an RA, specific next steps will be outlined in the accommodation decision.

7. If an exemption is denied and the vaccine is refused, what will be the disciplinary protocol/timeline?

If disciplinary action is warranted, it will follow timelines similar for other disciplinary actions, with an opportunity for employees to comply with the vaccine mandate as part of the first phase.



From: Leady Jr, William J (BPA) - K-7

Sent: Tue Sep 28 22:38:14 2021

To: Hall, Lee J (BPA) - PES-6; Capps, Stephan A (BPA) - NW-1

Subject: FO Presentation

Importance: Normal

Attachments: Transition Team Update (29 Sep 2021).pptx

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6) [REDACTED]

From: Hunter, Kimberly A (BPA) - TTB-MODD

Sent: Thu Sep 23 07:47:38 2021

To: TT Leadership; hnnngo@bpa.gov; setyskiewicz@bpa.gov; pjaschio@bpa.gov; cmlarvick@bpa.gov; txchandler@bpa.gov; kahunter@bpa.gov

Subject: FW: Policy Group Awareness - Mandatory Attestations

Importance: Normal

FYI...

A message is coming out today and likely your teams will have questions. Information below is all I have.

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Sent:** Wednesday, September 22, 2021 4:49 PM

**To:** Hairston, John L (BPA) - A-7 <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Furrer, Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>; Cook, Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>; James, Daniel M (BPA) - D-7 <[dmjames@bpa.gov](mailto:dmjames@bpa.gov)>; Shaheen, Richard L (BPA) - T-DITT-2 <[rlshaheen@bpa.gov](mailto:rlshaheen@bpa.gov)>; Cooper, Suzanne B (BPA) - P-6 <[sbcooper@bpa.gov](mailto:sbcooper@bpa.gov)>; Cathcart, Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>; Lahti, John A (BPA) - TF-DITT-2 <[jalahti@bpa.gov](mailto:jalahti@bpa.gov)>; Harris, Marcus A (BPA) - F-2 <[maharris@bpa.gov](mailto:maharris@bpa.gov)>; Berry, Benjamin L (BPA) - J-3 <[blberry@bpa.gov](mailto:blberry@bpa.gov)>; Scruggs, Joel L (BPA) - DK-7 <[jlscruggs@bpa.gov](mailto:jlscruggs@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Chong Tim, Marcus H (BPA) - L-7 <[mhchongtim@bpa.gov](mailto:mhchongtim@bpa.gov)>

**Cc:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>; Laylo, Sarah M (BPA) - NN-1 <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>

**Subject:** Policy Group Awareness - Mandatory Attestations

Team,

This is a heads up on a message that will be sent from the front office tomorrow (Thursday).

Previously, we've communicated that the DOE attestation system was voluntary. With the new executive orders, this is now a mandatory requirement for BFTEs. Today, we received the roll up (below) and names (this is controlled information – only 4 senior leaders have the list of names). The target to have BFTE staff to complete a mandatory attestation in the system is Friday 9/24.

Tomorrow, the front office will send an email to employees who have not completed attestation, to notify them that the form is now mandatory and directing them to go into the MyEnergy system. Expect questions from your teams on this. For now, the message is that it is mandatory. We're working on the process to share the names with you. We are still waiting on additional guidance on reasonable accommodations, disciplinary actions, and other issues.

Declined to respond

Fully Vaccinated

Not vaccinated

Partially Vaccinated

Missing

Total

332

1966

98

56

632

3084

Thanks -- Lee, Steve and Bill

**From:** Cook,Joel D (BPA) - K-7

**Sent:** Thu Sep 16 16:33:59 2021

**To:** Leady Jr,William J (BPA) - K-7

**Cc:** Furrer,Robin R (BPA) - N-7

**Subject:** RE: Updated from the Safer Federal Workforce (16 SEPT)

**Importance:** Normal

*Great*

*Thanks*

**From:** Leady Jr,William J (BPA) - K-7 <wjleady@bpa.gov>

**Sent:** Thursday, September 16, 2021 4:29 PM

**To:** Cook,Joel D (BPA) - K-7 <jdcook@bpa.gov>

**Cc:** Furrer,Robin R (BPA) - N-7 <rrfurrer@bpa.gov>

**Subject:** RE: Updated from the Safer Federal Workforce (16 SEPT)

Sir,

I read it as routine travel for fully vaccinated personnel is now allowed by the Safer Federal Workplace Task Force. However, DOE's guidance has not (yet) changed its guidance, it still allows only "mission critical travel". I

will send a note to Ms. Lee asking her to have DOE consider updating their guidance in light of the new guidance from the Safer Federal Workplace Task Force.

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)

**From:** Cook,Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>  
**Sent:** Thursday, September 16, 2021 4:21 PM  
**To:** Leady Jr,William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>  
**Cc:** Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>  
**Subject:** RE: Updated from the Safer Federal Workforce (16 SEPT)

Thanks Bill,

So I read below and the last Q&A that travel is allowed for fully vaccinated employees? Is that new or correct?

**From:** Leady Jr,William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>  
**Sent:** Thursday, September 16, 2021 3:49 PM  
**To:** Cook,Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>

**Subject:** Updated from the Safer Federal Workforce (16 SEPT)

**Sir,**

**The Safer Federal Workforce Website was updated this afternoon. Lots of new stuff, below I tried to provide a concise view of some to the most relevant updates or completely new information below. The full version is at. [Vaccinations | Safer Federal Workforce](#)**

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**Q: By what date do individuals who start their government service after November 22, 2021 need to be fully vaccinated?**

A: Individuals who start their government service after November 22, 2021, need to be [fully vaccinated](#) prior to their start date, except in limited circumstances ....

**Q: Does the requirement to be vaccinated apply to Federal employees who are not reporting to the worksite (e.g., are on maximum telework or working remotely)?**

A: Yes. ....

**Q: Must agencies require documentation from employees to prove vaccination status?**

A: Yes, agencies must require documentation from employees to prove vaccination, even if an employee has previously attested to their vaccination status. Employees may provide a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records .....

**Q: How should agencies maintain documentation provided by employees regarding vaccination?**

A: Agencies must collect certain information necessary to verify that an employee is fully vaccinated. This includes the type of vaccine administered, the number of doses received, date of administration of each dose, and the submission of an approved form of required documentation, as set forth in this guidance. .... agencies may develop and use new processes, systems, tools, and applications to collect and maintain the required information or choose to leverage existing processes, systems, tools, .... The collection and use of this information for many agencies is subject to the OPM/GOVT-10 Employee Medical File system of records notice (SORN) and OPM regulations (5 C.F.R. part 293, subpart E

**Q: Are there exceptions to the requirement for all employees to be fully vaccinated?**

A: Federal employees must be fully vaccinated other than in limited circumstances where the law requires an exception. In particular, an agency may be required to provide a reasonable accommodation to employees who communicate to the agency that they are not vaccinated against COVID-19 because of a disability or because of a sincerely held religious belief, practice, or observance. .... Additional guidance on legally required exceptions will be forthcoming.

**Q: What steps may an agency take if a Federal employee refuses to be vaccinated or provide proof of vaccination?**

A: As an initial matter, an agency should provide employees with information regarding [the benefits of vaccination](#) and [ways to obtain the vaccine](#). If the individual continues to refuse to be vaccinated or provide proof of vaccination, the agency should pursue disciplinary measures, up to and including removal from Federal service. In pursuing any adverse action, the agency must provide the required procedural rights to an employee and follow normal processes, including any agency policies or collective bargaining agreement requirements concerning disciplinary matters. Employees should not be placed on administrative leave while pursuing an adverse action for refusal to be vaccinated, but will be required to follow safety protocols for employees who are not fully vaccinated when reporting to agency worksites.



**Q: Should agencies discuss vaccination plans with their employee unions?**

A: Yes .....

**Q: Are agencies required to establish different safety protocols for fully vaccinated and not fully vaccinated individuals?**

A: Yes. [Fully vaccinated individuals](#) do not need to physically distance or have restrictions on their official travel (although they still must comply with any local requirements and relevant CDC guidance for fully vaccinated individuals while traveling). Fully vaccinated individuals in areas of substantial or high transmission (see the [CDC COVID-19 Data Tracker County View](#)) need to wear a mask in public indoor settings. Fully vaccinated individuals in areas of low or moderate transmission do not need to wear a mask, unless required by state or local regulations or laws.

Some employees will not be vaccinated because they are legally entitled to a reasonable accommodation. .... Individuals who are not fully vaccinated or who decline to provide information about their vaccination status must wear masks regardless of community transmission level, physically distance, and comply with travel requirements for not fully vaccinated individuals

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**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)

**From:** delaCruz,Adelmo (BPA) - TF-SNOHOMISH

**Sent:** Mon Oct 04 09:53:13 2021

**To:** TF North Leadership Team; jhhall@bpa.gov; aadelacruz@bpa.gov; sjschildt@bpa.gov; dcquillen@bpa.gov; cgstevens@bpa.gov; keyowell@bpa.gov; malandrie@bpa.gov; eedwards@bpa.gov

**Subject:** FW: OPM Guidance on Vaccination Requirements

**Importance:** Normal

**Attachments:** Director-Memo-on-Hiring-Guidance-Vaccine-Requirements.pdf; Director-Memo-on-Enforcement-of-Vaccine-Requirements.pdf; Enforcement-Guidance-FAQs.pdf

Passing it on

We'll talk some more about these items later this afternoon.

**From:** Hester,Shane H (BPA) - TFAW-DOB-1 <shhester@bpa.gov>

**Sent:** Monday, October 4, 2021 9:33 AM

**To:** TF Senior Team <TFSeniorTeam@bpa.gov>

**Subject:** FW: OPM Guidance on Vaccination Requirements

I know Adelmo sent out some info last week, not sure if you have seen the rest..... In the Enforcement PDF is states the doc is guidance in assisting agencies with implementing the vaccination requirement.

Shane Hester

Manager

Work Planning and Evaluation

Office: 360-619-6458

Cell: (b) (6) [REDACTED]



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

October 1, 2021

### MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

**FROM:** Kiran A. Ahuja  
Director

**SUBJECT:** Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043

On September 9, 2021, President Biden signed Executive Order (EO) 14043, titled, “Requiring Coronavirus Disease 2019 Vaccination for Federal Employees.” As stated in Section 1 of the EO, the President has determined that in order to promote the health and safety of the workforce and the efficiency of the civil service, it is necessary for all agencies to require COVID-19 vaccination for Federal employees covered by EO 14043, subject only to such exceptions as required by law.

As directed in the EO, the Safer Federal Workforce Task Force, established by EO 13991 (January 20, 2021) (“Task Force”), has issued [guidance](#) to assist agencies with implementing the vaccination requirement. That guidance specifies that agencies should require all of their employees, with exceptions only as required by law, to be fully vaccinated by November 22, 2021.

The U.S. Office of Personnel Management (OPM) is issuing this guidance on hiring actions to assist agencies in implementing the Executive Order and Task Force’s guidance.

#### Current Federal Employees

People are considered fully vaccinated two weeks after their second shot in a two-dose series, or two weeks after a single-shot series. In order to have covered Federal employees vaccinated by November 22, 2021, agencies should inform employees of the following scheduling considerations, based on the type of vaccine they obtain:

- For Pfizer-BioNTech COVID-19 vaccine, individuals should get their second shot 3 weeks (or 21 days) after the first. This means that in order for Federal employees to meet a November 22 deadline, they should receive their first vaccination no later than October 18, and their second dose no later than November 8.
- For Moderna COVID-19 vaccine, individuals should get their second shot 4 weeks (or 28 days) after their first. This means that in order for Federal employees to meet a November 22 deadline, they should receive their first vaccination dose no later than October 11, and their second dose no later than November 8.

- Because the Johnson & Johnson/Janssen vaccine only has one shot, Federal employees must get that dose by November 8, in order to meet a November 22, 2021 deadline to be fully vaccinated.

Of course, it is advisable not to leave vaccinations to the last possible date, as other events often interfere with even well-laid plans.

### **New Employees**

Agencies are urged to require all new employees to be fully vaccinated prior to entering on duty, subject to such exceptions as required by law. Agencies should address the vaccination requirement in their job opportunity announcements and in tentative and final offers of employment.

#### **1. Job Opportunity Announcements**

When advertising vacancies, agencies should clearly describe in their job opportunity announcements the COVID-19 vaccination requirement and, for positions with a duty location having an official government worksite, information about the agency's reentry plan, to the extent that plan has been finalized. Here is sample language agencies may wish to use or revise:

- As required by [Executive Order 14043](#), Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with the agency, if after November 22. The agency will provide additional information regarding what information or documentation will be needed and how you can request of the agency a legally required exception from this requirement.
- Due to COVID-19, the agency is currently in an expanded telework posture. If selected, you may be expected to temporarily telework, even if your home is located outside the local commuting area. Once employees are permitted to return to the office, you will be expected to report to the duty station listed on this announcement within [X] days. At that time, you may be eligible to request to continue to telework one or more days a pay period depending upon the terms of the agency's telework policy.

When an individual fails to meet a requirement stated in the job opportunity announcement, the agency may take action up to and including rescinding the offer for an applicant or termination from service of a new employee (or removal for an employee who has accrued adverse action rights). Should an agency identify an urgent, mission-critical hiring need to onboard new staff prior to those new staff becoming fully vaccinated, the agency head may delay the vaccination requirement for selected job applicants, such that they do not need to be fully vaccinated against COVID-19 and submit documentation of proof of vaccination before appointment or onboarding with the agency. In the case of such limited delays, agencies are expected to require new hires to be fully vaccinated within 60 days of their start date and to follow safety protocols for not fully vaccinated individuals until they are fully vaccinated.

## 2. Tentative and Final Offer Letters

Agencies should make offers of employment contingent on submission of documentation demonstrating compliance with the vaccination requirement in EO 14043. Agencies should provide information about the vaccination requirement in tentative and final offer letters. Here is sample language you may wish to use or revise in tentative and final offer letters:

- **Tentative Offer** – This is a tentative offer of employment. If you receive a final offer, it will be contingent on you providing appropriate documentation of proof of COVID-19 vaccination by the date set in the final offer letter. You can provide a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records from a public health or state immunization information system, or a copy of any other official documentation containing required data points (type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s)). The agency will provide additional information regarding how you can request of the agency a legally required exception from this requirement.
- **Final Offer** – Documentation of proof of COVID-19 vaccination must be received by [insert date -November 22, 2021 or before EOD, if after November 22]. You can provide a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records from a public health or state immunization information system, or a copy of any other official documentation containing required data points (type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s)). The agency will provide additional information regarding how you can request of the agency a legally required exception from this requirement.

For hiring actions currently underway, agencies should issue revised tentative and final offer letters to advise candidates of the new vaccination requirement. You may wish to use the above sample language in such revised offer letters.

### Additional Information

Guidance from the Task Force is available at: <https://www.saferfederalworkforce.gov/overview/>.

For more information, agency headquarters-level human resources offices may contact Ms. Roseanna Ciarlante by email at [employ@opm.gov](mailto:employ@opm.gov). Component-level human resources offices must contact their agency headquarters for assistance. Employees must contact their agency human resources for further information on this memorandum.

cc: Chief Human Capital Officers (CHCOs)  
Deputy CHCOs  
Human Resources Directors



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

October 1, 2021

### MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

**FROM:** Kiran A. Ahuja  
Director

**Subject:** Guidance on Enforcing Coronavirus Disease 2019 Vaccination Requirement for Federal Employees – Executive Order 14043

On September 9, 2021, President Biden signed Executive Order (EO) 14043, titled, “Requiring Coronavirus Disease 2019 Vaccination for Federal Employees.” As stated in Section 1 of the EO, the President has determined that in order to promote the health and safety of the workforce and the efficiency of the civil service, it is necessary for all agencies to require COVID-19 vaccination for Federal employees covered by EO 14043, subject only to such exceptions as required by law.

As directed in the EO, the Safer Federal Workforce Task Force, established by EO 13991 (January 20, 2021) (“Task Force”), has issued [guidance](#) to assist agencies with implementing the vaccination requirement. That guidance specifies that agencies should require all of their employees, with exceptions only as required by law, to be fully vaccinated by November 22, 2021.

People are considered fully vaccinated two weeks after their second shot in a two-dose series, or two weeks after a single-shot series. In order to have covered Federal employees vaccinated by November 22, 2021, agencies should inform employees of the following scheduling considerations, based on the type of vaccine they obtain:

- For Pfizer-BioNTech COVID-19 vaccine, individuals should get their second shot 3 weeks (or 21 days) after the first. This means that in order for Federal employees to meet a November 22 deadline, they should receive their first vaccination no later than October 18, and their second dose no later than November 8.
- For Moderna COVID-19 vaccine, individuals should get their second shot 4 weeks (or 28 days) after their first. This means that in order for Federal employees to meet a November 22 deadline, they should receive their first vaccination dose no later than October 11, and their second dose no later than November 8.
- Because the Johnson & Johnson/Janssen vaccine only has one shot, Federal employees must get that dose by November 8, in order to meet a November 22, 2021 deadline to be fully vaccinated.

Of course, it is advisable not to leave vaccinations to the last possible date, as other events often interfere with even well-laid plans.

Employees who refuse to be vaccinated or provide proof of vaccination are subject to disciplinary measures, up to and including removal or termination from Federal service. The

only exception is for individuals who receive a legally required exception pursuant to established agency processes.

Given this timeline, agencies may initiate the enforcement process as soon as November 9, 2021, for employees who have not completed their vaccination dose(s) by November 8. The attached provides additional guidance for Federal agencies and employees on the recommended approach agencies should take regarding enforcement of the Coronavirus Disease 2019 vaccination requirement. Agencies should consult with agency human resources offices and legal counsel to determine application of agency disciplinary policies and collective bargaining agreement requirements on disciplinary matters.

**Additional Information**

Agency headquarters-level human resources offices may contact OPM at [employeeaccountability@opm.gov](mailto:employeeaccountability@opm.gov) with additional questions. Agency field offices should contact their appropriate headquarters-level agency human resources offices. Guidance from the Task Force is available at: <https://www.saferfederalworkforce.gov/overview/>

cc: Chief Human Capital Officers (CHCOs)  
Deputy CHCOs  
Human Resources Directors

Attachment – Enforcement Guidance (see 508-conformant PDF below)



## **Guidance on Enforcement of Coronavirus Disease 2019 Vaccination Requirement for Federal Employees – Executive Order 14043**

### **1) Why is OPM issuing this guidance?**

On September 9, 2021, the President signed Executive Order (EO) 14043, titled, “Requiring Coronavirus Disease 2019 Vaccination for Federal Employees.” As reflected in Section 1 of the EO, the President has determined that in order to promote the health and safety of the workforce and the efficiency of the civil service, it is necessary to require COVID–19 vaccination for Federal employees, subject to such exceptions as are required by law. The U.S. Office of Personnel Management (OPM) is issuing this guidance to assist agencies in implementing this requirement for Federal employees subject to EO 14043 requirements.

### **2) What agencies and employees are covered by the EO 14043 vaccination requirement?**

Section 3 of EO 14043 defines which agencies and employees are covered by the vaccination requirement. Agencies should consult with their legal offices to determine agency and employee coverage under EO 14043.

### **3) What is the deadline for federal employees to be fully vaccinated?**

Safer Federal Workforce Task Force guidance specifies that agencies should require all of their employees, with exceptions only as required by law, to be fully vaccinated by November 22, 2021. That means employees must complete required vaccination dose(s) by November 8, as they will not become “fully vaccinated” until 2 weeks after their final dose (the second of 2 doses for Pfizer and Moderna, and the first dose for Johnson and Johnson). The only exception is for individuals who receive a legally required exception approved under established agency processes.

### **4) What should an agency do to inform employees about the requirement to be fully vaccinated?**

OPM recommends an agency should not delay in providing employees with information regarding [the benefits of vaccination](#) and [ways to obtain the vaccine](#). Such information is available on the Centers for Disease Control and Prevention website. Agencies should consider a variety of methods to educate employees, such as providing information in employee town halls, posting of information on agency intranet sites, email communications directly to employees, and providing information in regular staff meetings.

As part of the education process, agencies should inform employees of the requirement to be fully vaccinated in compliance with EO 14043 and that failure to comply will result in disciplinary action up to and including removal or termination. In addition, it is advisable for agencies to send to their workforce periodic reminders of this requirement and the consequences for non-compliance. To be fully vaccinated by November 22, 2021, employees must receive their final vaccination dose by November 8, 2021.

**5) When can an agency initiate the enforcement process for failure to comply with the requirement to be fully vaccinated?**

Agencies may initiate the enforcement process as soon as November 9, 2021, for employees who have not received their required vaccination dose by November 8, 2021, unless the employee has received an exception or the agency is considering an exception request from the employee.

**6) Is there a recommended approach to enforcement?**

Agencies must comply with all statutory, regulatory, and collective bargaining agreement requirements (where applicable). If the employee has not provided proof of vaccination by November 8, 2021, and has not received an exception and the agency is not considering an exception request from the employee, OPM recommends agencies initiate the enforcement process with counseling and education. Agencies should use the counseling period to remind the employee again of the vaccination requirement, emphasize that failure to comply will lead to discipline up to and including removal or termination, address any questions, and inform the employee that they will have a short period of time (e.g., 5 days) to submit documentation establishing either the initiation or completion of vaccination, as applicable, or request an exception.

If, after the recommended counseling and education period ends, the individual continues to refuse to comply, the agency should pursue disciplinary measures, up to and including removal or termination from Federal service. In pursuing any disciplinary action, the agency must provide the required procedural rights to an employee and follow normal processes, including any agency policies or collective bargaining agreement requirements concerning disciplinary matters. Employees generally should not be placed on administrative leave while the agency pursues disciplinary action for refusal to be vaccinated but will be required to follow safety protocols for employees who are not fully vaccinated when reporting to agency worksites. Agencies may wish to consult with counsel as to any other mechanisms that might be available to address the situation.

Agencies are reminded that generally the objective of discipline is to correct deficiencies in employee conduct. Discipline can deter misconduct and correct situations interfering with the efficiency of civil service. While the law and OPM adverse action regulations do not require progressive discipline, this is the preferred approach in the instance of non-compliance with the requirement to be vaccinated. With this in mind, agencies are strongly encouraged to consider whether lesser disciplinary penalties are adequate, as an initial matter, to encourage an employee to be vaccinated, such as a short suspension of 14 days or less under procedures established under 5 CFR 752.203<sup>1</sup> (or procedures for similar matters which arise under other personnel systems). If a short suspension proves inadequate in encouraging an employee to

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<sup>1</sup> 5 CFR 752.203 does not apply to actions against Administrative Law Judges (ALJs) or employees in the Senior Executive Service (SES). Please refer to Subchapter III, Chapter 75 of Title 5, United States Code, for adverse action procedures for ALJs and Subpart F of 5 CFR Part 752 for adverse action procedures for SES. Please note that suspensions of 14 days or less are not available for SES.

become vaccinated, agencies should then consider a greater disciplinary penalty, such as removal or termination from the Federal service, under procedures established under 5 CFR 752.404,<sup>2</sup> 5 CFR part 315, subpart H (for probationers), or procedures for similar matters which arise under other personnel systems.

Agencies should strive for similar penalties for similarly situated employees, where appropriate, within the same work unit. To facilitate this for larger organizations where actions may be necessary for multiple employees, an agency should consider designating one management official to be a proposing official and designating another management official to be a deciding official for all actions in the work unit.

**7) What should an agency do if, after initiating the disciplinary process by proposing to take an action, the agency is informed by the employee that the employee has received a vaccination?**

If, after November 8, 2021, and prior to the issuance of a decision during the disciplinary process, such as suspension or removal, an employee provides an agency with appropriate documentation that the employee is now fully vaccinated, the disciplinary process should end. If an employee provides an agency with appropriate documentation after November 8, 2021, that the employee has received the first dose in a 2-dose series vaccine, an agency may hold any disciplinary action in abeyance pending receipt of appropriate documentation that the employee has received the second dose within the designated 3 or 4-week interval depending on the vaccine received by the employee, even if this means the employee will not be fully vaccinated until after November 22, 2021. In these instances, the employee will be required to follow all appropriate safety protocols if reporting to an agency worksite. The employee should be provided a deadline for receiving the final dose of the vaccine and providing appropriate documentation.

**8) What should an agency do if an employee is serving a suspension and provides documentation to the agency that they are now fully vaccinated or have received the first dose in a 2-dose series vaccine?**

If, during the time period a suspension is being served by an employee, the employee provides an agency with appropriate documentation that the employee is now fully vaccinated, the agency may end the suspension. If, during the time period a suspension is being served by an employee, the employee provides an agency with appropriate documentation that the employee has received the first dose in a 2-dose series vaccine, an agency may hold the balance of the suspension in abeyance. The employee should be provided a deadline of no more than 5 weeks from the date of receiving the first dose for receiving the final dose of the vaccine and providing appropriate documentation. Additionally, the agency should advise employees that the suspension will continue and they

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<sup>2</sup> 5 CFR 752.404 does not apply to actions against Administrative Law Judges (ALJs) or employees in the Senior Executive Service (SES). Please refer to Subchapter III, Chapter 75 of Title 5, United States Code, for adverse action procedures for ALJs and Subpart F of 5 CFR Part 752 for adverse action procedures for SES. Please note that suspensions of 14 days or less are not available for SES.

may be subject to removal or termination if they fail to receive the final dose of the vaccine or fail to provide appropriate documentation by the new deadline.

**9) Why can an employee be disciplined for refusing to get vaccinated or refusing to provide documentation of vaccination?**

If an employee receives a direct order to receive a vaccine as required under EO 14043 and refuses, this is an act of misconduct. Any adverse actions for misconduct taken under 5 CFR Part 752 are taken for such cause as will promote the efficiency of the service. When taking an action under 5 CFR Part 752, agencies should consider relevant aggravating and mitigating factors when determining the penalty. See *Douglas v. Veterans Administration*, 5 MSPR 280 (1981). Agencies should consult with their human resources and legal offices in making these determinations.

There is precedent for taking an adverse action against a Federal employee for disobeying an order to be vaccinated. In *Mazares v. Department of Navy*, 302 F.3d 1382 (2002), for instance, two civilian Navy employees challenged their removals for refusing to receive an anthrax vaccination. The court found there was a clear and unjustified refusal to obey a lawful order of a superior.

**10) What should an agency do if the employee claims they are legally entitled to be exempted from the vaccination requirement?**

An agency should not initiate discipline if the employee claims a legally required exception as the reason proffered for not being vaccinated or providing proof of vaccination. If an employee claims a legally required exception, an agency should follow its ordinary process to review and consider what, if any, accommodation it must offer. All agency personnel designated to receive requests for accommodations should know how to handle requests consistent with any Federal employment nondiscrimination laws that may apply.

An employee whose request for an accommodation is denied should receive their first (or, if a one-dose series, only) dose within two weeks of the final determination to deny the accommodation. If receiving a two-dose series, the employee should receive the second dose within 6 weeks of receiving the first dose.

If the employee received a first dose of a two-dose series prior to seeking an accommodation, and their request for an accommodation is denied, they should receive their second dose within two weeks of the final determination to deny the accommodation or within a week of the earliest day by which they can receive their second dose, whichever is later.

If the employee does not comply with the requirement to become fully vaccinated, and has not been granted an exception and does not have a request under consideration, the agency may pursue disciplinary action, up to and including removal or termination from Federal service. If the accommodation request is denied, employees should be reminded again of the benefits of getting a COVID-19 vaccine and reminded that failure to comply with the vaccination requirement will result in disciplinary action, up to and including removal or termination from Federal service.

**11) How should agencies enforce the vaccination requirement of Executive Order 14043 for employees on extended leave of absence (e.g., due to a serious health condition of themselves or a family member, or due to utilizing paid parental leave)?**

Agencies should require employees on extended leave of absence (e.g., utilizing annual leave, sick leave, donated annual leave, military leave, leave without pay, paid parental leave, or unpaid leave under Family and Medical Leave) to submit documentation establishing that they are fully vaccinated (or request a legally required exception) prior to the employee returning to duty. Agencies should not require such employees to be vaccinated by a November 22, 2021 deadline, as long as they are on extended leave of absence and will not return to work until a later date.

**12) How should agencies enforce the vaccination requirement of Executive Order 14043 for employees on extended leave of absence due to receiving workers compensation as a result of sustaining an on-the-job injury or illness?**

Agencies should require employees on extended leave of absence due to receiving workers compensation to submit documentation establishing that they are fully vaccinated (or request a legally required exception) prior to the employee returning to duty. Agencies should not require such employees to be vaccinated by a November 22, 2021 deadline, as long as they are on extended leave of absence due to receiving workers compensation and will not return to duty until a later date.

**13) How should agencies enforce the vaccination requirement of Executive Order 14043 for seasonal employees who are not currently working for an agency under their seasonal appointment?**

Agencies should require seasonal employees to submit documentation establishing that they are fully vaccinated (or request a legally required exception) prior to the employee returning to duty. Agencies should not require such employees to be vaccinated by a November 22, 2021 deadline, as long as they will not return to duty until a later date.

**14) How should agencies enforce the vaccination requirement of Executive Order 14043 for student volunteers, interns, or other employees who are on an extended break in service (e.g., interns who worked for an agency this past summer, returned to school, and are expected to return to work for the agency after the school year ends)?**

Agencies should require student volunteers, interns, and other employees who are on an extended break to submit documentation establishing that they are fully vaccinated (or request a legally required exception) prior to returning to Federal service. Agencies should not require such persons to be vaccinated by a November 22, 2021 deadline, as long as they will not be reemployed until a later date.

**15) How should agencies enforce the vaccination requirement of Executive Order 14043 for employees who are on detail?**

Agencies should require employees who are on detail to another executive branch agency covered by EO 14043 to comply with the vaccination requirement of EO 14043. In accordance with the guidance issued by the Safer Federal Workforce Task Force, agencies should require detailed employees to be fully vaccinated by November 22, 2021. Detailed employees should follow the procedures of their home agency for submitting documentation to demonstrate their compliance with the vaccination requirement.

Agencies should require employees who are detailed to positions outside of an executive branch agency covered by EO 14043 to submit documentation establishing that they are fully vaccinated (or request a legally required exception) prior to the employee returning to duty at their home agency.

**16) How should agencies enforce the vaccine requirement of Executive Order 14043 for employees who are running down their leave in advance of departing federal service and do not intend to return to duty before leaving?**

If an employee has provided notice that they are leaving their position in the Executive Branch and are on leave until the date they depart, the agency should not enforce the vaccine requirement of EO 14043.

**From:** Fickes,Anne Macron (BPA) - H-1

**Sent:** Tue Oct 05 08:03:14 2021

**To:** Browning-Craig,Hilary (BPA) - LG-7

**Subject:** FW: Informed Consent

**Importance:** Normal

Good Morning,

By chance, would the Paralegals be able to help with this? I can also ask the Staffing Admin but not sure the SP expertise.

**From:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Sent:** Monday, October 4, 2021 4:14 PM

**To:** Wingert, Kevin M (BPA) - DKP-7 <kwingert@bpa.gov>; Hawkins, Sarah T (BPA) - LG-7 <sthawkins@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Fickes, Anne Macron (BPA) - H-1 <acmacron@bpa.gov>

**Cc:** Mosley, James G (BPA) - HE-1 <jgmosley@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Subject:** RE: Informed Consent

Thanks Kevin – yes, let's ask Ryan to set up a Sharepoint.

Anne – do you have anyone in HCM who can help with this, a “Sharepoint expert” who can administer the site? Does anyone else have any nominees? Thanks – Lee

**From:** Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>

**Sent:** Monday, October 4, 2021 3:56 PM

**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>

**Subject:** RE: Informed Consent

Lee,

I checked with Ryan Zimmerman, and he's said that he can create a Sharepoint that could be tailored accessible for the Transition Team and those whom may need to review the FAQs or other documents we produce. His principal question is who should be the person in charge of administering the page. Do we have an easy resource with Sharepoint administration experience or can we reach into HR for one? I've not had experience personally, but in a worst-case scenario I can probably train myself on the go if needed.

Very Respectfully,

**Kevin Wingert**

Communications | Media Relations | Policy



**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 503-230-4140 | C [REDACTED]

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**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Sent:** Monday, October 4, 2021 3:40 PM

**To:** Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>

**Cc:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>

**Subject:** RE: Informed Consent

Thanks Sarah – the idea is to provide some answers to some recurring questions, which I can take a shot at... such as:

Liability if injured via the vaccination process

Use of MyEnergy.com in view of privacy

Vaccines and antibodies (i.e. the need to be vaccinated)

Religious Accommodation (process, dates)

Disciplinary actions resulting from not being vaccinated

I will work with Kevin on a “one source” of answers and how we can coordinate on answers, and all of us can have access that. We can translate some to the FAQ’s on our website.

**From:** Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>

**Sent:** Monday, October 4, 2021 12:56 PM

**To:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** FW: Informed Consent

FYI- it might be worth a conversation with James about roles and responsibilities on these vaccine questions since they’re coming in to many orgs (legal, safety, RA, HR Help, TT etc.) I don’t have a position on it, just a concern for consistency.

Sarah

**From:** Browning-Craig, Hilary (BPA) - LG-7 <[hxbrowning-craig@bpa.gov](mailto:hxbrowning-craig@bpa.gov)>

**Sent:** Monday, October 4, 2021 12:21 PM

**To:** Hull, Rachel L (BPA) - LG-7 <[rlhull@bpa.gov](mailto:rlhull@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>

**Subject:** FW: Informed Consent

(b) (5)  
[Redacted]

[Redacted]

[Redacted]

Thank you!

Hilary

**From:** Goldfarb, B. Madeleine (BPA) - HE-1 <[bmgoldfarb@bpa.gov](mailto:bmgoldfarb@bpa.gov)>  
**Sent:** Monday, October 4, 2021 11:32 AM  
**To:** Browning-Craig, Hilary (BPA) - LG-7 <[hxbrowning-craig@bpa.gov](mailto:hxbrowning-craig@bpa.gov)>  
**Cc:** Wilson, Dee (BPA) - TFI-IDAHO FALLS <[ixwilson@bpa.gov](mailto:ixwilson@bpa.gov)>; Lahti, John A (BPA) - TF-DITT-2 <[jalahti@bpa.gov](mailto:jalahti@bpa.gov)>; Reasonable Accommodation <[ReasonableAccommodation@bpa.gov](mailto:ReasonableAccommodation@bpa.gov)>; HR Help <[hrhelp@bpa.gov](mailto:hrhelp@bpa.gov)>; Miller, Thomas C (BPA) - TF-TRI CITIES RMHQ <[tcmliller@bpa.gov](mailto:tcmliller@bpa.gov)>  
**Subject:** RE: Informed Consent

Good morning Hilary:

Please see the inquiry below.

Though Religious Accommodation Requests are to be directed to the reasonable accommodations area, there are many questions which are beyond the scope of reasonable accommodation to address.

Thank you for your assistance with this inquiry.

V/r,

Madeleine

**B. Madeleine Goldfarb, MA ADAC**

Reasonable Accommodation Coordinator |

EAP Employee Assistance Program Coordinator |

Human Resources Service Center

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | C [REDACTED]

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**From:** Miller, Thomas C (BPA) - TF-TRI CITIES RMHQ <[tcmliller@bpa.gov](mailto:tcmliller@bpa.gov)>  
**Sent:** Monday, October 4, 2021 10:55 AM  
**To:** Reasonable Accommodation <[ReasonableAccommodation@bpa.gov](mailto:ReasonableAccommodation@bpa.gov)>; HR Help <[hrhelp@bpa.gov](mailto:hrhelp@bpa.gov)>; Goldfarb, B. Madeleine (BPA) - HE-1 <[bmgoldfarb@bpa.gov](mailto:bmgoldfarb@bpa.gov)>  
**Cc:** (b) (6) <[REDACTED]>; Lahti, John A (BPA) - TF-DITT-2 <[jalahti@bpa.gov](mailto:jalahti@bpa.gov)>  
**Subject:** FW: Informed Consent

Good morning,

I am writing to seek guidance on the enclosed email that is in regards to an employee seeking answers to their questions for informed consent as it relates to the COVID Vaccination Mandate. This is one of many such requests that will be passed along and at this time there is no direct guidance on where to send such requests for having the questions properly recorded and addressed. This appears to also land in BPA Legals scope to address as well but there are no established channels for directing such inquiries.

Please advise as to where BPA Managers/Supervisors should direct these requests. Employees are requesting answers to these questions ahead of submitting their Reasonable Accommodation's request and thus need these

to be handled in as timely a manner as possible. I have several more in my queue and would appreciate some guidance to keep these requests moving forward and addressing the employee concerns along the way as they navigate the current expectations and timelines that are established.

Thank you for your time.

**From:** (b) (6) >  
**Sent:** Thursday, September 30, 2021 12:56 PM  
**To:** Miller, Thomas C (BPA) - TF-TRI CITIES RMHQ <[tcmiller@bpa.gov](mailto:tcmiller@bpa.gov)>  
**Cc:** >  
**Subject:** FW: Informed Consent

I apologize, but I'm unable to answer your questions, due to my lack of knowledge on this subject. I will forward this to my Manager, for his response. D.

**From:** >  
**Sent:** Thursday, September 30, 2021 10:09 AM  
**To:** Wilson, Dee (BPA) - TFI-IDAHO FALLS <[lxwilson@bpa.gov](mailto:lxwilson@bpa.gov)>  
**Cc:** Miller, Thomas C (BPA) - TF-TRI CITIES RMHQ <[tcmiller@bpa.gov](mailto:tcmiller@bpa.gov)>  
**Subject:** Informed Consent

Hello Dee,

As my direct supervisor, I am submitting this request to you. If these questions need to be answered by someone other than you, then I expect them to be forwarded on.

I am exercising my right to engage in the process of informed consent which must comply with the requirements of 45 CFR 46.116 and 45 CFR 46.117. I look forward to your responses to my questions below so that I will be able to make an informed decision.

Questions:

- a. You are required to disclose any and all potential conflicts of interest including public and personal investments in the pharmaceutical companies manufacturing COVID vaccines, as well as any contracts with the federal government. Can you please provide the full list of any financial conflicts of interest?
- b. Has BPA received any money from the federal government to promote Vaccines?
- c. Has BPA received any money from the federal government that incentivizes the administration of COVID vaccinations?
- d. I have the right to medical privacy. If I elect to get the shot will my right to keep my vaccination status private be honored?
- e. Who is liable if I get injured or am unable to work from the COVID vaccination? How long will it take me to receive injury compensation, so my family isn't left hungry with no roof over their head?
- f. Will my consent to get the COVID vaccine terminate my life insurance policy or any benefits I may be entitled to during my years of service to BPA, if I am killed or injured by these COVID vaccines that are still in clinical trials?

- g. Can you please provide the full breakdown of post-inoculation death and injury reports in the federal Vaccine Adverse Events Reporting System (VAERS), Center for Medicare and Medicaid Services (CMS), and any other surveillance system? How many people have died? How many people have been permanently disabled? How many people have experienced life threatening events? How many people have been hospitalized? How many people have needed urgent or emergent care? How many babies have been miscarried?
- h. What is the potential gain vs. risk of injury in my age demographic if I get the shot? What are the specific benefits if I get the shot? What are the specific risks? Is there a risk of death or permanent disability if I get the shot? What are the other current warnings for each experimental vaccine (Pfizer-BioNtech, Moderna, Johnson & Johnson)?
- i. If I am injured, how do I ensure a healthcare professional reports my injury to VAERS?
- j. What long term data (36+ months) is available on how many people developed autoimmunity, infertility, or similar debilitating conditions after getting a COVID vaccine?
- k. Which current federal laws prevent me from suing vaccine manufacturers in civil court?
- l. What are all the ingredients in the shot? Which of them are carcinogenic, mutagenic, or teratogenic? Which of them have been classified as toxins, poisons, or dangerous for human consumption by the US EPA and/or International Agency for Research on Cancer (IARC)?
- m. Will these COVID vaccines protect me against all variants?
- n. Can I still get COVID and transmit the infection if I'm fully vaccinated?
- o. What is antibody dependent enhancement (ADE)? How will I know if I am experiencing it? Is ADE something that can happen if I get the COVID vaccine?
- p. Am I eligible to prove my immunity using EUA approved antibody and/or T-cell tests?
- q. There are many peer-reviewed scientific papers supporting Monoclonal Antibodies, Ivermectin, Vitamin D, C,



A, Zinc and Hydroxychloroquine. What treatment options exist should I elect to use my civil right to refuse the COVID vaccine?

Respectfully,

[Redacted]

[Redacted]

(b) (6)

From: Sanford,Chris T (TFE)(BPA) - TOR-DITT-1

Sent: Fri Oct 01 14:01:06 2021

To: Cathcart,Michelle M (BPA) - TO-DITT-2; (b) (6) ; ;

Subject: RE: Vaccination Attestation

Importance: Normal

(b) (6)

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(b) (6)

A large black rectangular redaction box covering the main body of the email.

**This e-mail may contain SOC-Restricted Information. Under FERC Standards of Conduct, SOC-Restricted Information may not be shared with Marketing Function Employees (MFEs) unless certain criteria have been met (e.g., voluntary consent by the customer, a public OASIS posting, system emergencies, or other exceptions). Please take care to remove or otherwise redact the SOC-Restricted Information before forwarding or otherwise sharing with Marketing Function Employees.**

**Christopher T. Sanford**

Real Time Operations Director | TOR-DITT1

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**From:** Cathcart,Michelle M (BPA) - TO-DITT-2 <mmcathcart@bpa.gov>

**Sent:** Friday, October 1, 2021 1:13 PM

**To:** (b) (6)

**Cc:** Sanford,Chris T (TFE)(BPA) - TOR-DITT-1 <ctsanford@bpa.gov>

**Subject:** RE: Vaccination Attestation

I'm not sure what is helpful or not in the continuing conversation with (b) (6) (and I'm sure others), but a few things that I noted, beyond what I sent to him:

- The EO did not call out 75 days. The EO allowed the Safer Federal Workforce Task Force 7 days to develop guidance. That guidance established November 22 as the date for "full vaccination". It did not say that November 22 was the date of any adverse action. The latest guidance recognizes (as Robin has pointed out) that in order to be fully vaccinated by 11/22, people have to have their final dose by November 8. Therefore, other than RA, we will know on November 9 whether they are in compliance with the mandate.

- RA is not a deviation from the mandate. It is specifically allowed for in the mandate, in that it says "except as required by law"

· It is impossible and unreasonable to pre-determine the outcome of an RA process. The process is necessary to determine the outcome.

Please let me know if you have any additional feedback on how I can help in messaging. I know that none of this is what dispatchers want to hear, but it is important to me to be transparent, which means not sugar coating.

Thanks,  
Michelle

**From:** Cathcart,Michelle M (BPA) - TO-DITT-2

**Sent:** Friday, October 1, 2021 12:57 PM

**To:** [REDACTED]

**Cc:** Sanford,Chris T (TFE)(BPA) - TOR-DITT-1 <ctsanford@bpa.gov>

**Subject:** RE: Vaccination Attestation

Hello [REDACTED]

The official guidance that we receive, and that is referenced in news articles is from the [Safer Federal Workforce Task Force](#). This link includes the FAQ that represents our federal guidance. This link has been provided in the past by both Robin and myself in messages to staff; we are trying to be as transparent as possible with what we know. The best guidance we have in this FAQ was just updated (I'm not sure if it was last night or this morning), but the steps you are referring to, as best we know, are outlined in this particular question.

**UPDATEDQ: What steps may an agency take if a Federal employee refuses to be vaccinated or provide proof of vaccination?**

A: Employees covered by Executive Order 14043 who fail to comply with a requirement to be fully vaccinated or provide proof of vaccination and have neither received an exception nor have an exception request under consideration, are in violation of a lawful order. Employees who violate lawful orders are subject to discipline, up to and including termination or removal.

Consistent with the Administration's policy, agencies should initiate an enforcement process to work with employees to encourage their compliance. Accordingly, agencies should initiate the enforcement process with a brief period of education and counseling (5 days), including providing employees with information regarding the [the benefits of vaccination](#) and [ways to obtain the vaccine](#). If the employee does not demonstrate progress toward becoming fully vaccinated through completion of a required vaccination dose or provision of required documentation by the end of the counseling and education period, it should be followed by a short suspension (14 days or less). Continued noncompliance during the suspension can be followed by proposing removal. Unique operational needs of agencies and the circumstances affecting a particular employee may warrant departure from these guidelines if necessary, but consistency across government in enforcement of this government-wide vaccine policy is desired, and the Executive Order does not permit exceptions from the vaccination requirement except as required by law.

Agencies may initiate the enforcement process as soon as November 9, 2021, for employees who fail to submit documentation to show that they have completed receiving required vaccination dose(s) by November 8, as long as those employees have not received an exception and the agency is not considering an exception request from the employee.

If an employee responds at any phase of the discipline by submitting proof of progress toward full vaccination (i.e., completion of a required vaccination dose), the agency should hold the discipline in abeyance to afford the employee a reasonable period of time to become fully vaccinated. In pursuing any adverse action, the agency must provide the required procedural rights to an employee and follow normal processes, including any agency policies or collective bargaining agreement requirements concerning disciplinary matters. Employees should not be placed on administrative leave while pursuing an adverse action for refusal to be vaccinated but will be required to follow safety protocols for employees who are not fully vaccinated when reporting to agency worksites.

If the employee claims a legally required exception as the reason for not being vaccinated, an agency should follow its ordinary process to review and consider what, if any, accommodation it must offer. All agency personnel designated to receive requests for accommodations should know how to handle requests consistent with the Federal employment nondiscrimination laws that may apply. If the employee's request for an exception is denied, and the employee does not comply with the vaccination requirement, the agency may pursue disciplinary action, up to and including removal from Federal service.

OPM has issued [additional guidance](#) to further assist agencies with enforcing the vaccination requirement for Federal employees.

Thank you,

Michelle

**From:** [REDACTED]  
**Sent:** Friday, October 1, 2021 12:51 PM  
**To:** [REDACTED]; [REDACTED]; (b) (6); [REDACTED]  
**Cc:** Sanford, Chris T (TFE)(BPA) - TOR-DITT-1 <[ctsanford@bpa.gov](mailto:ctsanford@bpa.gov)>; Cathcart, Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>; [REDACTED]; [REDACTED]; [REDACTED]  
**Subject:** Vaccination Attestation

Greetings-

Federal Workers have been waiting since Sept 9<sup>th</sup> for proper guidance on how to proceed with the Executive order

on vaccinations. As I've stated before, it is not reasonable or in good faith to ask public servants to comply with this order without giving them the full picture of what they are facing. It's been 23 very stressful days of the unknown since the order. There is little end in sight.

Multiple news outlets are reporting that the Biden Administration has released the outline for discipline process concerning unvaccinated federal workers.

I'm requesting access to this documentation in the complete official form it has been delivered to BPA in. I am unable to properly fill out the vaccine attestation until I am able to review this information and BPA answers my following questions:

Question 1: What, exactly, will be the process, timeline and final outcome if I do not fill out the vaccination attestation or provide any vaccination documentation by Nov 9<sup>th</sup> and/or by Nov 22<sup>nd</sup>?

Question 2: What, exactly, will be the process, timeline and final outcome if I provide Religious Accommodation documentation by Nov 9<sup>th</sup> and/or by Nov 22<sup>nd</sup> and it is approved?

Question 3: What, exactly, will be the process, timeline and final outcome if I provide Religious Accommodation documentation by Nov 9<sup>th</sup> and/or by Nov 22<sup>nd</sup> and it is not approved?

Question 4: What, exactly, will be the process, timeline and final outcome if I provide Medical Exemption documentation by Nov 9th and/or by Nov 22<sup>nd</sup> and it is approved?

Question 5: What, exactly, will be the process, timeline and final outcome if I provide Medical Exemption documentation by Nov 9th and/or by Nov 22<sup>nd</sup> and it is not approved?

From the Biden Administration guidance:

“Unique operational needs of agencies and the circumstances affecting a particular employee may warrant departure from these guidelines if necessary, but consistency across government in enforcement of this government-wide vaccine policy is desired, and the executive order does not permit exceptions from the vaccine requirement except as required by law.”

Clearly, BPA has the authority to deviate from the mandate. Religious Accommodations and Medical Exemptions are required by law and have been adjudicated many times at the US Supreme Court in favor of liberally applied Constitutional Rights. These examples of case law are readily available at [www.EEOC.gov](http://www.EEOC.gov).

It is unreasonable to require a deadline of November 9<sup>th</sup> for compliance. The original Executive Order gave 75 days for compliance. In good faith, I am requesting a 75 day deadline after my request above has been fulfilled, and my questions answered in detail. This is a reasonable and fair request that BPA should agree to in good faith. **In good faith, I have every intention of following my reasonable proposed deadline.** I wish to continue working for BPA as a Dispatcher.



It is clear that BPA has the authority to deviate from the timeline due to their unique operational need and FTE shortages in the Dispatch Control Centers and across the company.

In the meantime, I will continue to diligently abide by the safety measures at work, as I have been for the last 1.5 years.

Respectfully Submitted,



**From:** Rehbein,Garett D (BPA) - TF-ROSS MHQA

**Sent:** Mon Oct 04 09:49:12 2021

**To:** TF South District Managers; Kroon,Sharon L (CONTR) - TF-ROSS MHQA; Peetz,Dennis R (BPA) - TF-ROSS MHQA; Cowman,Jordan P (BPA) - TF-ALVEY; njseabury@bpa.gov; rkrobertsen@bpa.gov; dacoulombe@bpa.gov; gdrehbein@bpa.gov; mjsykora@bpa.gov; phsever@bpa.gov

**Subject:** FW: OPM Guidance on Vaccination Requirements

**Importance:** Normal

**Attachments:** Director-Memo-on-Hiring-Guidance-Vaccine-Requirements.pdf; Director-Memo-on-Enforcement-of-Vaccine-Requirements.pdf; Enforcement-Guidance-FAQs.pdf

FYI, more info.....

**From:** Hester,Shane H (BPA) - TFAW-DOB-1 <shhester@bpa.gov>

**Sent:** Monday, October 4, 2021 9:33 AM

**To:** TF Senior Team <TFSeniorTeam@bpa.gov>

**Subject:** FW: OPM Guidance on Vaccination Requirements

I know Adelmo sent out some info last week, not sure if you have seen the rest..... In the Enforcement PDF is states the doc is guidance in assisting agencies with implementing the vaccination requirement.

Shane Hester

Manager

Work Planning and Evaluation

Office: 360-619-6458

Cell: (b) (6) [REDACTED]

**From:** Hall, Lee J (BPA) - PES-6

**Sent:** Thu Sep 30 07:33:57 2021

**To:** Capps, Stephan A (BPA) - NW-1; Leady Jr, William J (BPA) - K-7; Hall, Lee J (BPA) - PES-6

**Subject:** 0830 Topics

**Importance:** Normal

**Attachments:** FW: Covid Newsletter for Power Vol XXVI

Good morning -- here are some topics:

1. Policy Group Hotwash.
2. Creating (vaccination) FAQ's – how to manage that.
3. Talking points for Michelle.
4. Getting information out to BPA employees about MyEnergy “workarounds” – see attached email, Rob Johnson’s recommendations

5. Preps (or not, yet) for next Manager Update (Oct 12, the day after Columbus Day)
  
6. Misc.
  - a. Rob's question about "breakthrough cases" in our Contact Tracing
  - b. Lots of discussion about "progressive discipline" at the Transition Team meeting
  - c. How to prep for next round of info coming from
  - d. Coverage of 0900 DOE Office Hours

From: Hall, Lee J (BPA) - PES-6

Sent: Wed Sep 29 15:43:09 2021

To: Capps, Stephan A (BPA) - NW-1; Leady Jr, William J (BPA) - K-7; Hall, Lee J (BPA) - PES-6

Subject: FW: Covid Newsletter for Power Vol XXVI

Importance: Normal

Attachments: Covid Newsletter for Power 9\_29\_2021 Vol XXVI FV.pdf

We just got done with the Transition Team meeting – and Rob Johnson shared that he was getting positive feedback from his Attestation “workarounds” – which are found on page 3-4 of his newsletter. In particular:

**There have been some reports of issues with the DOE MyEnergy system.**

1st. A small amount of staff have reported that they have received emails in error from DOE that they have not logged into the DOE MyEnergy system and completed the required attestation. Staff report they had completed the attestation and have received this notification in error.

2nd. After completing the attestation process the completion email along with the email that contains your password for the document attached to the first email from the DOE MyEnergy system gets routed to your Junk Email box.

**What to do, what to do.....**

- If you did not see the completion email and the one that contains the password from the DOE MyEnergy system please look for

them in your Junk email box and move it to a safe location. The attached file is not viewable until you move it to another area of your outlook. Additionally, you cannot cut and paste the password, you need to type it in.

If you received an email from DOE that they have not logged into the DOE MyEnergy system but have completed the attestation then do one the following:

1. You can forward the completion email from the DOE MyEnergy system to COVID-19inquiries@hq.doe.gov with a request that they update the system.

or

2. You can just log back-in to the DOE MyEnergy system and fill out the attestation again.

Does this figure into our “workarounds?” Thanks -- Lee

**From:** Hall, Lee J (BPA) - PES-6

**Sent:** Wednesday, September 29, 2021 10:53 AM

**To:** Capps, Stephan A (BPA) - NW-4 (sacapps@bpa.gov) <sacapps@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Subject:** FW: Covid Newsletter for Power Vol XXVI

Fyi. Rob's latest newsletter to Power.

**From:** Johnson,Robert C (BPA) - PTK-5 <[rcjohnson@bpa.gov](mailto:rcjohnson@bpa.gov)>  
**Sent:** Wednesday, September 29, 2021 10:14 AM  
**Subject:** Covid Newsletter for Power Vol XXVI

Good morning team,

With all that is going on I thought that I needed to get back to sending out the newsletter.

The next weeks will bring lots of new information and changes. Just want to try to keep you informed in a low key way and use some of the pictures to keep the mood light .

P.S. The picture to the left made me think of Andy and his office helper Doug and the occasional great input Doug brings to our meetings.

**Robert C Johnson**



Supervisor Power Pre-Scheduling | PTKS

Pandemic Standdown Planning Power Rep.

Office Occupational Safety & Health Committee Power Rep.

**Bonneville Power Administration**

[rcjohnson@bpa.gov](mailto:rcjohnson@bpa.gov) | 503-230-3183 | C (b) (6) [REDACTED]

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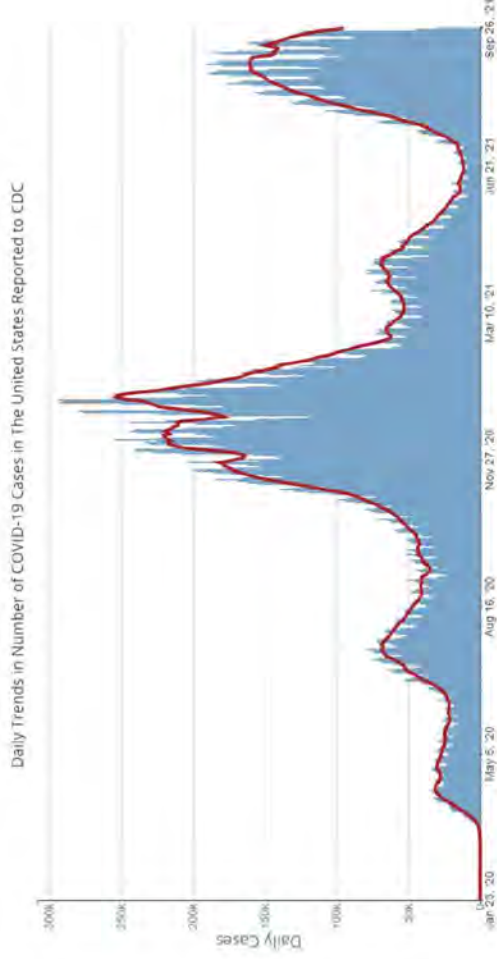


## New Cases in the US

The following is one chart that shows the number of new COVID-19 cases reported each day in the U.S. since the beginning of the outbreak. Updated 9/26/2021

This chart is not intended to be **official BPA information** and is just used here to show from one source case numbers in an easy to read chart. **It should be considered informal.**

**Small print note:** it may be subject to errors caused by reporting lags due to delays in state reporting and other circumstances.



Please refer to the [BPA Covid-19 Page](#) for official information.

Here is the link to the CDC website that considers “widespread community transmission” and evaluates it, county by county. <https://covid.cdc.gov/covid-data-tracker/#county-view>

That is a curve that I like and just shows how the masks, safety procedures and vaccines have changed the game fast again. Thank you for all the science and hard work of all involved.

## ***Just Give Me Some Good News***



For the past few months, as the world has been debating boosters, breakthrough infections, increasing case counts and real-world efficacy, there has been one important question being asked.

### **"What about those of us who got Johnson & Johnson jab?"**

Put yourself back in the mindset of February 2021. We were desperately short on vaccines and medical and public health officials were encouraging folks to "get the first vaccine you're offered." At this moment in time, Johnson & Johnson (J&J) felt like a game-changer.

It could dramatically increase capacity and reduce supply chain challenges. Its reported efficacy was slightly less than that of Moderna's or Pfizer's mRNA vaccines, but was still strong; clinical trials showed it to be 66% effective at preventing moderate to severe illness, 85% effective against severe disease and **100% effective at preventing death.**

As a "one and done" shot, it would also help the needle-phobic, the mRNA hesitant, or just people who would never come back for a second visit to get protected.

This week, we got some good news about J&J and coming off a disappointing summer surge of Delta, it was just what we needed.

On September 16, a preprint study reported the J&J vaccine maintained its effectiveness against both symptomatic disease and hospitalization between March and the end of July -- despite the rise of the Delta variant.

This finding suggests that J&J is strongly effective against this novel variant. In other words, J&J's vaccine has staying power.

In a moment of tremendous uncertainty, this analysis allows J&J recipients to sleep easier, despite having received only a single shot.

Then, on September 21, a press release from Johnson and Johnson shared more promising data, suggesting with a J&J booster shot, protection against all forms of Covid-19 is, simply, excellent. After an eight-week booster, vaccine efficacy against severe or critical Covid-19 was almost 100% (albeit with a huge amount of estimation: the confidence interval ranged from 33% to 100%), and protection against moderate-to-severe Covid-19 disease was 94% in the US (the confidence interval in this case was 58%-100%). In a pandemic for which nothing has been certain, 100% sounds pretty good.



A six-month booster showed preliminary signs of being even better based on antibody measurements, although actual clinical outcomes have not been reported. Safety metrics, for both the eight-week and six-month boosters, are reportedly excellent.

## Now back at the BPA Ranch

### Important to dates consider:

**Nov. 22** - Federal workforce to be fully vaccinated.

As a reminder, **fully vaccinated** means two weeks after having completed two shots of the Moderna or Pfizer-BioNTech vaccines or one shot of the Johnson & Johnson vaccine.

**Oct. 11** – First dose deadline if receiving the Moderna vaccine.

**Oct. 18** – First dose deadline if receiving the Pfizer-BioNTech vaccine

**Nov. 8** – Second dose deadline for either the Moderna or Pfizer-BioNTech vaccines

**Nov. 8** – First (and only) dose deadline for Johnson & Johnson vaccine



### Getting a COVID-19 vaccine now considered duty time

With the COVID-19 vaccination being a requirement for the federal workforce, the time spent by an employee obtaining a vaccine – including travel time – is now considered duty time. Unvaccinated employees should work with their supervisor to obtain time during their normally scheduled work hours to obtain a vaccine as use of administrative leave is no longer needed. If for unforeseen circumstances an employee cannot obtain a vaccine during regularly scheduled work hours, then an employee may request and a supervisor may authorize overtime consistent with the normal overtime rules.

- ✓ Employees are still authorized up to two days of Administrative Leave if needed to recover from an adverse reaction to vaccination.

### There have been some reports of issues with the DOE [MyEnergy](#) system.

- 1<sup>st</sup>. A small amount of staff have reported that they have received emails in error from DOE that they have not logged into the DOE [MyEnergy](#) system and completed the required attestation. Staff report they had completed the attestation and have received this notification in error.
- 2<sup>nd</sup>. After completing the attestation process the completion email along with the email that contains your password for the document attached to the first email from the from the DOE [MyEnergy](#) system gets routed to your Junk Email box.

### What to do, what to do.....

- If you did not see the completion email and the one that contains the password from the DOE [MyEnergy](#) system please look for them in your Junk email box and move it to a safe location. The attached file is not viewable until you move it to another area of your outlook. Additionally, you cannot cut and paste the password, you need to type it in.

- If you received an email from DOE that they have not logged into the DOE [MyEnergy](#) system but have completed the attestation then do one the following:

1. You can forward the completion email from the DOE [MyEnergy](#) system to [COVID-19inquiries@hq.doe.gov](mailto:COVID-19inquiries@hq.doe.gov) with a request that they update the system.

or

2. You can just log back-in to the DOE [MyEnergy](#) system and fill out the attestation again.

**The vaccines are safe, please don't wait to get it!**



**Robert Johnson**

*if you have items that you would like to see in the next edition or have funny pictures please send them to [Robert Johnson](#).*

Special thanks goes out to my chief editor that has been working to make me a better writer and not let me look like fool, [Yvonne Johnson](#).

September 23, 2021 1:09 PM from Kim Hunter to everyone: Will we be getting additional guidance for CFTE from a process perspective? and get visibility to the data for CFTE as they make up a large population of our workforce.

September 23, 2021 1:11 PM from Tina Ko to everyone: i have heard rumblings that staff will be relying on RA/religious exemption. any intel on when that guidance is coming and is HCM ready to respond in timely manner?

September 23, 2021 1:12 PM from Jeff Cook to everyone: Is HCM working on the process for releasing staff if we get to that? That is typically a very long process so wondering if that is being thought of already. I hope we dont get to that

September 23, 2021 1:12 PM from Mike Miller to everyone: Since we do not have any real numbers, would it be valuable for us to all settle on a percentage of loss of resource for contingency planning. Like losing 10% of your workforce?

September 23, 2021 1:13 PM from John Lahti to everyone: Here is what I will sending my leadership teams soon...

September 23, 2021 1:13 PM from John Lahti to everyone: Seniors - Please work with your leadership teams to reach out to ALL employees and ask each of them if they are willing to VOLUNTEER they are vaccinated. You can tell them we are asking for contingency planning as the November 22nd date will be hear soon.

September 23, 2021 1:14 PM from John Lahti to everyone: we won't ask for proof

September 23, 2021 1:15 PM from Kim Hunter to everyone: Is there HCM guidance on RA path for employees? should we be pointing people there for those that ask?

September 23, 2021 1:17 PM from Michelle Cathcart she/her to everyone: I have heard from at least one staff member that did the attestation and got the email saying they had not. So there are still some of those gaps in the data.

September 23, 2021 1:18 PM from John Lahti to everyone: I would like to see the attestation list to make sure my attestation was recorded properly.

September 23, 2021 1:18 PM from Kim Hunter to everyone: @Michelle - I also had several folks say they had but got the email saying they had not.

September 23, 2021 1:21 PM from Kyna Alders to everyone: Similarly, I think managers are going to want to be able to ask those that didn't attest if they met the Nov 8th deadline.

September 23, 2021 1:21 PM from John Lahti to everyone: We won't be stopping work, but this is a major distraction we are recognizing with our employees to try to keep them focused on the task at hand.

September 23, 2021 1:23 PM from Kim Hunter to everyone: Is the change in work conditions require a topic of bargaining?

September 23, 2021 1:23 PM from Mike Miller to everyone: Overreaction is our enemy. I think we just need to make some assumptions and plan for them. Not try to collect data. This exercise will be good for contingency planning for when we go back to the office and we lose some people.

September 23, 2021 1:32 PM from Mike Miller to everyone: Thank you for the guidance!

September 23, 2021 1:33 PM from Tina Ko to everyone: Thank you

September 23, 2021 1:33 PM from Kyna Alders to everyone: Send your questions my way... I have a couple re what managers can ask on my list.

September 23, 2021 1:33 PM from Kim Hunter to everyone: Thank you. Will you be sending what is on the screen?

September 23, 2021 1:34 PM from Ivy Tyson to everyone: Except retirement.

September 23, 2021 1:34 PM from Jacob Sigo to everyone: Yes, I will capture the questions here and will send out the information on the screen.

September 23, 2021 1:35 PM from Michelle Cathcart she/her to everyone: From fed website: A: As an initial matter, an agency should provide employees with information regarding the benefits of vaccination and ways to obtain the vaccine. If the individual continues to refuse to be vaccinated or provide proof of vaccination, the agency should pursue disciplinary measures, up to and including removal from Federal service. In pursuing any adverse action, the agency must provide the required procedural rights to an employee and follow normal processes, including any agency policies or collective bargaining agreement requirements concerning disciplinary matters. Employees should not be placed on administrative leave while pursuing an adverse action for refusal to be vaccinated, but will be required to follow safety protocols for employees who are not fully vaccinated when reporting to agency worksites.

An agency should follow a different process if the employee claims a legally required exception as the reason for not being vaccinated or providing proof of va

September 23, 2021 1:36 PM from Michelle Cathcart she/her to everyone: Yes, I believe we have given this notice.

September 23, 2021 1:36 PM from Kim Hunter to everyone: When do we expect to find out more info on the CFTE guidance?

September 23, 2021 1:37 PM from Michelle Cathcart she/her to everyone: The EO said that there would be contractor guidance by 9/24

September 23, 2021 1:38 PM from Kim Hunter to everyone: Thanks Michelle. I forgot the date :)

September 23, 2021 1:39 PM from Kim Hunter to everyone: Thanks for the guidance



From: Hall, Lee J (BPA) - PES-6

Sent: Wed Sep 29 16:41:28 2021

To: Leady Jr, William J (BPA) - K-7

Cc: Capps, Stephan A (BPA) - NW-1

Subject: RE: Urgent: Vaccine Mandate Questions

Importance: Normal

Concur. Good answer.

**From:** Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>

**Sent:** Wednesday, September 29, 2021 4:40 PM

**To:** Wingert, Kevin M (BPA) - DKP-7 <kwingert@bpa.gov>

**Cc:** Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Subject:** RE: Urgent: Vaccine Mandate Questions

Kevin,

I see the answer as a legally correct answer to a very specific question: a question that likely had an agenda behind it. It has been answered but it should end there. The question and answer does not need to be shared with other and specifically NOT a candidate for the FAQs.

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell [REDACTED] (b) (6)

**From:** Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>

**Sent:** Wednesday, September 29, 2021 12:49 PM

**To:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>

**Cc:** Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** RE: Urgent: Vaccine Mandate Questions

Bill, Lee, Steve,

I read something in this response that I think may make sense to clearly address with managers. It is a point of – what I believe – to be purposeful obfuscation of facts or “gas lighting” that could easily lead to confusion on the part of managers trying to deal with employees who are resistant to vaccines.

The question:

Will BPA accept liability if I suffer an adverse event due to this experimental, emergency use vaccine? Is BPA aware that the FDA approval is only for a vaccine by COMIRNATY, which is unavailable for use in the United States at this time?

To the extent there is a personal injury from a vaccine shot other than the normal reaction to any vaccine, federal employees may file a FECA claim (workers' comp for federal employees administered by the Department of Labor). Please consult with your health care provider on which vaccines are FDA approved.

While I agree with the response to the sender of this email to consult with their health care provider, I believe it may be also worth noting for managers that "Comirnaty" is the new name that Pfizer-BioNTech is looking to market their vaccine under moving forward. The FDA approval for the Pfizer-BioNTech noted the name change. Both pharmaceutical companies – Pfizer and BioNTech – have developed numerous drugs and vaccines, so it makes sense that they would want a name other than their brand to be associated with it moving forward.

Very Respectfully,

**Kevin Wingert**

Communications | Media Relations | Policy

**Bonneville Power Administration**

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**From:** Leady Jr,William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>

**Sent:** Wednesday, September 29, 2021 11:46 AM

**To:** Wingert,Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>

**Cc:** Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** RE: Urgent: Vaccine Mandate Questions

Kevin,

I suggest the 2 questions below (in yellow) become part the of the Mandatory Vaccination Q&A

-----

When is the deadline to submit an exemption?

You can submit a reasonable accommodation (RA) request now. Please start by contacting your supervisor and the reasonable accommodations office.

~~When is the deadline to receive a response to my exemption, if I choose to submit one?~~ If I submit an RA, how fast will it be processed and when will I receive a response?

BPA and your manager will process the RA as fast as possible with employee assistance during the interactive phase.

If an exemption is granted, what will the next step be specifically? If testing is required, what type of test will that be and how often will it be performed? Will a saliva or temperature test be acceptable for those who are not comfortable with an invasive test?

The extent of future testing programs is still to be determined. If granted as part of an RA, specific next steps will be outlined in the accommodation decision.

Since it is now confirmed that the vaccinated carry the same or even more viral load in their nasal passages and can acquire and transmit the virus as well, will they be required to submit to mandatory testing if they work onsite as well? If not, please explain the scientific data in support of this.

The extent of future testing programs is still to be determined. Personal questions on epidemiological and virology data should be directed to your health care professional.

If testing is required, how long will it be required?

The extent of future testing programs is still to be determined.

If an exemption is denied and the vaccine is refused, what will be the specific disciplinary protocol/timeline?

If disciplinary action is warranted, it will follow the same process as any other disciplinary action.

Will BPA accept liability if I suffer an adverse event due to this experimental, emergency use vaccine? Is BPA aware that the FDA approval is only for a vaccine by COMIRNATY, which is unavailable for use in the United States at this time?

To the extent there is a personal injury from a vaccine shot other than the normal reaction to any vaccine, federal employees may file a FECA claim (workers' comp for federal employees administered by the Department of

Labor). Please consult with your health care provider on which vaccines are FDA approved.

If I am terminated due to refusal to be vaccinated, and at some point in the future, vaccine mandates are lifted, will I be automatically reinstated?

No. If eligible, you may apply for work at BPA again following the established federal hiring processes.

Will BPA offer early retirement packages to those who are close to retirement, and will be catastrophically effected financially by these unforeseen requirements?

VERA is not being considered at this time.

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Sent:** Wednesday, September 29, 2021 11:27 AM  
**To:** Furrer, Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>  
**Cc:** Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Subject:** FW: Urgent: Vaccine Mandate Questions

Good morning Robin, we have answered (b) (6) questions below. *Many thanks to James, Sarah, Bill and Steve.* Best regards – Lee

**From:** Hall, Lee J (BPA) - PES-6  
**Sent:** Wednesday, September 29, 2021 11:25 AM  
**To:** [REDACTED]  
**Cc:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Subject:** FW: Urgent: Vaccine Mandate Questions

Good morning [REDACTED] ■ Thanks for your questions. On behalf of Robin, here are **answers** to your questions in your email below.

Best regards, Lee



----- Forwarded message -----

From: [REDACTED]  
Date: Sep 24, 2021 4:50 PM  
Subject: Urgent: Vaccine Mandate Questions.  
To: "Furrer,Robin R (BPA) - N-7" <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>  
Cc: [REDACTED]

Robin,

I have a few questions regarding the vaccine mandates. I submitted several of these questions in response to the request for them, before the informational video offered by DOE August 27. They were not answered on air, and I have yet to receive a response. I've since added several additional questions. Can you please forward these questions to the appropriate person/entity if you are not able to answer them? It is imperative that I have the answers to these concerns, before I am able to make a decision regarding whether or not to receive the vaccine.

When is the deadline to submit an exemption?

You can submit a reasonable accommodation (RA) request now. Please start by contacting your supervisor and the reasonable accommodations office.

When is the deadline to receive a response to my exemption, if I choose to submit one?

BPA and your manager will process the RA as fast as possible with employee assistance during the interactive phase.

If an exemption is granted, what will the next step be specifically? If testing is required, what type of test will that be and how often will it be performed? Will a saliva or temperature test be acceptable for those who are not comfortable with an invasive test?

The extent of future testing programs is still to be determined. If granted as part of an RA, specific next steps will be outlined in the accommodation decision.

Since it is now confirmed that the vaccinated carry the same or even more viral load in their nasal passages and can acquire and transmit the virus as well, will they be required to submit to mandatory testing if they work onsite as well? If not, please explain the scientific data in support of this.

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To the extent there is a personal injury from a vaccine shot other than the normal reaction to any vaccine, federal employees may file a FECA claim (workers' comp for federal employees administered by the Department of Labor). Please consult with your health care provider on which vaccines are FDA approved.

If I am terminated due to refusal to be vaccinated, and at some point in the future, vaccine mandates are lifted, will

I be automatically reinstated?

No. If eligible, you may apply for work at BPA again following the established federal hiring processes.

Will BPA offer early retirement packages to those who are close to retirement, and will be catastrophically effected financially by these unforeseen requirements?

VERA is not being considered at this time.

Thank you for your timely response. This is an important and complicated decision, and I simply must have these questions answered before I am able to make it.

██████████

From: Hall, Lee J (BPA) - PES-6

Sent: Tue Sep 28 10:27:19 2021

To: Mosley, James G (BPA) - NHE-1; Hawkins, Sarah T (BPA) - LG-7; Capps, Stephan A (BPA) - NW-1

Cc: Leady Jr, William J (BPA) - K-7; Kuhn, Shana L (BPA) - NS-4400-LL

Subject: RE: Urgent: Vaccine Mandate Questions.

Importance: Normal

Thanks James – roger that.

**From:** Mosley, James G (BPA) - NHE-1 <jgmosley@bpa.gov>

**Sent:** Tuesday, September 28, 2021 10:16 AM

**To:** Hawkins, Sarah T (BPA) - LG-7 <sthawkins@bpa.gov>; Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>

**Cc:** Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>; Kuhn, Shana L (BPA) - NS-4400-LL <slkuhn@bpa.gov>

**Subject:** RE: Urgent: Vaccine Mandate Questions.

Let's hold at least for the day on the response, if you must respond, then just go with an acknowledgement of receiving the email and will respond in the future.

James

**From:** Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>  
**Sent:** Tuesday, September 28, 2021 10:14 AM  
**To:** Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>  
**Cc:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>  
**Subject:** RE: Urgent: Vaccine Mandate Questions.

**It sounds like we're getting RA guidance today from DOE which might impact how we respond to some of these questions. Specifically I think DOE will be handling vaccine RAs, but James might have more information.**

**From:** Hawkins, Sarah T (BPA) - LG-7  
**Sent:** Tuesday, September 28, 2021 9:51 AM  
**To:** Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>  
**Cc:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>  
**Subject:** RE: Urgent: Vaccine Mandate Questions.

Updated with Paul's liability language below.

**From:** Hawkins, Sarah T (BPA) - LG-7  
**Sent:** Tuesday, September 28, 2021 9:16 AM  
**To:** Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>

**Cc:** Leady Jr,William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>  
**Subject:** RE: Urgent: Vaccine Mandate Questions.

**From:** Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>  
**Sent:** Tuesday, September 28, 2021 8:48 AM  
**To:** Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>  
**Cc:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>  
**Subject:** FW: Urgent: Vaccine Mandate Questions.

James / Sarah –

Please weigh in on these answers. Lee will get back with [REDACTED] once we finalize the answer.

steve

**From:** Capps, Stephan A (BPA) - NW-1  
**Sent:** Tuesday, September 28, 2021 7:59 AM

**To:** Leady Jr,William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>  
**Subject:** FW: Urgent: Vaccine Mandate Questions.

My short answers in red. They need to be refined. Most of these are HR questions.....need to have James M. and Sarah add to the answers.

**From:** Furrer, Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>  
**Sent:** Monday, September 27, 2021 10:31 PM  
**To:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Subject:** Fwd: Urgent: Vaccine Mandate Questions.

For you

Sent from Workspace ONE Boxer

----- Forwarded message -----

**From:** [REDACTED]  
**Date:** Sep 24, 2021 4:50 PM  
**Subject:** Urgent: Vaccine Mandate Questions.  
**To:** "Furrer, Robin R (BPA) - N-7" <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>  
**Cc:** [REDACTED]



Robin,

I have a few questions regarding the vaccine mandates. I submitted several of these questions in response to the request for them, before the informational video offered by DOE August 27. They were not answered on air, and I have yet to receive a response. I've since added several additional questions. Can you please forward these questions to the appropriate person/entity if you are not able to answer them? It is imperative that I have the answers to these concerns, before I am able to make a decision regarding whether or not to receive the vaccine.

When is the deadline to submit an exemption?

You can submit a reasonable accommodation (RA) request now. Please start by contacting your supervisor and the reasonable accommodations office. (Do we need to start advertising this?)

(b) (5)



When is the deadline to receive a response to my exemption, if I choose to submit one?

BPA and your manager will process the RA as fast as possible **with employee assistance during the interactive phase**. For COVID vaccination RA's we are expecting additional considerations from OMB, so we will not make final determinations till we receive those.

(b) (5)



If an exemption is granted, what will the next step be specifically? If testing is required, what type of test will that be and how often will it be performed? Will a saliva or temperature test be acceptable for those who are not comfortable with an invasive test?

The extent of future testing programs is still to be determined. If granted **as part of** an RA, specific next steps will be outlined in the accommodation **decision**.

Since it is now confirmed that the vaccinated carry the same or even more viral load in their nasal passages and can acquire and transmit the virus as well, will they be required to submit to mandatory testing if they work onsite as well? If not, please explain the scientific data in support of this.

The extent of future testing programs is still to be determined. Personal questions on epidemiological and virology data should be directed to your health care professional.

[REDACTED]

If testing is required, how long will it be required?

The extent of future testing programs is still to be determined.

If an exemption is denied and the vaccine is refused, what will be the specific disciplinary protocol/timeline?

While we are expecting additional implementation guidance on disciplinary measures, you can assume that the general protocols will be similar to other disciplinary actions.

[REDACTED]

Will BPA accept liability if I suffer an adverse event due to this experimental, emergency use vaccine? Is BPA aware that the FDA approval is only for a vaccine by COMIRNATY, which is unavailable for use in the United States at this time?

Liability – lawyer needs to answer that. Please consult with your health care provider on which vaccines are FDA approved.

[REDACTED]

[REDACTED]

If I am terminated due to refusal to be vaccinated, and at some point in the future, vaccine mandates are lifted, will I be automatically reinstated?

Dismissals typically don't have reinstatement mechanisms. Should you desire to work for BPA again, you would have to follow the established federal hiring processes.

[REDACTED]

Will BPA offer early retirement packages to those who are close to retirement, and will be catastrophically effected financially by these unforeseen requirements?

VERA is not being considered at this time.

[REDACTED]

Thank you for your timely response. This is an important and complicated decision, and I simply must have these questions answered before I am able to make it.

(b) (5) [REDACTED]

**From:** Hall, Lee J (BPA) - PES-6

**Sent:** Fri Oct 01 14:55:18 2021

**To:** Capps, Stephan A (BPA) - NW-1; Leady Jr, William J (BPA) - K-7

**Cc:** Hall, Lee J (BPA) - PES-6

**Subject:** FW: COVID-19 Mandatory Vaccination Requirement Updates

**Importance:** Normal

**Attachments:** Key Messages - September 2021 Mandatory Vaccinations.pdf; Draft Message for DASH-1s to Send to Incomplete Attestations.docx

This is the guidance that made it mandatory to attest.

**From:** Hall, Lee J (BPA) - PES-6

**Sent:** Friday, October 1, 2021 2:25 PM

**To:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Subject:** FW: COVID-19 Mandatory Vaccination Requirement Updates

**From:** Hall, Lee J (BPA) - PES-6

**Sent:** Wednesday, September 22, 2021 10:35 AM

**To:** Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr,William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** RE: COVID-19 Mandatory Vaccination Requirement Updates

Reading this closely – the proposed letter (“draft message”) has a mandatory deadline to attest vaccination status – by Sept 24 (only two days away). First we’ve heard about this, and this rapidly approaching deadline. This also changes the attestation from “request” to “mandatory” -- a huge change. Not sure if we can take action on this “proposed email” – and who sends it?

This is what today’s DOE guidance says – it does not have a deadline.

Employees who haven’t completed the attestation, are required to go into MyEnergy to complete it. All records can be updated if their status changes. Heads of Departmental Elements will be contacting those who have not completed their attestation in the coming days. If Federal employees are using Login.gov to complete the attention, they need to use their DOE email address instead of a personal email address.

Thanks – Lee

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Sent:** Wednesday, September 22, 2021 10:25 AM

**To:** Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>

**Cc:** Leady Jr,William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** FW: COVID-19 Mandatory Vaccination Requirement Updates

More info from Sonya. Robin has a copy of this.

**From:** Baskerville, Sonya L (BPA) - DIN-WASH <[slbaskerville@bpa.gov](mailto:slbaskerville@bpa.gov)>  
**Sent:** Wednesday, September 22, 2021 9:50 AM  
**To:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Furrer, Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>  
**Subject:** Fwd: COVID-19 Mandatory Vaccination Requirement Updates

Here is the guidance.

Sonya Baskerville

BPA National Relations

(b) (6) m

----- Forwarded message -----

**From:** Chief Human Capital Officer <[chco@hq.doe.gov](mailto:chco@hq.doe.gov)>  
**Date:** Sep 22, 2021 12:47 PM  
**Subject:** COVID-19 Mandatory Vaccination Requirement Updates  
**To:** DL-HQ Heads of Dept Elements <[DL-HQHeadsOfDeptElements@hq.doe.gov](mailto:DL-HQHeadsOfDeptElements@hq.doe.gov)>  
**Cc:** DL-HC-CHCO Direct Reports <[DL-HC-CHCODirectReports@HQ.DOE.Gov](mailto:DL-HC-CHCODirectReports@HQ.DOE.Gov)>

*Sent on behalf of the COVID-19 Coordination Team*



Good afternoon all,

There have been many developments over the past several weeks regarding COVID-19, including the mandatory vaccination requirement for Federal employees. Attached is a document that provides Key Messages that you can use for all-hands meetings and share with your supervisors for individual team meetings.

Additionally, attached is a draft email for you to send to Federal employees in your organization who have yet to complete the attestation form in the MyEnergy system. While all Federal employees will be required to go back into MyEnergy to upload their vaccination proof, certify it's true and correct under penalty of perjury, and complete additional data fields, we want to ensure that all employees have completed their attestation. We will send individual email messages to each of you with the names of those in your organization who have yet to complete their attestation. The excel file will have the employees' email addresses so you can copy and paste them into the draft email (**please BCC it to everyone on the list**).

More information will be coming as the MyEnergy system is updated to address the new requirements related to mandatory vaccinations. Also, we are working with the CIO to develop reports on the vaccination status of employees who have already completed their attestation. We'll provide a report on your organization as soon as it is available.

Thanks so much for your patience and flexibility on this rapidly evolving situation.

COVID-19 Coordination Team

**BCC:** those who are listed on your report

**Title:** COVID-19 Vaccination Attestation Showing Incomplete

Good afternoon,

The Department released its COVID-19 vaccination attestation system at the end of August. You are receiving this email because as of September 20, at 10 a.m. EST, you are identified as not completing your attestation in DOE's [MyEnergy](#) system. If you've completed the attestation since September 20 at 10 a.m., thank you for completing it. There is no need to respond back to this email; MyEnergy will record your completion electronically.

If you haven't, it is still necessary to go into [MyEnergy](#) to reflect your current vaccination status. Please complete this as soon as possible but no later than Friday, September 24. Also, if you believe you completed your attestation, but it was not recorded, please contact the EITS Service Desk at (301) 903-2500.

As you know, Federal employees [must be fully vaccinated](#) by November 22, 2021, except in limited circumstances in which an employee may be exempt due to a legally required [accommodation](#). Being fully vaccinated by November 22 is required regardless of your telework or onsite status. For additional information on the mandatory vaccination requirement, please see [DOE's Vaccination Flyer](#) as well as [additional information on getting vaccinated](#). You'll be able to update your record in MyEnergy if your vaccination status changes and will need to go into it again to upload proof of vaccination.

Login instructions and FAQs are on the main page. MyEnergy does not support Internet Explorer; please use Chrome or Microsoft Edge. Please contact the EITS Service Desk at (301) 903-2500 for any login issues or if you completed your attestation but it was not recorded.

Thank you for your continued support.

XXX

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**Information specific for Login.gov:**

Please note that in certain instances where a DOE badge is not available to initiate an account, Login.gov must be used. You must use your official work email address when using Login.gov so that DOE can map your response appropriately.

Login.gov will confirm your identify using other means, such as a driver's license or passport, in order to provide an account. If the documentation you provide cannot be verified (e.g., outdated driver's license), Login.gov will not provide you with an account.

If you are experiencing this type of issue ("failed to proof"), you will need to complete a hard copy form. Please send an email to [covid-19inquiries@hq.doe.gov](mailto:covid-19inquiries@hq.doe.gov) who will provide you with the appropriate form. Once complete, please email it back them encrypted. Do not send the form anywhere else. Please note that hard copy forms can only be used for those experiencing Login.gov issues.

**From:** Jackson II, Jerry L (BPA) - PTK-5

**Sent:** Tue Sep 28 07:31:36 2021

**To:** Albright, Margaret I (BPA) - TOO-DITT-2

**Subject:** FW: COVID Contingency Planning Follow Up

**Importance:** Normal

**Attachments:** Contingency.pdf

Meg,

In case you didn't already have this. Feel free to share as you see fit.

Jerry

**From:** Spain, Alex J (BPA) - PTF-5 <ajspain@bpa.gov>

**Sent:** Monday, September 27, 2021 6:40 PM

**To:** Johnson, Robert C (BPA) - PTK-5 <rcjohnson@bpa.gov>; Germer, Matthew J (BPA) - PTM-5 <mjgermer@bpa.gov>; Symonds, Mark C (BPA) - PTM-5 <mcsymonds@bpa.gov>; Meyers, Andrew P (BPA) - PTF-5 <apmeyers@bpa.gov>; Platter, M Phillip (MFE)(BPA) - PTFR-5 <mpplatter@bpa.gov>; Federovitch, Eric C (BPA) - PTL-5 <ecfederovitch@bpa.gov>; Jackson II, Jerry L (BPA) - PTK-5 <jljacksonii@bpa.gov>; Newlon, Scott M (BPA) - PTK-5 <smnewlon@bpa.gov>; Johnson, Robert C (BPA) - PTK-5 <rcjohnson@bpa.gov>

**Subject:** FW: COVID Contingency Planning Follow Up

FYI...

**From:** Sigo, Jacob L (BPA) - K-7 <[jsigo@bpa.gov](mailto:jsigo@bpa.gov)>

**Sent:** Saturday, September 25, 2021 2:32 PM

**To:** Cooper, Suzanne B (BPA) - P-6 <[sbcooper@bpa.gov](mailto:sbcooper@bpa.gov)>; Spraggins, Melanie (BPA) - N-7 <[mspraggins@bpa.gov](mailto:mspraggins@bpa.gov)>; Armentrout, Scott G (BPA) - E-4 <[sgarmentrout@bpa.gov](mailto:sgarmentrout@bpa.gov)>; Welch, Dorothy W (BPA) - E-4 <[dwwelch@bpa.gov](mailto:dwwelch@bpa.gov)>; Connolly, Kieran P (BPA) - PG-5 <[kpconnolly@bpa.gov](mailto:kpconnolly@bpa.gov)>; Thompson, Kim T (BPA) - PS-6 <[ktthompson@bpa.gov](mailto:ktthompson@bpa.gov)>; Hilliard Creecy, Jamae (BPA) - PE-6 <[jhilliard@bpa.gov](mailto:jhilliard@bpa.gov)>; Spain, Alex J (BPA) - PTF-5 <[ajspain@bpa.gov](mailto:ajspain@bpa.gov)>; Alders, Kyna L (BPA) - K-7 <[klalders@bpa.gov](mailto:klalders@bpa.gov)>; Sigo, Jacob L (BPA) - K-7 <[jsigo@bpa.gov](mailto:jsigo@bpa.gov)>; Koehler, Birgit G (BPA) - PG-5 <[bgkoehler@bpa.gov](mailto:bgkoehler@bpa.gov)>

**Subject:** FW: COVID Contingency Planning Follow Up

We're working on responding to your questions but in the meantime wanted to provide you a link to the Safer Federal Workforce website, which is good information to review and may address some of your questions.

<https://www.saferfederalworkforce.gov/>

Thanks,

**Jacob Sigo | Executive Associate Officer**

Executive Associate to the Chief Operating Officer

Office: (503) 230-3369 / Cell: (b) (6)

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov)

Facebook-Icon\_31x31\_v3Flickr-Icon\_31x31Instagram-Icon\_31x31LinkedIn-Icon\_31x31Twitter\_31x31YouTube\_31x31

From: Leady Jr,William J (BPA) - K-7

Sent: Tue Sep 28 08:03:38 2021

To: Capps,Stephan A (BPA) - NW-1; Hall, Lee J (BPA) - PES-6; Kuhn,Shana L (BPA) - NS-4400-LL

Subject: RE: Urgent: Vaccine Mandate Questions.


Importance: Normal

Looks good but Mosley needs to edit / confirm as most of these are RA or disciplinary questions

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell 

**From:** Capps,Stephan A (BPA) - NW-1 <sacapps@bpa.gov>

**Sent:** Tuesday, September 28, 2021 7:59 AM

**To:** Leady Jr,William J (BPA) - K-7 <wjleady@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>; Kuhn,Shana L (BPA) - NS-4400-LL <slkuhn@bpa.gov>

**Subject:** FW: Urgent: Vaccine Mandate Questions.

My short answers in red. They need to be refined. Most of these are HR questions.....need to have James M. and Sarah add to the answers.

**From:** Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>

**Sent:** Monday, September 27, 2021 10:31 PM

**To:** Leady Jr,William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Kuhn,Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>; Hall,Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** Fwd: Urgent: Vaccine Mandate Questions.

For you

Sent from Workspace ONE Boxer

----- Forwarded message -----

From: (b) (6)

Date: Sep 24, 2021 4:50 PM

Subject: Urgent: Vaccine Mandate Questions.

To: "Furrer,Robin R (BPA) - N-7" <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>

Cc: (b) (6)

Robin,

I have a few questions regarding the vaccine mandates. I submitted several of these questions in response to the request for them, before the informational video offered by DOE August 27. They were not answered on air, and I have yet to receive a response. I've since added several additional questions. Can you please forward these questions to the appropriate person/entity if you are not able to answer them? It is imperative that I have the answers to these concerns, before I am able to make a decision regarding whether or not to receive the vaccine.

When is the deadline to submit an exemption?

You can submit a reasonable accommodation (RA) request now. Please start by contacting your supervisor and the reasonable accommodations office. (Do we need to start advertising this?)

When is the deadline to receive a response to my exemption, if I choose to submit one?

BPA and your manager will process the RA as fast as possible. For COVID vaccination RA's we are expecting additional considerations from OMB, so we will not make final determinations till we receive those.

If an exemption is granted, what will the next step be specifically? If testing is required, what type of test will that be and how often will it be performed? Will a saliva or temperature test be acceptable for those who are not comfortable with an invasive test?



The extent of future testing programs is still to be determined. If granted an RA, specific next steps will be outlined in the accommodation.

Since it is now confirmed that the vaccinated carry the same or even more viral load in their nasal passages and can acquire and transmit the virus as well, will they be required to submit to mandatory testing if they work onsite as well? If not, please explain the scientific data in support of this.

The extent of future testing programs is still to be determined. Personal questions on epidemiological and virology data should be directed to your health care professional.

If testing is required, how long will it be required?

The extent of future testing programs is still to be determined.

If an exemption is denied and the vaccine is refused, what will be the specific disciplinary protocol/timeline?

While we are expecting additional implementation guidance on disciplinary measures, you can assume that the general protocols will be similar to other disciplinary actions.

Will BPA accept liability if I suffer an adverse event due to this experimental, emergency use vaccine? Is BPA aware that the FDA approval is only for a vaccine by COMIRNATY, which is unavailable for use in the United States at this time?

Liability – lawyer needs to answer that. Please consult with your health care provider on which vaccines are FDA approved.

If I am terminated due to refusal to be vaccinated, and at some point in the future, vaccine mandates are lifted, will I be automatically reinstated?

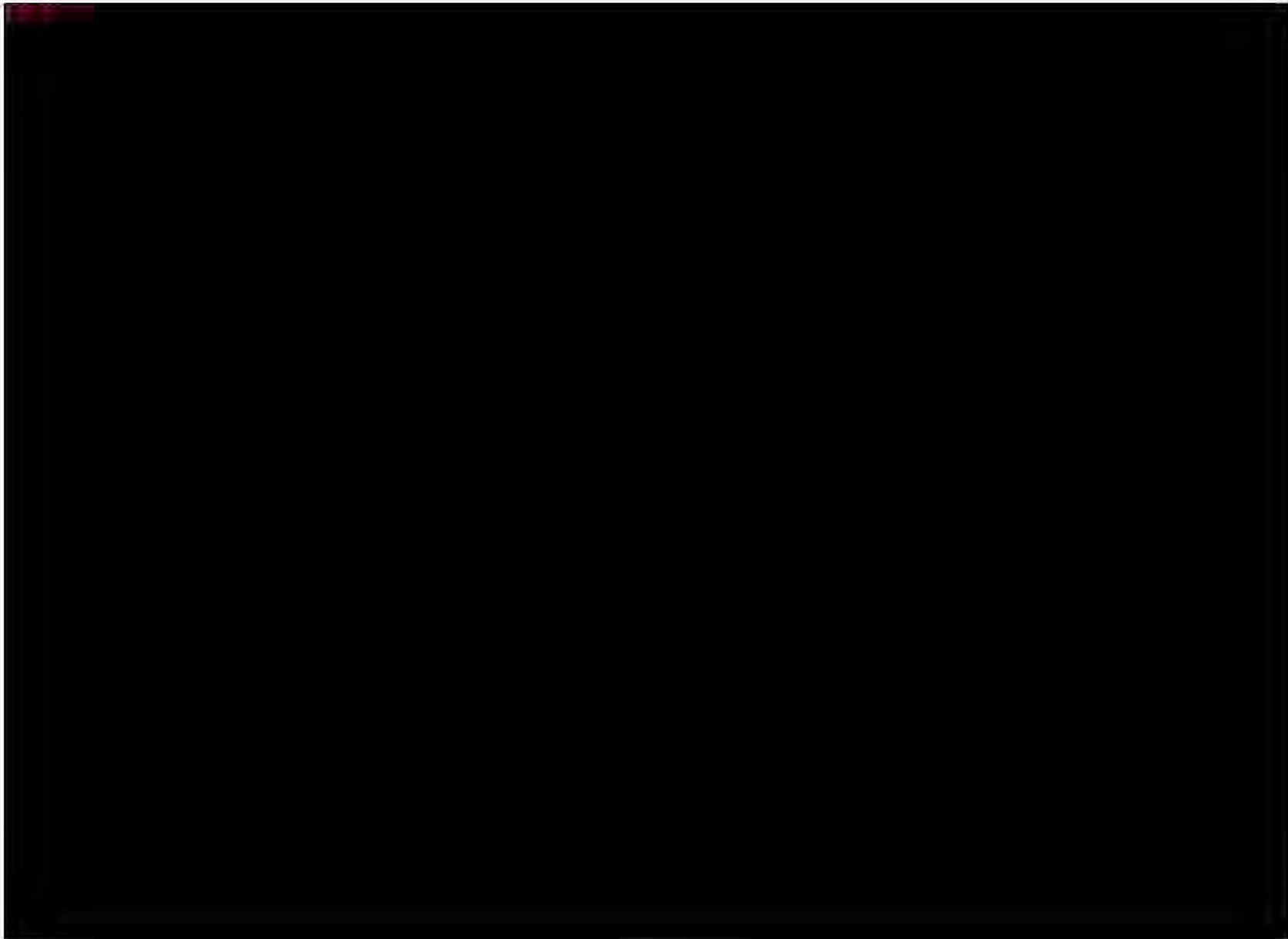
Dismissals typically don't have reinstatement mechanisms. Should you desire to work for BPA again, you would have to follow the established federal hiring processes.

Will BPA offer early retirement packages to those who are close to retirement, and will be catastrophically effected financially by these unforeseen requirements?

VERA is not being considered at this time.

Thank you for your timely response. This is an important and complicated decision, and I simply must have these questions answered before I am able to make it.

(b) (6)



(b) (6)



(b) (6)



(b) (6)



(b) (6)





(b) (6)



(b) (6)



(b) (6)



(b) (6)



(b) (6)



(b) (6)



(b) (6)





(b) (6)



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This message is intended for the sole use of the addressee, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the addressee you are hereby notified that you may not use, copy, disclose, or distribute to anyone the message or any information contained in the message. If you have received this message in error, please immediately advise the sender by reply email and delete this message.

From: Yannello,Alisa J (BPA) - NH-1

Sent: Tue Sep 21 12:01:00 2021

To: Yannello,Alisa J (BPA) - NH-1

Subject: Chat from CHCO HC Community meeting

Importance: Normal

[11:30 AM] Gerrish, Donald

LRAC

[11:31 AM] Ezelle, Lesleyanne

RA requests Goes to the LRAC

[11:31 AM] Goldsmith, Glenn (Guest) has temporarily joined the chat.

[11:32 AM] Eric Page (Guest) has temporarily joined the chat.



[11:34 AM] Madeleine Goldfarb (Guest) has temporarily joined the chat.

[11:35 AM] Zimmerman, Randall K.

If an employee is awaiting an RA decision, but is denied near or after the Nov deadline, how much time will they have in order to get vaccinated after that decision is rendered?

[11:36 AM] Jacob, Bindu

Re: Duty Time for Federal Employees:

In most circumstances, agencies should authorize employees to take up to four hours to travel to the vaccination site, complete a vaccination dose, and return to work—for example, up to eight hours of duty time for employees receiving two doses. (If an employee needs to spend less time getting the vaccine, only the needed amount of duty time should be granted.)

- Agencies should require employees taking longer than four hours to document the reasons for the additional time (e.g., they may need to travel long distances to get the vaccine). If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours, the normal overtime hours of work rules apply.

- Reasonable transportation costs that are incurred as a result of obtaining the vaccine from a site preapproved by the agency should be handled the same way as local travel or temporary duty (TDY) cost reimbursement is handled based on agency policy and the Federal Travel Regulation.

[11:36 AM] Sandra White (Guest) has temporarily joined the chat.

[11:37 AM] Smith, Charlette (Guest) has temporarily joined the chat.

[11:38 AM] Eric Page (Guest)

What is the disciplinary action being taking?

[11:18 AM] Karegeannes, Jason

So does this mean that all DOE employees will have to have the booster shots in the future and at what point does this stop?

[11:18 AM] Jeannie Claussen (Guest) has temporarily joined the chat.

[11:19 AM] Morgan, Jonathan

I have the same question about the boosters. I thought FDA didn't recommend them for everyone?

[11:19 AM] Eileen (Guest)

When do you anticipate the exemption form will be available?

[11:20 AM] Morgan, Jonathan

I have the same question about the boosters. I thought FDA didn't recommend them for everyone?

[11:20 AM] King, Nikki

When is it expected department elements receive the reporting from the attestation data as collected?

[11:22 AM] Quezada, Amanda L.

Will the attestation form be available for new hires in the pre-employment process to confirm their vaccination status and upload their vaccine record?

[11:22 AM] Remik, Ashley

If a new hire from another agency had an approved reasonable accommodation exemption in their previous agency, will we need to consider that in bringing them onboard here? Assuming they would go through the full process here as well, but would we consider it for hiring them on the front end.

[11:27 AM] Morgan, Jonathan

Will there be a confirmation that you have provided adequate proof of vaccination after we submit it? Like to avoid being disciplined if I think I've provided sufficient proof, but in fact, did not.

[11:27 AM] Williams, Keith

Hi Erin . Could you repeat what was the guidance with admin leave for employees regarding family members?  
Thanks

(1 liked)

[11:28 AM] King, Nikki

Could the use of USA Staffing On-boarding module be used to facilitate the vaccine documentation via MyEnergy?

[11:29 AM] Lambert-Cox, Vandra E.

Hi....RA's can take up to 30 days or longer and if the approval has not yet been completed by the dates provided, will the employee still face disciplinary actions? or what happens if someone is disapproved after the dates given?

[11:29 AM] Jackson, Dawn has temporarily joined the chat.

[11:30 AM] Gerrish, Donald

LRAC

[11:31 AM] Ezelle, Lesleyanne

Goes to the LRAC

[11:31 AM] Goldsmith, Glenn (Guest) has temporarily joined the chat.

[11:32 AM] Eric Page (Guest) has temporarily joined the chat.

[11:34 AM] Madeleine Goldfarb (Guest) has temporarily joined the chat.

[11:38 AM] Eric Page (Guest)

What is the disciplinary action being taking?

[11:38 AM] Eric Page (Guest)

taken

[11:38 AM] Hogan, Kenneth

Will boosters be required?

[11:39 AM] King, Nikki

Jeff- does that include the attestation portion in OnBoarding too? I completely understand not adding the medical doc piece. Just thinking:)

[11:39 AM] Hossain, Farhana

Hires post 11/22, will new hires have a specific timeline to be vaccinated by (i.e., 60 days from date of hire)?

[11:40 AM] De Marquez, Valerie

Re: postponing an EOD for a new hire from outside the Gov't - would 6 weeks be the "reasonable" expectation?

[11:40 AM] Lawson, Letitia

Has there been any update to allowing employees up to 20 hours/pay period for COVID caregiving?

[11:40 AM] Galina Pollock (Guest)

when will the complete list of required documents be provided to employees (e.g. what other paperwork besides the vaccination card, if any)?

[11:40 AM] Lawson, Letitia

Has there been any update to allowing employees up to 20 hours/pay period for COVID caregiving?

[11:40 AM] Galina Pollock (Guest)

when will the complete list of required documents be provided to employees (e.g. what other paperwork besides the vaccination card, if any)?

[11:40 AM] Lowe, Michael

Based upon past decision based upon your professional knowledge how likely is this mandate to stand before the supreme court?

[11:41 AM] De Marquez, Valerie

Yes

[11:35 AM] Zimmerman, Randall K.

If an employee is awaiting an RA decision, but is denied near or after the Nov deadline, how much time will they have in order to get vaccinated after that decision is rendered?

[11:36 AM] Jacob, Bindu

Re: Duty Time for Federal Employees:

In most circumstances, agencies should authorize employees to take up to four hours to travel to the vaccination site, complete a vaccination dose, and return to work—for example, up to eight hours of duty time for employees receiving two doses. (If an employee needs to spend less time getting the vaccine, only the needed amount of duty time should be granted.)

- Agencies should require employees taking longer than four hours to document the reasons for the additional time (e.g., they may need to travel long distances to get the vaccine). If, due to unforeseen circumstances, the employee is unable to obtain the vaccine during basic tour of duty hours, the normal overtime hours of work rules apply.
- Reasonable transportation costs that are incurred as a result of obtaining the vaccine from a site preapproved by the agency should be handled the same way as local travel or temporary duty (TDY) cost reimbursement is handled based on agency policy and the Federal Travel Regulation.

[11:36 AM] Sandra White (Guest) has temporarily joined the chat.

[11:37 AM] Smith, Charlette (Guest) has temporarily joined the chat.

[11:38 AM] Eric Page (Guest)

What is the disciplinary action being taking?

[11:38 AM] Eric Page (Guest)



taken

[11:38 AM] Hogan, Kenneth

Will boosters be required?

[11:39 AM] King, Nikki

Jeff- does that include the attestation portion in OnBoarding too? I completely understand not adding the medical doc piece. Just thinking:)

[11:39 AM] Hossain, Farhana

Hires post 11/22, will new hires have a specific timeline to be vaccinated by (i.e., 60 days from date of hire)?

**Alisa J. Yannello, SPHR**

Director I HR Advisory Services and Culture Enrichment NH-1

**Bonneville Power Administration**

U.S. Department of Energy

ajyannello@ bpa.gov | P 503-230-3581 | C [REDACTED]

<https://connection.bud.bpa.gov/workplace-resources/branding-toolbox/PublishingImages/Icons/Icon-Strategic-Goal-5-VALUE.png>

[HR Customer Experience Survey](#) – Let us know how we're doing!

From: Kitali,Salah H (BPA) - TP-DITT-2

Sent: Wed Sep 29 09:35:03 2021

To: Sauer,Dena J (BPA) - TPCC-TPP-4; Cook,Jeffrey W (BPA) - TP-DITT-2

Subject: RE: Questions for Thursday's TPCC Team Meeting

Importance: Normal

Good morning Dena,

Appreciate the questions, we look forward to our discussion.

Salah

**From:** Sauer,Dena J (BPA) - TPCC-TPP-4 <djsauer@bpa.gov>

**Sent:** Tuesday, September 28, 2021 5:55 PM

**To:** Cook,Jeffrey W (BPA) - TP-DITT-2 <jwcook@bpa.gov>; Kitali,Salah H (BPA) - TP-DITT-2 <shkitali@bpa.gov>

**Subject:** Questions for Thursday's TPCC Team Meeting

Good evening, I hope you are both doing well.

Passing on some questions for you to address at our upcoming team meeting. I expect they are similar to questions raised at other team meetings you have been attending, but I think it will be good for staff to hear your perspective on things. I wasn't sure how much time you will be able to be on the call, but we could kick things off with a round of introductions if you'd like. My team don't all have webcams but you will be able to see a few faces.

Here are our questions. You can either lead with them or cover other items you wanted to share first, up to you.

- Vaccine mandate

- o Any word on when we will receive implementation guidance from OPM/DOE (BFTE and CFTE), specifically around what disciplinary actions for non-compliance will look like? Will it be immediate termination after the deadline hits, or?
- o Any word on when we will receive guidance on how the Reasonable Accommodation process will be implemented with respect to the vaccine mandate?

- IT Issues

- o Our team has been struggling with CCM performance issues since the "upgrade" to CCM that was performed last November. Our contract volume and demands continue to increase and the systems issues are impacting our ability to process contracts in an efficient, timely manner (especially with bulk contract efforts like TSEP) and frustrations are running very high. We have been in frequent contact with KSC regarding this since the upgrade and continue to be assured they are "working on it", but we have seen no improvement. We will be preparing an issue paper to send to Jeff and Jinah in hopes this matter can be escalated up to Ben Berry, but after hearing Salah's briefing on IT budgetary and resource constraints at today's TP leader meeting I am concerned escalating may not help. Thoughts or suggestions on how to proceed? I do believe KSC is trying their best but they don't

seem to have the resources or expertise to fix things. I know this is a long one and you can summarize if you like, but this has become a significant road block for my staff who develop contracts.

- o I know this is already on your radar, but we need webcams for all!

- An email came out this week about upcoming work at the Ross Complex to construct new Technical Services building at Ross. Any updates on the new control center?

- Fun Q's if you feel like it and time permits J

- o Favorite thing each of you did this summer?

- o Current shows you are watching?

Looking forward to Thursday!

Dena Sauer

Supervisor, Contract Development and Administration

Customer Service Engineering

Transmission Services

Bonneville Power Administration

Office: (360) 619-6048

From: Hall, Lee J (BPA) - PES-6

Sent: Tue Sep 28 08:22:48 2021

To: Capps, Stephan A (BPA) - NW-1; Leady Jr, William J (BPA) - K-7; Hall, Lee J (BPA) - PES-6

Subject: 0830 Topics

Importance: Normal

Attachments: attentions problems (solution) ; RE: Question from new employee; RE: Urgent: Vaccine Mandate Questions.

Topics:

1. Quick hitters:
  - a. Get Michelle Cathcart and John Lahti invited to the Thursday 0800 PG meeting (Shaheen request)
  - b. Ready to send "Power Open Door" summary to Suzanne.
  - c. Sent note to Richard, Suzanne, Michelle and John for PG meeting preps (contingency plan discussion)
  - d. Robin Furrer question for new employee, CFTE to BFTE (see attached)
  - e. (b) (6) question to Robin – get Mosley backup? How about asking (b) (6) to work with his manager. (see attached)
  
2. Plan for letting people know how to correct MyEnergy issues, log the people who have had problems. See

attached.

a. Issue: form still says “voluntary.”

3. Proposed Briefing for tomorrow – Front Office:

a. Covid Situation –drop in cases, following models. But still high.

b. Review of actions from last Thur/Fri and followup

i. Many people certified, but not recorded. Our proposal to mitigate impact.

c. Communications push and reminder of deadlines

d. Plan for PG meeting – TO, TF, Power discuss contingency planning and communications with workforce

e. Risk Matrix

f. Proposed Wrapup –key points

i. Nov 22<sup>nd</sup> is key date for vaccinations

ii. Contingency Planning in TO, TF, Power

iii. RA submittals can happen now

iv. DOE has not yet upgraded MyEnergy to accept vaccine documentation. No ETA.

v. Comms push – to reassure employees concerned about technical



glitches with MyEnergy

**From:** Leady Jr,William J (BPA) - K-7

**Sent:** Mon Sep 27 17:02:14 2021

**To:** Hall, Lee J (BPA) - PES-6; Capps, Stephan A (BPA) - NW-1; Wingert, Kevin M (BPA) - DKP-7

**Cc:** Kuhn, Shana L (BPA) - NS-4400-LL

**Subject:** attentions problems (solution)

**Importance:** Normal

**Attachments:** DOE F 231.1 - Vaccination Attestation-2021-09-09.pdf

Lee, Steve,. Kevin, Shana

Here is a first cut (certainly can be improved) at information we need to get out soonest. Some thoughts

- How to get it out – Robin email – maybe and all managers email – make managers responsible for helping their employees & communication with them (maybe both) maybe a NTK
  
- We need the mail box and a simple process to keep a log (I can be last resort, but not my name)
  
- Maybe we need a link on how to electronically sign and PDF e.g.

We know that many employees have experienced technical problems completing your attestation on the MyEnergy website and others have completed the process but have been told DOE has no record of their attestation. First, thank you for your attempts to complete this important process. Here is a semi-manual process that should help resolve these issues.

If you have completed the attestation but received notification that DOE's MyEnergy did not record it or you attempted to complete your attestation but could not complete the process for technical reasons please complete this alternate process.

1. Complete the attached form (DOE Form 231.1 Vaccination Attestation). Can be signed manually (requiring a scan) or electronically with you DOE PIV card.
2. Return the form to the COVID-19 Hotline email address ([COVID-19inquiries@hq.doe.gov](mailto:COVID-19inquiries@hq.doe.gov)).

3. The hotline will forward the form to the MyEnergy Team for upload into the system.
4. Please send the form encrypted, if at all possible.
5. Individuals should continue to set up an account in the MyEnergy system because they will be required to provide proof of vaccination in the not-so-distant future.
6. Notify both your immediate manager and (----- TBD) that you have sent the form to DOE. This way your manager is aware of the situation and BPA can maintain a record of all the cases in which completing the attestation has had technical challenges.

-----

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)

From: Leady Jr,William J (BPA) - K-7

Sent: Mon Sep 27 17:17:50 2021

To: Capps,Stephan A (BPA) - NW-1; Hall, Lee J (BPA) - PES-6

Subject: RE: Question from new employee

Importance: Normal

I believe CFTEs and BFTEs filled out (slight) different forms – do I think see need to fill out the BFTE form

0830 topic

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)

**From:** Furrer,Robin R (BPA) - N-7 <rrfurrer@bpa.gov>

**Sent:** Monday, September 27, 2021 5:16 PM

**To:** Leady Jr,William J (BPA) - K-7 <wjleady@bpa.gov>; Capps,Stephan A (BPA) - NW-1 <sacapps@bpa.gov>;

Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Subject:** Question from new employee

This morning at New Employee Orientation, (b) (6) asked if she needs to do an attestation.

She was a CFTE, and submitted an attestation, but just became a BFTE this week.

I recommended she should go in and see if it is a different process and just fill it out again, but wanted to ask you all if you knew.



## Certification of Vaccination

**Please check the box below that coincides with your vaccination status and return this attestation form to [recipient] by [submit date]**

Employee Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Departmental Element: \_\_\_\_\_

Organizational Placement: \_\_\_\_\_

Sub-Organization: \_\_\_\_\_

Location: \_\_\_\_\_

I am fully vaccinated.

Employees are considered "fully vaccinated" two weeks after completing the second dose of a two-dose COVID-19 vaccine (e.g., Pfizer or Moderna) or two weeks after receiving a single dose of a one-dose vaccine (e.g., Johnson & Johnson/Janssen).

I am not yet fully vaccinated—I received my first dose of Moderna or Pfizer, and my second appointment is scheduled, or I received my final dose less than two weeks ago.

I have not been vaccinated.

I decline to respond.

Employees who choose not to complete the form will be assumed to be not fully vaccinated for purposes of application of the safety protocols. If you are not vaccinated due to medical or religious reasons, please check either "I have not been vaccinated" or "I decline to respond." Note that if you have already received one dose of a vaccine, but are not yet fully vaccinated, or if you received your final dose less than two weeks ago, then you will be treated as not fully vaccinated until you are at least two weeks past your final dose and resubmit your vaccination information.

I attest that the information provided in this form is accurate and true to the best of my knowledge.

I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both (18 U.S.C. 1001). Checking "I decline to respond" does not constitute a false statement. I understand that making a false statement on this form could result in additional administrative action including an adverse personnel action up to and including removal from my position.

Signature: \_\_\_\_\_



## Certification of Vaccination for Federal Employees

**Privacy Act Statement**
**Authority**

DOE is authorized to collect the information requested on this form pursuant to the Atomic Energy Act of 1954, (42 U.S.C. 2051a), section 31a; the Economy Act of 1932, as amended, (31 U.S.C. section 1535); 42 U.S.C. 7101 et seq.; 50 U.S.C. 2401 et seq. This information is being collected to implement Executive Order 13991, Protecting the Federal Workforce and Requiring Mask-Wearing (Jan. 20, 2021) in line with the requirements of the Occupational Safety and Health Program for Federal Employees (Feb. 26, 1980); 5 U.S.C. chapters 11, and 79.

**Purpose**

This information is being collected and maintained to promote the safety of Federal buildings and the Federal workforce consistent with the above-referenced authorities, the COVID-19 Workplace Safety: Agency Model Safety Principles established by the Safer Federal Workforce Task Force, and guidance from Centers for Disease Control and Prevention and the Occupational Safety and Health Administration.

**Routine Uses**

The information requested on this form is intended primarily for internal DOE purposes, like helping to ensure that social distancing between vaccinated and unvaccinated individuals is maintained and other pandemic-related safety requirements are met. To this end, the vaccination status of individuals accessing DOE facilities may be shared with other individuals with a need to know because they manage building and/or facility access or are responsible for planning meetings and overseeing work assignments, etc. In certain circumstances, it may be necessary to disclose this information externally. Examples include: physicians, the U.S. Department of Labor, various state departments of labor and industry groups, and contractors to (a) Ascertain suitability of an employee for job assignments with regard to health (b) provide benefits under federal programs or contracts and (c) maintain a record of occupational injuries or illnesses and the performance of regular diagnostic and treatment services to patients; and DOE contractors in performance of their contracts, and their officers and employees who have a need for the record in the performance of their duties. the appropriate local, state or federal agency when records alone or in conjunction with other information, indicates a violation or potential violation of law whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program pursuant thereto; members of DOE advisory committees, the Department of Health and Human Services Advisory Committee on Projects Related to Department of Energy Facilities and to designated employees of Federal, State, or local government or government-sponsored entities authorized to provide advice to the Department concerning health, safety or environmental issues. A complete list of the routine uses can be found in the system of records notices, OPM/GOVT-10, Employee Medical File System of Records, 75 Fed. Reg. 35099 (June 21, 2010), amended 80 Fed. Reg. 74815 (Nov. 30, 2015) and DOE-33, Personnel Medical Records, 74 Fed. Reg. 993, 1032 (January 9, 2009).

**Additional Information:**

Respondents are not required to provide supporting documentation with this form. Do not submit a copy of a vaccination card or other medical documentation at this time.

**Consequence of Failure to Provide Information:**

Providing this information is voluntary. However, if you fail to provide this information, you will be treated as not fully vaccinated for purposes of implementing safety measures, including with respect to mask wearing, physical distancing, testing, travel, and quarantine.



From: Donahoo,Ashley D (BPA) - TOI-DITT-2

Sent: Mon Sep 27 15:50:21 2021

To: Cathcart,Michelle M (BPA) - TO-DITT-2

Subject: ACTION item: BPA COVID Vaccination and Testing Working Group

Importance: Normal

Attachments: 2021.09.27 BPA COVID Vaccination and Testing Working Group Notes.docx

Hi Michelle,

I wanted to pass along the notes from today's Vaccine/Testing Working Group meeting. Steve Capps would like to rolling out the risks to the Executives, I don't think any of them will be a surprise to you.

Also, Anne Macron Fickes said the drafted progressive discipline which is subject to change is:

1. Counseling
2. 14 day suspension
3. Removal from federal service.

It sounds like Steve is going to ask in the Thursday Policy Group meeting that you briefly cover concerns, risks,

and mitigation strategies. 2-3 minutes each, no slides, keep it simple.

Would you like me to get together some talking points?

Thank you,

**Ashley Donahoo**

Internal Operations, Manager | TOI DITT 2

**Bonneville Power Administration**  
[addonahoo@bpa.gov](mailto:addonahoo@bpa.gov) | P 360-418-8749

Facebook-Icon\_31x31\_v3Flickr-Icon\_31x31Instagram-Icon\_31x31LinkedIn-Icon\_31x31[Twitter\\_31x31](#)YouTube\_31x31

**From:** Capps,Stephan A (BPA) - NW-1 <sacapps@bpa.gov>

**Sent:** Monday, September 27, 2021 2:42 PM

**To:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Rehbein, Jennifer L (BPA) - NFO-MODW <jlrehbein@bpa.gov>; Hawkins, Sarah T (BPA) - LG-7 <sthawkins@bpa.gov>; Hampton, Scott R (BPA) - NSP-4400-LL <srhampton@bpa.gov>; Limantzakis, Vasias A (BPA) - NSSF-4 <vlimantzakis@bpa.gov>; Mosley, James G (BPA) - NHE-1 <jgmosley@bpa.gov>; Burt, Jason R (BPA) - TEZ-MANGAN <jrburt@bpa.gov>; Hester, Shane H (BPA) - TFAW-DOB-1 <shhester@bpa.gov>; Donahoo, Ashley D (BPA) - TOI-DITT-2 <addonahoo@bpa.gov>; Johnson, Robert C (BPA) - PTK-5 <rcjohnson@bpa.gov>; Fickes, Anne Macron (BPA) - NH-1 <acmacron@bpa.gov>; Kuhn, Shana L (BPA) - NS-

4400-LL <slkuhn@bpa.gov>; Longfellow, James N (BPA) - NSP-4400-LL <jnlongfellow@bpa.gov>  
**Subject:** 2021.09.27 BPA COVID Vaccination and Testing Working Group Notes

For today.

9/27/2021 Notes:

Updates:

**Latest guidance** – 9/24 Safer Workforce Task Force

Three protocols required:

- Vaccinations (with exceptions)
- Masking and physical distancing
- Requirement for contractors to designate someone to coordinate COVID-19 efforts at contractor workplaces.

and.....

Change process to incorporate future guidance from the Safer Task Force, CDC, etc

Applicability: “Covered Contractors” (and subs). Covered contractors means a prime or sub who is in a covered contract. The covered contract definition refers you to para 2A in the Executive Order, which refers you to para 5a. Para 5a applies to new contracts, extensions, renewals, and options. **What do we do with existing contracts?**

Timelines: December 8, 2021 – All covered contractor employees vaccinated (with exceptions)

**Attestations** – mandatory for BFTE5. Submittals as of 9/22

Declined to respond	Fully Vaccinated	Not vaccinated	Partially Vaccinated	Missing	Total
332	1966	98	56	632	3084

**Contingency Planning**

Shana has forwarded names for those missing attestations to the MEF and ESA tier 2 managers for planning and communication. Please control this information.

**Future Guidance**

- Reasonable accommodations
- Progressive discipline
- Vaccine documentation requirements

**Next steps**

- Communications
  - Front office update
  - PG Update

Risks

<b><i>Risk</i></b>	<b><i>Consequence</i></b>	<b><i>Mitigation</i></b>
Staff loss that impacts team deliverables.	<ul style="list-style-type: none"> <li>• Increased demand/workload on remaining staff.</li> <li>• Delayed work. NERC/WECC standard violations.</li> <li>• Hiring system increased demand.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop contingency plans to address temporary constraints.</li> <li>• Prioritize hiring actions for MEF and critical ESA staff.</li> </ul>
Increased Reasonable Accommodation requests	<ul style="list-style-type: none"> <li>• Delayed decisions due to limited staff / higher demands.</li> <li>• Increased management requirements while waiting on decisions.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate status on actions with managers.</li> <li>• Prioritize vaccine exemption RAs.</li> <li>• Prep templates/etc</li> </ul>
Increased disciplinary actions	<ul style="list-style-type: none"> <li>• Delayed processing due to limited staff / higher demands.</li> <li>• Increased management requirements while waiting on decisions.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate status on actions with managers.</li> <li>• Prioritize actions.</li> <li>• Prep templates/etc</li> </ul>
Vaccinated vs unvaccinated staff frustrations	<ul style="list-style-type: none"> <li>• Internal organizational frictions</li> <li>• CFTE not on the same timeline as BFTE.</li> </ul>	<ul style="list-style-type: none"> <li>• Change management</li> <li>• Leadership training</li> </ul>
Difficulty in implementing a testing program due to logistics, documentation requirements, etc.	<ul style="list-style-type: none"> <li>• Testing implementation is delayed or constrained to critical work groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Determine testing requirements – testing is not mandatory.</li> <li>• If we test, develop option that is feasible, cost effective, timely, and sustainable.</li> </ul>

Due outs:

- NS - Noon tomorrow - Initial supply chain assessment (including SLMO) and next steps
- P & T – have your VPs (Michelle, John, and Suzanne) briefly cover concerns, risks, and mitigation strategies at the PG on Thursday. 2-3 minutes each, no slides, keep it simple.

From: Moad,Brett A (BPA) - TFHE-CSB-1

Sent: Tue Sep 28 06:50:22 2021

To: Lahti,John A (BPA) - TF-DITT-2

Subject: FW: attestation and conversation

Importance: Normal

(b) (5) [REDACTED]

[REDACTED]

I looked on NWPPA yesterday, a lineman has a seemingly endless amount of jobs to choose from with several offering bonuses of \$5k-\$10k. When it comes to vaccinations the other outfits have the option to test out which puts us at a disadvantage. I don't have a crystal ball but I don't think this is going to end well for us. During our scrum last Friday I made a pitch to Brandee that we should start brainstorming about how to staff up to run large classes of apprentices.

(b) (6) [REDACTED]

Sent: Monday, September 27, 2021 6:24 PM

(b) (6)

**Subject:** RE: attestation and conversation

(b) (6)

Everyone on my crew has chosen not to share. It looks like come November 22<sup>nd</sup> my whole crew will be facing progressive discipline, unless an exemption is available. If either of you are able to provide any info on filing an exemption, it would be appreciated.

On another note, the switchboard shop has been doing a tremendous job of building all these racks under very tight timelines. We are routinely given projects to build with timelines that are pretty much impossible to meet, but the crew always steps up and achieves the impossible. These guys are always working with the engineering groups to fix bad designs, working with the materials group to get material that is in extreme short supply, and working with the PMs on scheduling issues. We work great with all these groups. We have been here day in and day out, making sure that all projects are built on time. We have received many emails from other groups thanking us for our work. I try my best to keep morale up and show appreciation to my guys, but it is getting very difficult to keep everyone focused on the task at hand when you are being threatened with progressive discipline and facing the possibility of losing your job. I do not have one problem employee, in fact, I have a really great team that works very well together and they are highly productive. I was hoping that the crew would receive recognition for what they have accomplished under the pandemic conditions, instead they are being told that they are going to face progressive discipline and possibly lose their jobs. I have poured my heart and soul into this work group to create a good team, but at this point it is almost impossible to hold up the morale under all the weight. I hope that upper management realizes all the damage that is being done. I will continue to do the best I can, lead my crew and keep everyone safe and focused on the mission.

Thanks,

(b) (6)

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(b) (6) cell

(b) (6)

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**Subject:** attestation and conversation

1. Attestation is mandatory. Failure to fill out the form may result in progressive disciplinary action. Filling out the form does not require anyone to provide medical information as there is an option to not disclose.



2. John has asked that we have a verbal conversation with every employee in TF. He wants to get an idea of what our workforce may look like and how these mandates may affect our ability to meet our mission. These conversations should always mention that this is a request and completely voluntary. I'll report TFH based on percentage of each craft.

#BFTE

#CFTE

Fully Vaccinated

Not-Fully Vaccinated but likely will be by Nov. 8

Not-Vaccinated and likely won't

Chooses not to Share

3. If an employee is not fully vaccinated on November 22 they may face progressive disciplinary action.

-

**Here's a contact number for attestation issues.**

-

If you believe you completed your attestation, but it was not recorded, please contact the EITS Service Desk at (301) 903-2500.

If you are experiencing this type of issue ("failed to proof"), you will need to complete a hard copy form. Please send an email to [covid-19inquiries@hq.doe.gov](mailto:covid-19inquiries@hq.doe.gov) who will provide you with the appropriate form. Once complete, please email it back to them encrypted. Do not send the form anywhere else. Please note that hard copy forms can only be used for those experiencing Login.gov issues.

From: Cathcart,Michelle M (BPA) - TO-DITT-2

Sent: Fri Sep 24 09:50:07 2021

To: ADL\_TO\_ALL; bsbrown1@bpa.gov; jpmurphy@bpa.gov; nkbibles@bpa.gov; twkochheiser@bpa.gov; smmaher@bpa.gov; frpuyleart@bpa.gov; gjyoung@bpa.gov; pjscannell@bpa.gov; cnyoung@bpa.gov; rrsackett@bpa.gov; mltonhofer@bpa.gov; bahuffman@bpa.gov; knnorman@bpa.gov; mwcarrroll@bpa.gov; dagoodrich@bpa.gov; teloeper@bpa.gov; jlschoenberg@bpa.gov; tmbeach@bpa.gov; zrbanks@bpa.gov; cptruong@bpa.gov; lnmiranda@bpa.gov; efnehf@bpa.gov; tmarendt@bpa.gov; ckcrawford@bpa.gov; asoestreicher@bpa.gov; bekingsford@bpa.gov; mtgrover@bpa.gov; jgbarton@bpa.gov; lnhofmann@bpa.gov; kmsmith@bpa.gov; mcobb@bpa.gov; cslau@bpa.gov; wjacksoniii@bpa.gov; chunziker@bpa.gov; gtmarek@bpa.gov; jafarran@bpa.gov; jmsavage@bpa.gov; bbmonger@bpa.gov; zmcastro@bpa.gov; jxwong@bpa.gov; maolczak@bpa.gov; djker@bpa.gov; thbrier@bpa.gov; dpfedchun@bpa.gov; jrmack@bpa.gov; emzeller@bpa.gov; jjmcintosh@bpa.gov; addonahoo@bpa.gov; rdmanning@bpa.gov; jrhilts@bpa.gov; eljuve@bpa.gov; jcbryan@bpa.gov; jvhillegas@bpa.gov; mlbradley@bpa.gov; jlstoecker@bpa.gov; adkautz@bpa.gov; wegroff@bpa.gov; sjlittleton@bpa.gov; bkneal@bpa.gov; aitorrente@bpa.gov; krogersholliday@bpa.gov; soripley@bpa.gov; slvaughn@bpa.gov; spcooper@bpa.gov; hkchung@bpa.gov; rptapani@bpa.gov; jpatterson@bpa.gov; kmjohnson@bpa.gov; dppool@bpa.gov; bamcmanus@bpa.gov; jdvlas@bpa.gov; eakirby@bpa.gov; cltrimble@bpa.gov; jcmcellrath@bpa.gov; acstevenson@bpa.gov; cjbeck@bpa.gov; dlhaushild@bpa.gov; lrllockardjr@bpa.gov; acjuber@bpa.gov; jakruse@bpa.gov; kmlord@bpa.gov; sdfelker@bpa.gov; llstanger@bpa.gov; dmsilver@bpa.gov; bthansen@bpa.gov; srmills@bpa.gov; elrowley@bpa.gov; jarowan@bpa.gov; pmmartin@bpa.gov; sistone@bpa.gov; mlprice@bpa.gov; klrademacher@bpa.gov; mafenimore@bpa.gov; cmhiggins@bpa.gov; bkfisher@bpa.gov; llalexander@bpa.gov; ctsanford@bpa.gov; dakleinschmidt@bpa.gov; mxjohnson@bpa.gov; jwfeeney@bpa.gov; sriday@bpa.gov; dmjohnson@bpa.gov; eagriffith@bpa.gov; rlchung@bpa.gov; dmchargualaf@bpa.gov; jctilghman@bpa.gov; smrenne@bpa.gov; jilmcNeill@bpa.gov; jrlargo@bpa.gov; clflath@bpa.gov; mwdonald@bpa.gov; rdschoenberg@bpa.gov; tilaine@bpa.gov; drpruitt@bpa.gov; dlallen@bpa.gov; jdfields@bpa.gov; batuck@bpa.gov; cbcarlson@bpa.gov; cwadams@bpa.gov; mahood@bpa.gov; wagoforth@bpa.gov; jpsterner@bpa.gov; agmitchell@bpa.gov; njmakowski@bpa.gov; mialbright@bpa.gov; dkkuraspediani@bpa.gov; lrkiser@bpa.gov; kkcasto@bpa.gov; jsbellefeuille@bpa.gov; mmcathcart@bpa.gov; gjlittleton@bpa.gov; mmhuff@bpa.gov; cotallent@bpa.gov; magregory@bpa.gov; bsmorris@bpa.gov; almckinnon@bpa.gov; jamorrison@bpa.gov; mamesenbrink@bpa.gov; wjmacbean@bpa.gov; bdmattson@bpa.gov; qslau@bpa.gov; djkirsch@bpa.gov; djlombard@bpa.gov; ktran@bpa.gov; spgaia@bpa.gov; etcobb@bpa.gov; jganasis@bpa.gov; klwilson@bpa.gov; jmrohmrj@bpa.gov; ymmam@bpa.gov; rmerdmann@bpa.gov; cwgallacher@bpa.gov; njhaggerty@bpa.gov; drbrown@bpa.gov; sdbell@bpa.gov; cmsmithjr@bpa.gov; jrmercerc@bpa.gov; atlinn@bpa.gov; lmswain@bpa.gov; aacrisman@bpa.gov; egphillips@bpa.gov;

sdburress@bpa.gov; dmchis@bpa.gov; msehlert@bpa.gov; taderheim@bpa.gov; jggarcia@bpa.gov; kjwomack@bpa.gov; dxlacob@bpa.gov; bdlavoie@bpa.gov; jadurrent@bpa.gov; ghmcorkle@bpa.gov; vikalmykov@bpa.gov; ncmorales@bpa.gov; malewis@bpa.gov; ncgiamello@bpa.gov; jsolson@bpa.gov; cnlundberg@bpa.gov; rbmcallister@bpa.gov; jgfeekes@bpa.gov; tlpueschel@bpa.gov; jrwolf@bpa.gov; copittsley@bpa.gov; dsduran@bpa.gov; axali@bpa.gov

Subject: FW: COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24

Importance: Normal

There have been a lot of questions about the vaccine mandate, both during the All TO meeting earlier this week and since Robin's message came out yesterday. I wanted to point you all to a resource that addresses many questions. The Safer Federal Workforce Task Force is the group leading guidance for federal agencies, and they have an FAQ available [HERE](#). In particular, I wanted to highlight a few Q&As that are related to questions that arose on Wednesday.

**Q: By what date do Federal employees need to be fully vaccinated?**

A: Federal employees need to be fully vaccinated by November 22, 2021.

Employees will be considered [fully vaccinated](#) for COVID-19 2 weeks after they have received the requisite number of doses of a COVID-19 vaccine approved or authorized for emergency use by the U.S. Food and Drug Administration or that has been listed for emergency use by the World Health Organization. For Pfizer-BioNTech, Moderna, or AstraZeneca/Oxford, that is 2 weeks after an employee has received the second dose in a 2-dose series. For Johnson and Johnson (J&J)/Janssen, that is 2 weeks after an employee has received a single-dose.

More information is available at [Interim Clinical Considerations for Use of COVID-19 Vaccines | CDC](#).

**Q: Are there exceptions to the requirement for all employees to be fully vaccinated?**

A: Federal employees must be fully vaccinated other than in limited circumstances where the law requires an exception. In particular, an agency may be required to provide a reasonable accommodation to employees who communicate to the agency that they are not vaccinated against COVID-19 because of a disability or because of a sincerely held religious belief, practice, or observance. Determining whether an exception is legally required will include consideration of factors such as the basis for the claim; the nature of the employee's job responsibilities; and the reasonably foreseeable effects on the agency's operations, including protecting other agency employees and the public from COVID-19. Because such assessments will be fact- and context-dependent, agencies are encouraged to consult their offices of general counsel with questions related to assessing and implementing any such requested accommodations. Additional guidance on legally required exceptions will be forthcoming.

**Q: What steps may an agency take if a Federal employee refuses to be vaccinated or provide proof of vaccination?**

A: As an initial matter, an agency should provide employees with information regarding [the benefits of vaccination](#) and [ways to obtain the vaccine](#). If the individual continues to refuse to be vaccinated or provide proof of vaccination, the agency should pursue disciplinary measures, up to and including removal from Federal service. In pursuing any adverse action, the agency must provide the required procedural rights to an employee and follow normal processes, including any agency policies or collective bargaining agreement requirements concerning disciplinary matters. Employees should not be placed on administrative leave while pursuing an adverse action for refusal to be vaccinated, but will be required to follow safety protocols for employees who are not fully vaccinated when reporting to agency worksites.

An agency should follow a different process if the employee claims a legally required exception as the reason for not being vaccinated or providing proof of vaccination. In that case, an agency should follow its ordinary process to review and consider what, if any, reasonable accommodation it must offer. All agency personnel designated to receive requests for reasonable accommodations should know how to handle requests consistent with any Federal employment nondiscrimination laws that may apply. If the employee's request for an accommodation is denied, and the employee does not comply with the vaccination requirement, the agency may pursue disciplinary action, up to and including removal from Federal service.

**From:** Furrer,Robin R (BPA) - N-7 <rrfurrer@bpa.gov>

**Sent:** Thursday, September 23, 2021 1:10 PM

**Subject:** COVID-19 vaccination attestation goes from voluntary to mandatory, submit by Friday, Sept. 24

BPA federal employees,

The COVID-19 vaccination attestation form is now mandatory. DOE has given us an agency deadline to complete the forms by tomorrow, Friday, Sept. 24.

Thank you to all who have already completed the form. If you have not yet filled out the form on [MyEnergy](#), please do so by Friday, Sept. 24. Individuals who have not filled out the form will receive a reminder from me to do so.

Read more about the attestation process and job aids in the updated [Need to Know: COVID-19 vaccination attestation now required, submit form by Friday, Sept. 24](#).

One more note: Although the DOE [MyEnergy](#) website might still have text that says it is a voluntary process, I assure you it is not. The attestation form is required by BPA and DOE.

The mandatory attestation requirement applies to all federal employees. We are anticipating additional guidance on how this applies to contract workers soon.

Federal employees [must be fully vaccinated](#) by Nov. 22, 2021. There are limited circumstances in which an employee may be exempt due to a legally required [accommodation](#). Being fully vaccinated by Nov. 22 is required regardless of your telework or onsite status. For additional information on the mandatory vaccination requirement, please see [DOE's Vaccination Flyer](#) as well as [additional information on getting vaccinated](#). You will be able to update your record in MyEnergy if your vaccination status changes.

From: Cook,Joel D (BPA) - K-7

Sent: Wed Sep 29 11:37:02 2021

To: Hall, Lee J (BPA) - PES-6; Furrer, Robin R (BPA) - N-7; James, Daniel M (BPA) - D-7; Kuhn, Shana L (BPA) - NS-4400-LL; Laylo, Sarah M (BPA) - NN-1; Scruggs, Joel L (BPA) - DK-7

Cc: Capps, Stephan A (BPA) - NW-1; Leady Jr, William J (BPA) - K-7

Subject: RE: Recap of Key Takeaways from Transition Meeting

Importance: Normal

Thank you

**From:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Sent:** Wednesday, September 29, 2021 10:29 AM

**To:** Furrer, Robin R (BPA) - N-7 <rrfurrer@bpa.gov>; Cook, Joel D (BPA) - K-7 <jdcook@bpa.gov>; James, Daniel M (BPA) - D-7 <dmjames@bpa.gov>; Kuhn, Shana L (BPA) - NS-4400-LL <slkuhn@bpa.gov>; Laylo, Sarah M (BPA) - NN-1 <smlaylo@bpa.gov>; Scruggs, Joel L (BPA) - DK-7 <jlscruggs@bpa.gov>

**Cc:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>; Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>

**Subject:** Recap of Key Takeaways from Transition Meeting

Good morning – For your reference, here is a short recap of “key takeaways” from our meeting this morning. If you have any questions, please do not hesitate to contact us.

Thanks – Lee, Steve and Bill

Key Takeaways:

ü Transmission (TO and TF) and Power contingency planning – Transition update tomorrow with Policy Group

ü RA processing and progressive discipline – significant ‘standardization & consistency’ across the Federal government, details pending

ü DOE’s MyEnergy fix (attestation) and upgrade (accept vaccine documentation) are key to BPA but delivery dates are uncertain

ü Working with Communications on messaging to reassure employees concerned about technical glitches with MyEnergy



**From:** Johnson,Kelly G (BPA) - TPC-TPP-4

**Sent:** Thu Sep 23 13:54:10 2021

**To:** ADL\_TPC\_ALL; rssporeseen@bpa.gov; rbmoyer@bpa.gov; kdmathews@bpa.gov; clwiese@bpa.gov; desines@bpa.gov; amcosola@bpa.gov; jebrank@bpa.gov; btgalbraith@bpa.gov; ceyork@bpa.gov; jrream@bpa.gov; kgjohnson@bpa.gov; djsauer@bpa.gov; jllhall@bpa.gov; dgbanks@bpa.gov; cncaldwell@bpa.gov; dacalvert@bpa.gov; jmlacambra@bpa.gov; dxmiller@bpa.gov; tmvancleave@bpa.gov; ljones@bpa.gov; glmarkley@bpa.gov; atfargher@bpa.gov; kxlanehome@bpa.gov; ccrandall@bpa.gov; jmgumm@bpa.gov; jgschaad@bpa.gov; dvkilyukh@bpa.gov; dekoehn@bpa.gov; mawickjr@bpa.gov; brsalois@bpa.gov; vphitchens@bpa.gov; algrice@bpa.gov; rkmorris@bpa.gov; jbsmith@bpa.gov; tedaufel@bpa.gov; elhaloulos@bpa.gov; kkbolan@bpa.gov; jtsmith1@bpa.gov; alwitbrodt@bpa.gov; jsjang@bpa.gov; pxthao@bpa.gov; sdhess@bpa.gov; mjgranath@bpa.gov; wxmiller@bpa.gov; makuipers@bpa.gov; mrjohnson@bpa.gov; dafilan@bpa.gov; jadurstock@bpa.gov; jalewis@bpa.gov; arrider@bpa.gov; rjbarrilleaux@bpa.gov

**Subject:** FW: PG Notes

**Importance:** Normal

**Attachments:** 20210915 Transiton Update V3.pptx

Passing along the latest information I received this week via Richard then Jeff (It seems to take several days to come down hill L).

These came from a joint agency (all under DOE) meeting that is occurring weekly as mentioned below. We are still awaiting more info from DOE. They show a timeline for pending info but it seems that has been lagging quite a bit to date.

There was nothing else providing info beyond these slides but I can sure pass questions along if we can't answer them. They do mention the "Safer Federal Workforce Taskforce" website below and that does have quite a bit of background info.

Kelly

**From:** Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>  
**Sent:** Thursday, September 16, 2021 12:42 PM  
**To:** Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>; Cook,Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>; Hairston,John L (BPA) - A-7 <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; James,Daniel M (BPA) - D-7 <[dmjames@bpa.gov](mailto:dmjames@bpa.gov)>; Kuhn,Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>; Shaheen,Richard L (BPA) - T-DITT-2 <[rishaheen@bpa.gov](mailto:rishaheen@bpa.gov)>; Harris,Marcus A (BPA) - F-2 <[maharris@bpa.gov](mailto:maharris@bpa.gov)>; Chong Tim,Marcus H (BPA) - L-7 <[mhchongtim@bpa.gov](mailto:mhchongtim@bpa.gov)>; Cooper,Suzanne B (BPA) - P-6 <[sbcooper@bpa.gov](mailto:sbcooper@bpa.gov)>; Laylo,Sarah M (BPA) - NN-1 <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Berry,Benjamin L (BPA) - J-3 <[blberry@bpa.gov](mailto:blberry@bpa.gov)>; Fickes,Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Cathcart,Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>; Lahti,John A (BPA) - TF-DITT-2 <[jalahti@bpa.gov](mailto:jalahti@bpa.gov)>; Scruggs,Joel L (BPA) - DK-7 <[jlscruggs@bpa.gov](mailto:jlscruggs@bpa.gov)>  
**Cc:** Leady Jr,William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall,Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Subject:** PG Notes

Team – notes from our weekly check in with our DOE counterparts.

· Attestation system – The DOE CIO team is working the access and database issues. They understand the urgency and need, and are looking at giving us a snap shot of our data if they can't resolve the access issues

soon. For DOE (BPA included), 87% has responded and 84% of the responders are vaccinated.

- Future guidance – DOE had nothing new to share on exemptions, processes, vaccine documentation requirements and other issues. They have the same questions and concerns that we have, and are seeking clarity from OMB.

We'll keep you posted on any significant changes. We're monitoring the Safer Federal Workforce Task Force website for any updated direction.

Thanks – Lee, Bill and Steve

**Stephan Capps**  
Director of Facilities and Workplace Services

Bonneville Power Administration  
Office 503-230-4498, Mobile [REDACTED] (b)  
sacapps@bpa.gov

**From:** Bea,Brad A (BPA) - NF-MODW

**Sent:** Thu Sep 23 07:32:46 2021

**To:** Capps,Stephan A (BPA) - NW-1; Fickes,Anne Macron (BPA) - NH-1; Kuhn,Shana L (BPA) - NS-4400-LL

**Cc:** Leady Jr,William J (BPA) - K-7; Hall,Lee J (BPA) - PES-6

**Subject:** RE: Vaccinations - Programmatic Oversight

**Importance:** Normal

Steve,

I agree in concept. Things are changing rapidly, but it looks like the main arena will be in HCM.

Brad

**From:** Capps,Stephan A (BPA) - NW-1 <sacapps@bpa.gov>

**Sent:** Wednesday, September 22, 2021 4:49 PM

**To:** Fickes,Anne Macron (BPA) - NH-1 <acmacron@bpa.gov>; Kuhn,Shana L (BPA) - NS-4400-LL <slkuhn@bpa.gov>; Bea,Brad A (BPA) - NF-MODW <babea@bpa.gov>

**Cc:** Leady Jr,William J (BPA) - K-7 <wjleady@bpa.gov>; Hall,Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Subject:** Vaccinations - Programmatic Oversight

Team,

Today, the Safety Office is assigned the overall responsibilities for testing / attestations once the program gets rolling. This was based on using OSHIS, mandatory testing programs, etc.

Since then, there were numerous changes that include mandatory vaccines, mandatory use of DOE systems, optional testing, and a different (soon to be published) approach for contractors. Most of the future issues are HCM (RAs, disciplinary actions, hiring) and the DOE attestation information is coming through the DOE HR channels.

We're thinking it's time to assign this to HCM and have safety (and everyone else) support as required. The Transition Team will continue to engage on this till things get settled (in December?).

Thoughts on this?

steve

**Stephan Capps**

Director of Facilities and Workplace Services

Bonneville Power Administration

Office 503-230-4498, Mobile [REDACTED] (b) (6)

sacapps@bpa.gov

**From:** Capps,Stephan A (BPA) - NW-1

**Sent:** Mon Sep 27 14:41:38 2021

**To:** Hall, Lee J (BPA) - PES-6; Leady Jr, William J (BPA) - K-7; Rehbein, Jennifer L (BPA) - NFO-MODW; Hawkins, Sarah T (BPA) - LG-7; Hampton, Scott R (BPA) - NSP-4400-LL; Limantzakis, Vasias A (BPA) - NSSF-4; Mosley, James G (BPA) - NHE-1; Burt, Jason R (BPA) - TEZ-MANGAN; Hester, Shane H (BPA) - TFAW-DOB-1; Donahoo, Ashley D (BPA) - TOI-DITT-2; Johnson, Robert C (BPA) - PTK-5; Fickes, Anne Macron (BPA) - NH-1; Kuhn, Shana L (BPA) - NS-4400-LL; Longfellow, James N (BPA) - NSP-4400-LL

**Subject:** 2021.09.27 BPA COVID Vaccination and Testing Working Group Notes

**Importance:** Normal

**Attachments:** 2021.09.27 BPA COVID Vaccination and Testing Working Group Notes.docx

For today.

9/27/2021 Notes:

Updates:

**Latest guidance** – 9/24 Safer Workforce Task Force

Three protocols required:

- Vaccinations (with exceptions)
- Masking and physical distancing
- Requirement for contractors to designate someone to coordinate COVID-19 efforts at contractor workplaces.

and.....

Change process to incorporate future guidance from the Safer Task Force, CDC, etc

Applicability: “Covered Contractors” (and subs). Covered contractors means a prime or sub who is in a covered contract. The covered contract definition refers you to para 2A in the Executive Order, which refers you to para 5a. Para 5a applies to new contracts, extensions, renewals, and options. **What do we do with existing contracts?**

Timelines: December 8, 2021 – All covered contractor employees vaccinated (with exceptions)

**Attestations** – mandatory for BFTE5. Submittals as of 9/22

Declined to respond	Fully Vaccinated	Not vaccinated	Partially Vaccinated	Missing	Total
332	1966	98	56	632	3084

**Contingency Planning**

Shana has forwarded names for those missing attestations to the MEF and ESA tier 2 managers for planning and communication. Please control this information.

**Future Guidance**

- Reasonable accommodations
- Progressive discipline
- Vaccine documentation requirements

**Next steps**

- Communications
  - Front office update
  - PG Update



Risks

<b><i>Risk</i></b>	<b><i>Consequence</i></b>	<b><i>Mitigation</i></b>
Staff loss that impacts team deliverables.	<ul style="list-style-type: none"> <li>• Increased demand/workload on remaining staff.</li> <li>• Delayed work.</li> <li>• Hiring system increased demand.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop contingency plans to address temporary constraints.</li> <li>• Prioritize hiring actions for MEF and critical ESA staff.</li> </ul>
Increased Reasonable Accommodation requests	<ul style="list-style-type: none"> <li>• Delayed decisions due to limited staff / higher demands.</li> <li>• Increased management requirements while waiting on decisions.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate status on actions with managers.</li> <li>• Prioritize vaccine exemption RAs.</li> </ul>
Increased disciplinary actions	<ul style="list-style-type: none"> <li>• Delayed processing due to limited staff / higher demands.</li> <li>• Increased management requirements while waiting on decisions.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate status on actions with managers.</li> <li>• Prioritize actions.</li> </ul>
Vaccinated vs unvaccinated staff frustrations	<ul style="list-style-type: none"> <li>• Internal organizational frictions</li> </ul>	<ul style="list-style-type: none"> <li>• Change management</li> <li>• Leadership training</li> </ul>
Difficulty in implementing a testing program due to logistics, documentation requirements, etc.	<ul style="list-style-type: none"> <li>• Testing implementation is delayed or constrained to critical work groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Determine testing requirements – testing is not mandatory.</li> <li>• If we test, develop option that is feasible, cost effective, timely, and sustainable.</li> </ul>

Due outs:

- NS - Noon tomorrow - Initial supply chain assessment (including SLMO) and next steps
- P & T – have your VPs (Michelle, John, and Suzanne) briefly cover concerns, risks, and mitigation strategies at the PG on Thursday. 2-3 minutes each, no slides, keep it simple.

From: Wright, Colleen C F (BPA) - NHQ-1

Sent: Wed Sep 22 12:25:48 2021

To: Fickes, Anne Macron (BPA) - NH-1; Mosley, James G (BPA) - NHE-1; Borgen, Tim J (BPA) - NHE-AMPN-1; Romancito, Dayna T (BPA) - NHQ-1

Cc: Parent, Melissa L (BPA) - NHB-1

Subject: Emergency Retention and Hiring Options

Importance: Normal

Attachments: Emergency Retention and Hiring Options.docx; MCOxSeries\_Data(05.06.2020) FINAL.pdf

Attached please find a summary of my recommendations and options available for preventing any mass vacancies in an identified MCO. I'm also including the current list of MCO's. Note that more complete information on the COVID-19 hiring authority is pending HC Policy, I want to get you what I can for now.

While I am on leave:

NHB is going to start sending weekly reports to the team as identified and described in the document. I am looping Dayna in so that she can manage the staffing side of that issue. For employee privacy and confidentiality, we want to limit this report to as small a group as possible. I'm copying Mel on here as she and I discussed this morning.

Let me know if you want to discuss this further or have any questions.

Thanks,

Colleen

**Colleen C. F. Wright**

Acting Deputy Director | Human Resources Service Center

**Bonneville Power Administration**

**U.S. Department of energy**

[bpa.gov](http://bpa.gov) | P 503-230-7517 | F 503-230-3816

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[HR Customer Experience Survey](#) – Let us know how we're doing!

**Career Opportunities:**

BPA Opportunities: [careers.bpa.gov](http://careers.bpa.gov)

DOE Energy: <http://energy.gov/jobs/career-opportunities>

USAJOBS: <https://www.usajobs.gov>

**Program Inquiries:**

Disabled Persons (Schedule A): [schedulea@bpa.gov](mailto:schedulea@bpa.gov)

Veterans: [veterans@bpa.gov](mailto:veterans@bpa.gov)

Contract Positions: [Supplaborjobs@bpa.gov](mailto:Supplaborjobs@bpa.gov)

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**Concern:**

A significant number of employees in mission critical occupations may resign or retire in reaction to the vaccine mandate for federal employees. Proof of full vaccination is required by November 22, 2021, so turnover (if any) is expected to be realized by that date, but could be later depending on disciplinary or removal process advised by OPM.

**Recommended Retention Approach:**

Benefits will start sending weekly reports to Anne, me, James, Tim and Dayna that contain two lists:

- Number of employees by series, title, duty station, and organization code that have been sent benefits paperwork. These are not official resignation or retirement notifications, however the act of requesting the paperwork is a serious indication that the employee intends to separate.
- Number of employees by series, title, duty station, and organization code that have submitted separation notices in HRMIS. This is the official resignation and retirement notification, indicating that all benefits paperwork has been submitted.

Staffing and ER/LR should monitor these weekly reports to look for trends in particular jobs, locations or organizations indicating a risk of too many vacancies in any mission critical occupations (MCO). If spikes are noticed, Staffing should connect with the senior manager for the organization to make him/her aware of the potential issue and advise consideration of a group retention incentive for that job, organization, and/or location.

(b) (5)

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**Hiring Options for Quick Critical Fills (note that all selectees would have to meet vaccination requirements upon entry into the position unless approval for a 60 day delay is granted by the Secretary):**

(b) (5)

A large black rectangular redaction box covers the text in this section.

- (b) (5)
- Contact former employees that have separated under good conditions and invite reinstatement (if eligible). Announcement would have to be run to clear ICTAP. If the former employee is a retired annuitant any requested offset waivers would have to be approved by DOE.
- Current career or career-conditional competitive service Federal employees at another agency who already hold a position with the same full-performance level may transfer non-competitively to BPA. Announcement would have to be run to clear ICTAP.

Recruitment Incentives Available to Use:

- Recruitment incentive may be used for any employees new to federal service or with a 90 day break in service under the following hiring authorities. Continued service agreement is required and length of service requirement must be between 6 months and 4 years.
  - Standard hiring authorities used for positions filled from an existing announcement (e.g., delegated examining, VEOA).
  - VRA, 30%, or Schedule A
  - Reinstatements including rehired annuitants
  - COVID-19 Schedule A Hiring Authority (pending verification from HC Policy)
- Relocation incentive may be used for current federal employees that are relocating from a duty station outside of the commuting area of the position under the following hiring authorities. Continued service agreement (CSA) is required and the length of service agreement must be between 6 months to 4 years. If permanent change of station (PCS) is also included then a minimum CSA of 12 months is required.
  - Standard hiring authorities used for positions filled from an existing announcement (e.g., merit promotion, transfer)
  - Transfers

From: Hitchens,Victor P (BPA) - TPCF-MEAD-GOB

Sent: Fri Sep 17 12:54:43 2021

To: Johanson,Cherie J (BPA) - NHE-AMPN-1; Foots Jr,Freddie L (BPA) - NHE-1; Claussen,Jeannie (BPA) - NHE-1

Cc: Johnson,Kelly G (BPA) - TPC-TPP-4; Baker,Kevlyn D (BPA) - TPCV-TPP-4; Sauer,Dena J (BPA) - TPCC-TPP-4; Cardoza,Lorissa J (BPA) - TPCR-TPP-4

Subject: FW: An open letter to our natural coworkers about this mandate

Importance: High

Good afternoon,

Please see the email below from an employee in my organization that was sent to all TPC. Including other managers/supervisors for their awareness. We have an all TPC meeting on Monday afternoon and are curious how to address, and next steps.

Please advise at your earliest convenience.

Note: original email was simply an FYI for general awareness from an employee within the group pertaining to the COVID-19 delta surge.

Thank you,

**Victor Hitchens**

Supervisory Electrical Engineer | TPCF-MEAD-GOB

Customer Service Engineering | Eastern Engineering

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 509-822-4602 | C (b) (6) | E [vphitchens@bpa.gov](mailto:vphitchens@bpa.gov)

[cid:image001.jpg@01D52C3E.DF0B9390cid:image008.jpg@01D52C3E.09FCE1E0cid:image009.jpg@01D52C3E.09FCE1E0cid:image010.jpg@01D52C3E.09FCE1E0cid:image011.jpg@01D52C3E.09FCE1E0cid:image012.jpg@01D52C3E.09FCE1E0](#)

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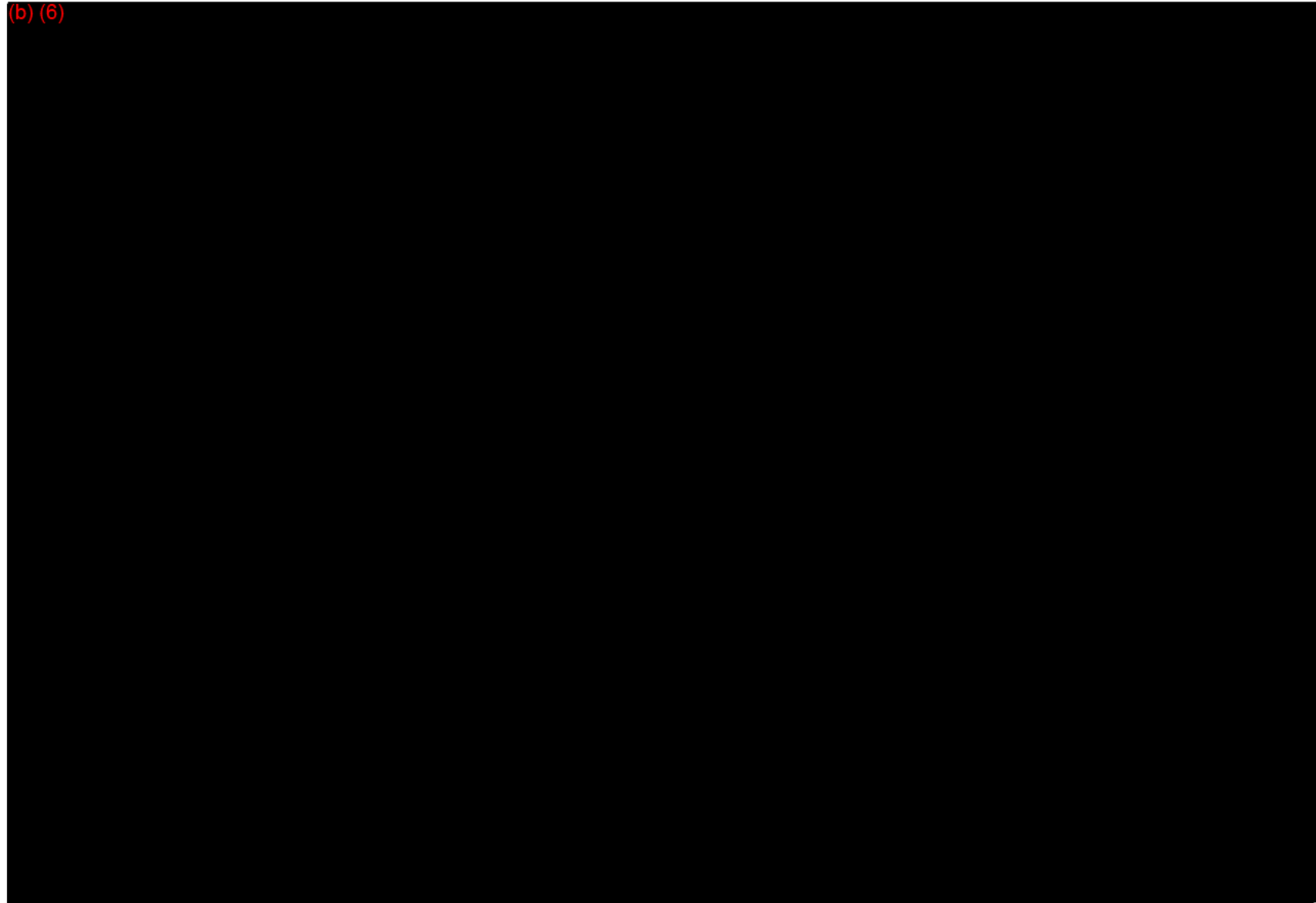
(b) (6)



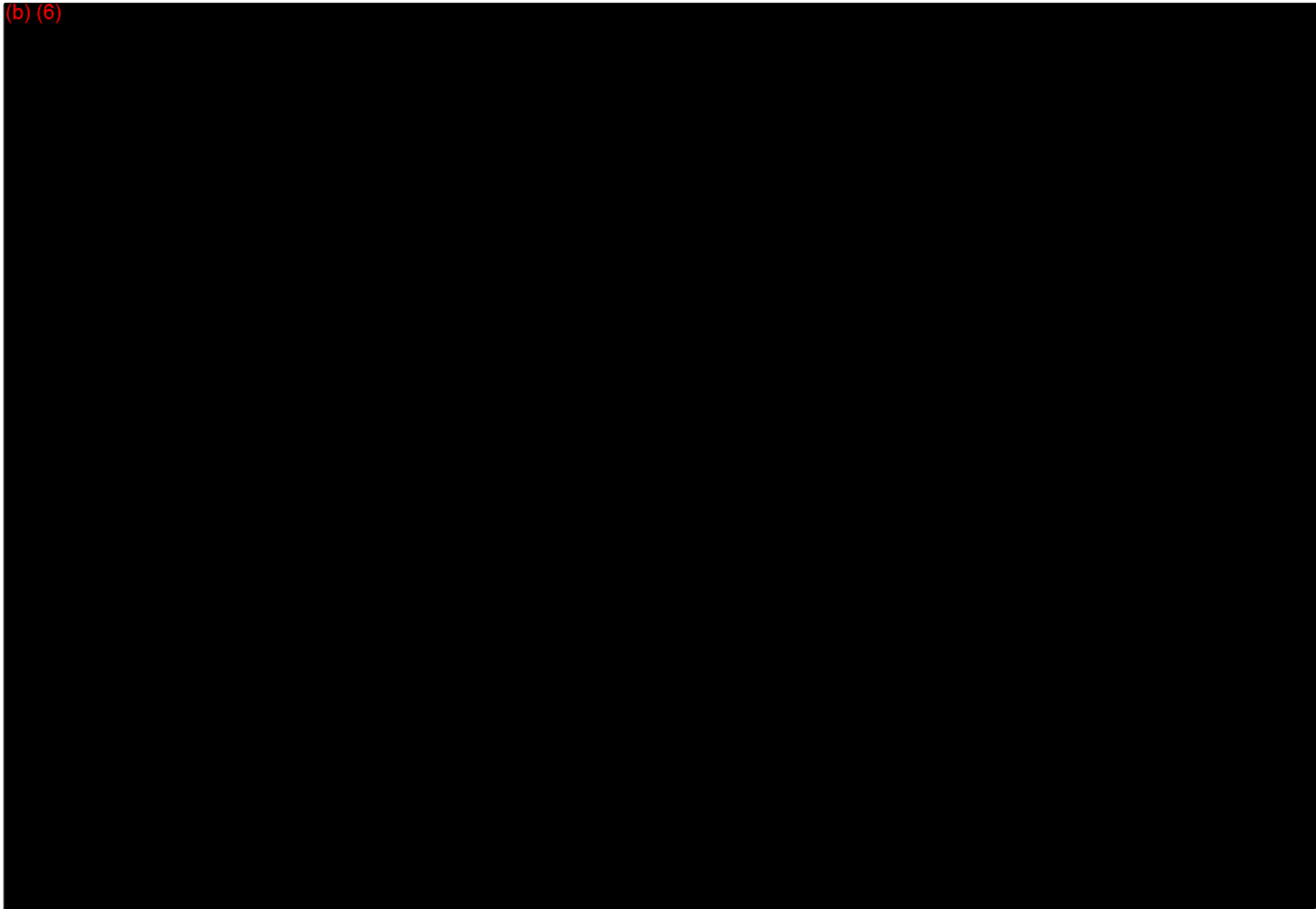
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(b) (6)



From: Leady Jr,William J (BPA) - K-7

Sent: Mon Sep 27 17:17:50 2021

To: Capps,Stephan A (BPA) - NW-1; Hall, Lee J (BPA) - PES-6

Subject: RE: Question from new employee

Importance: Normal

I believe CFTEs and BFTEs filled out (slight) different forms – do I think see need to fill out the BFTE form

0830 topic

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell [REDACTED]

**From:** Furrer,Robin R (BPA) - N-7 <rrfurrer@bpa.gov>

**Sent:** Monday, September 27, 2021 5:16 PM

**To:** Leady Jr,William J (BPA) - K-7 <wjleady@bpa.gov>; Capps,Stephan A (BPA) - NW-1 <sacapps@bpa.gov>;

Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Subject:** Question from new employee

This morning at New Employee Orientation, (b) (6) asked if she needs to do an attestation.

She was a CFTE, and submitted an attestation, but just became a BFTE this week.

I recommended she should go in and see if it is a different process and just fill it out again, but wanted to ask you all if you knew.

**From:** Leady Jr,William J (BPA) - K-7

**Sent:** Mon Sep 27 17:02:14 2021

**To:** Hall, Lee J (BPA) - PES-6; Capps, Stephan A (BPA) - NW-1; Wingert, Kevin M (BPA) - DKP-7

**Cc:** Kuhn, Shana L (BPA) - NS-4400-LL

**Subject:** attentions problems (solution)

**Importance:** Normal

**Attachments:** DOE F 231.1 - Vaccination Attestation-2021-09-09.pdf

Lee, Steve,. Kevin, Shana

Here is a first cut (certainly can be improved) at information we need to get out soonest. Some thoughts

- How to get it out – Robin email – maybe and all managers email – make managers responsible for helping their employees & communication with them (maybe both) maybe a NTK
- We need the mail box and a simple process to keep a log (I can be last resort, but not my name)
- Maybe we need a link on how to electronically sign and PDF e.g.

We know that many employees have experienced technical problems completing your attestation on the MyEnergy website and others have completed the process but have been told DOE has no record of their attestation. First, thank you for your attempts to complete this important process. Here is a semi-manual process that should help resolve these issues.

If you have completed the attestation but received notification that DOE's MyEnergy did not record it or you attempted to complete your attestation but could not complete the process for technical reasons please complete this alternate process.

1. Complete the attached form (DOE Form 231.1 Vaccination Attestation). Can be signed manually (requiring a scan) or electronically with you DOE PIV card.
2. Return the form to the COVID-19 Hotline email address ([COVID-19inquiries@hq.doe.gov](mailto:COVID-19inquiries@hq.doe.gov)).

3. The hotline will forward the form to the MyEnergy Team for upload into the system.
4. Please send the form encrypted, if at all possible.
5. Individuals should continue to set up an account in the MyEnergy system because they will be required to provide proof of vaccination in the not-so-distant future.
6. Notify both your immediate manager and (----- TBD) that you have sent the form to DOE. This way your manager is aware of the situation and BPA can maintain a record of all the cases in which completing the attestation has had technical challenges.

-----

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6)

From: Wright, Colleen C F (BPA) - NHQ-1

Sent: Thu Sep 23 14:56:42 2021

To: Fickes, Anne Macron (BPA) - NH-1

Subject: From CHCO call today

Importance: Normal

I'm sharing this with James and team at our NHE check-in today but want to make sure you're aware as well. This is what Erin shared at the CHCO tag-up today.

OPM says they will have guidance coming out next week - 2 memos: 1 on enforcement and 1 on hiring process

New hires/hiring process:

- Will have language for JOA, TO and FO so wait for that, don't do anything on our end yet.
- RA's - new hires can be in-process for RA and EOD, if denied then will have to become fully vaccinated or go through enforcement process
- Require documentation before EOD - unsure, OPM is saying it's required but Erin arguing attestation to get hired and then have to show proof once hired through myenergy portal because too many questions around how is proof submitted and who is reviewing that pre-hire

## Enforcement:

- Process can begin as soon as 11/9 but don't have to, can wait until 11/22. For example: you know if someone doesn't have second shot by 11/8 that there is a problem so could start enforcement on 11/9 if you want to. DOE will make this decision, HC should be aligned on this.
- Charge = failure to follow lawful order
- OPM clear that process is at agency discretion but recommending progressive steps as follows:
  - o (1) counseling & education 5 days to come back and show proof they got first shot,
  - o (2) impose short suspension of 14 days or less (there was some discussion around this – Carl says 14 days or less (so could be 3 for example) but Erin says 14 days exactly),
  - o (3) removal - will vary for SES because different requirements and also for someone who is already in progressive discipline process, will weave this into guidance

## **Colleen C. F. Wright**

Acting Deputy Director | Human Resources Service Center

## **Bonneville Power Administration**

### **U.S. Department of energy**

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**Career Opportunities:**

BPA Opportunities: [careers.bpa.gov](http://careers.bpa.gov)

DOE Energy: <http://energy.gov/jobs/career-opportunities>

USAJOBS: <https://www.usajobs.gov>

**Program Inquiries:**

Disabled Persons (Schedule A): [schedulea@bpa.gov](mailto:schedulea@bpa.gov)

Veterans: [veterans@bpa.gov](mailto:veterans@bpa.gov)

Contract Positions: [Supplaborjobs@bpa.gov](mailto:Supplaborjobs@bpa.gov)

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**From:** Cook,Jeffrey W (BPA) - TP-DITT-2

**Sent:** Tue Sep 21 12:22:40 2021

**To:** TP\_Leader\_Team; jdjusupovic@bpa.gov; plwillhite@bpa.gov; krkohne@bpa.gov; rxbustamante@bpa.gov; jbarton@bpa.gov; rdking@bpa.gov; kgjohnson@bpa.gov; cdmoditz@bpa.gov; jwcook@bpa.gov; rkaggarwal@bpa.gov; egelizeh@bpa.gov; tjolesen@bpa.gov; shkitali@bpa.gov

**Subject:** FW: PG Notes

**Importance:** Normal

**Attachments:** 20210915 Transiton Update V3.pptx

Some notes that Richard sent wanted to pass along

Jeffrey W. Cook, PE

VP Transmission Planning and Asset Management

Bonneville Power Administration

360-418-8981

(b) (6) (cell)

**From:** Shaheen, Richard L (BPA) - T-DITT-2 <rlshaheen@bpa.gov>

**Sent:** Tuesday, September 21, 2021 6:15 AM

**To:** TVPs <tvps@BPASite1.bpa.gov>  
**Subject:** FW: PG Notes

Team....below is the note I cited at our T2 mtg that had some attestation data that seemed surprising to me.....

Richard

**From:** Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>  
**Sent:** Thursday, September 16, 2021 12:42 PM  
**To:** Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>; Cook,Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>; Hairston,John L (BPA) - A-7 <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; James,Daniel M (BPA) - D-7 <[dmjames@bpa.gov](mailto:dmjames@bpa.gov)>; Kuhn,Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>; Shaheen,Richard L (BPA) - T-DITT-2 <[rishaheen@bpa.gov](mailto:rishaheen@bpa.gov)>; Harris,Marcus A (BPA) - F-2 <[maharris@bpa.gov](mailto:maharris@bpa.gov)>; Chong Tim,Marcus H (BPA) - L-7 <[mhchongtim@bpa.gov](mailto:mhchongtim@bpa.gov)>; Cooper,Suzanne B (BPA) - P-6 <[sbcooper@bpa.gov](mailto:sbcooper@bpa.gov)>; Laylo,Sarah M (BPA) - NN-1 <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>; Berry,Benjamin L (BPA) - J-3 <[blberry@bpa.gov](mailto:blberry@bpa.gov)>; Fickes,Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Cathcart,Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>; Lahti,John A (BPA) - TF-DITT-2 <[jalahti@bpa.gov](mailto:jalahti@bpa.gov)>; Scruggs,Joel L (BPA) - DK-7 <[jlsruggs@bpa.gov](mailto:jlsruggs@bpa.gov)>  
**Cc:** Leady Jr,William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Hall,Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Subject:** PG Notes

Team – notes from our weekly check in with our DOE counterparts.

· Attestation system – The DOE CIO team is working the access and database issues. They understand the

urgency and need, and are looking at giving us a snap shot of our data if they can't resolve the access issues soon. For DOE (BPA included), 87% has responded and 84% of the responders are vaccinated.

· Future guidance – DOE had nothing new to share on exemptions, processes, vaccine documentation requirements and other issues. They have the same questions and concerns that we have, and are seeking clarity from OMB.

We'll keep you posted on any significant changes. We're monitoring the Safer Federal Workforce Task Force website for any updated direction.

Thanks – Lee, Bill and Steve

**Stephan Capps**  
Director of Facilities and Workplace Services

Bonneville Power Administration  
Office 503-230-4498, Mobile [REDACTED]  
sacapps@bpa.gov

**From:** Furrer,Robin R (BPA) - N-7

**Sent:** Mon Oct 04 10:56:34 2021

**To:** Monroe,Matthew K (BPA) - NFF-MODW; Cannon,John D (BPA) - NFC-MODW; Bea,Brad A (BPA) - NF-MODW; Rehbein,Jennifer L (BPA) - NFO-MODW

**Subject:** RE: Safety Concerns & Vax

**Importance:** Normal

Thanks Matt. That type of dialog going on with Redmond and Ross is important.

Line crews are always the hardest to get info to. (and even if we can on this subject they'll find it lacking the specifics – understandably frustrating).

Perhaps I can take these questions and get answers from HR (to the extent possible). I have received some similar questions.

When they say upper level management, I presume Regional managers/VP Field Services, is that correct?

**From:** Monroe,Matthew K (BPA) - NFF-MODW <mkmonroe@bpa.gov>

**Sent:** Monday, October 4, 2021 10:06 AM

**To:** Cannon,John D (BPA) - NFC-MODW <jdcannon@bpa.gov>; Bea,Brad A (BPA) - NF-MODW <babea@bpa.gov>; Furrer,Robin R (BPA) - N-7 <rrfurrer@bpa.gov>; Rehbein,Jennifer L (BPA) - NFO-MODW <jlrehbein@bpa.gov>

**Subject:** RE: Safety Concerns & Vax

Last week while on a site visit in Malin there was an impromptu meeting with Redmond TLM crew, Ross TLM crew, Rob Robertsen, and Nate Seabury. Myself and Adam Ewert participated but the request to meet was from the TLM crews to the DM's not Safety. There is a feeling from the TLM crews that they don't have all the information. They are very distracted by this topic and very passionate as well. They are also concerned with how they will get their jobs done safely if they lose team members and become even more shorthanded.

The main points of the conversation were around what happens if I do not get the vaccine and all the scenarios that can play around that. Here is a sample of the questions I heard. There were alot more but this helps paint a picture of the discussion.

If I request an RA and it is denied will I then have a chance to get the vaccine even if it is after Nov. 22?

If I submit an RA on Nov. 21 but it is not reviewed by the 22<sup>nd</sup> will I be ok on the 23<sup>rd</sup>?

How quick will progressive discipline happen if I choose not to get the vaccine?

What happens if something bad happens to me from the vaccine? Work required me to get it?

I believe the conversation with the DM's went very well. There are still alot of unknowns and the crews seemed to be fine with that answer (We do not know yet) but they appreciated the opportunity to ask it and here that management does not want to lose anyone. I believe the bigger request was to have the Forman be able to ask these questions to the higher level of management or possible some sort of all hands meeting to hear from upper level management.

Regards,

Matt

**From:** Cannon,John D (BPA) - NFC-MODW <[jdcannon@bpa.gov](mailto:jdcannon@bpa.gov)>  
**Sent:** Monday, October 4, 2021 9:30 AM  
**To:** Bea,Brad A (BPA) - NF-MODW <[babea@bpa.gov](mailto:babea@bpa.gov)>; Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>;  
Monroe,Matthew K (BPA) - NFF-MODW <[mkmonroe@bpa.gov](mailto:mkmonroe@bpa.gov)>; Rehbein,Jennifer L (BPA) - NFO-MODW  
<[jrehbein@bpa.gov](mailto:jrehbein@bpa.gov)>  
**Subject:** RE: Safety Concerns & Vax

I have only seen the safety concerns that we have been discussing daily as the NFLT but nothing in regards to safety meetings.

**From:** Bea,Brad A (BPA) - NF-MODW <[babea@bpa.gov](mailto:babea@bpa.gov)>  
**Sent:** Monday, October 4, 2021 9:28 AM  
**To:** Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>; Cannon,John D (BPA) - NFC-MODW <[jdcannon@bpa.gov](mailto:jdcannon@bpa.gov)>;  
Monroe,Matthew K (BPA) - NFF-MODW <[mkmonroe@bpa.gov](mailto:mkmonroe@bpa.gov)>; Rehbein,Jennifer L (BPA) - NFO-MODW  
<[jrehbein@bpa.gov](mailto:jrehbein@bpa.gov)>  
**Subject:** RE: Safety Concerns & Vax

Several (>6) anonymous safety concerns have come in all discussing the mandatory vaccines. I have not seen any safety meeting minutes reflecting the discussion yet. Other team members may have more data.

Brad

**From:** Furrer,Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>

**Sent:** Monday, October 4, 2021 9:26 AM

**To:** Bea,Brad A (BPA) - NF-MODW <[babea@bpa.gov](mailto:babea@bpa.gov)>; Cannon,John D (BPA) - NFC-MODW <[jdcannon@bpa.gov](mailto:jdcannon@bpa.gov)>; Monroe,Matthew K (BPA) - NFF-MODW <[mkmonroe@bpa.gov](mailto:mkmonroe@bpa.gov)>; Rehbein,Jennifer L (BPA) - NFO-MODW <[jrehbein@bpa.gov](mailto:jrehbein@bpa.gov)>

**Subject:** Safety Concerns & Vax

I'm hearing chatter that you all are receiving safety concerns about the Executive Orders/vaccinations.

I don't know if it's showing in safety concerns or whether its showing in safety meetings.

Can you elaborate please?

Thx



**From:** Capps,Stephan A (BPA) - NW-1

**Sent:** Mon Sep 20 15:58:26 2021

**To:** Hall, Lee J (BPA) - PES-6; Leady Jr, William J (BPA) - K-7; Rehbein, Jennifer L (BPA) - NFO-MODW; Hawkins, Sarah T (BPA) - LG-7; Hampton, Scott R (BPA) - NSP-4400-LL; Limantzakis, Vasias A (BPA) - NSSF-4; Mosley, James G (BPA) - NHE-1; Burt, Jason R (BPA) - TEZ-MANGAN; Hester, Shane H (BPA) - TFAW-DOB-1; Donahoo, Ashley D (BPA) - TOI-DITT-2; Johnson, Robert C (BPA) - PTK-5; Fickes, Anne Macron (BPA) - NH-1

**Subject:** 2021.09.20 BPA COVID Vaccination and Testing Working Group Notes

**Importance:** Normal

**Attachments:** 2021.09.20 BPA COVID Vaccination and Testing Working Group Notes.docx

Team – notes from today. Please treat the numbers of RAs we discussed as sensitive information. Thanks.

9/20/2021 Notes:

Updates:

Latest guidance – 9/16 FAQ Update (Lee’s PG notes):

**Vaccination Timeline.** The Federal Task Force is aware of the timelines to be “fully vaccinated” (i.e. two weeks have passed since last shot) and have provided these dates:

- October 11: First dose deadline (if employees are getting the Moderna COVID-19 vaccine)
- October 18: First dose deadline (if employees are getting the Pfizer-BioNTech COVID-19 vaccine)
- November 8: Second dose deadline (for Moderna and Pfizer-BioNTech)
- November 8: First (only) dose deadline (if employees are getting the J&J COVID-19 vaccine)
- November 22: Federal employees must be fully vaccinated

**Exceptions/Reasonable Accommodation:** Quoting from the Task Force guidance:

Federal employees must be fully vaccinated other than in limited circumstances where the law requires an exception. In particular, an agency may be required to provide a reasonable accommodation to employees who communicate to the agency that they are not vaccinated against COVID-19 because of a disability or because of a sincerely held religious belief, practice, or observance. .... Additional guidance on legally required exceptions *will be forthcoming*. (Lee’s emphasis)

**Vaccination Documentation:** This is a significant change from simple Attestation. Documentation will be required of vaccinations – and the details are being worked out (e.g. System of Record, who has access, is there a DOE system to do this, etc). Task Force Guidance states:

Agencies must require documentation from employees to prove vaccination, even if an employee has previously attested to their vaccination status. Employees may provide a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization record.....

.....Agencies may develop and use new processes, systems, tools, and applications to collect and maintain the required information or choose to leverage existing processes, systems, tools.

**New Employees:** New employees need to be vaccinated, and need to be notified of this. Guidance from OMB (Anne provided this information):

New employees need to be fully vaccinated by their start date or November 22, whichever is later. However, should an agency have an urgent, mission-critical hiring need to onboard new staff prior to those new staff becoming fully vaccinated, the agency head (Secretary) may approve an exception—in the case of such limited hiring exceptions, new hires need to be vaccinated within 60 days of their start date and follow safety protocols for not fully vaccinated individuals until they are fully vaccinated.

**Safety Protocols:** There will be different safety protocols between fully vaccinated and not fully vaccinated employees.

Vaccine Attestation

System is live for Federal employees and onsite contractors – and reporting is *voluntary*.

*There is a higher standard of mandatory documentation in the Task Force FAQ.*

No access to the system to see how many have reported

Safety office has requested access (via HCM)

We don't have any data – this will inform how much testing we need.

Erroneous reports – send to occupational health@bpa.gov

COVID-19 Testing program

Pause – have to assess need

Next steps

Communications

Front office update

PG Update (next week)

Receive additional guidance – NLT 9/24: Guidance for contracts/contractors.

Risks

<b>Risk</b>	<b>Consequence</b>	<b>Mitigation</b>
Staff loss that impacts team deliverables.	<ul style="list-style-type: none"> <li>Increased demand/workload on remaining staff.</li> <li>Delayed work.</li> <li>Hiring system increased demand.</li> </ul>	<ul style="list-style-type: none"> <li>Develop contingency plans to address temporary constraints.</li> <li>Prioritize hiring actions for MEF and critical ESA staff.</li> </ul>
Increased Reasonable Accommodation requests	<ul style="list-style-type: none"> <li>Delayed decisions due to limited staff / higher demands.</li> <li>Increased management requirements while waiting on decisions.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate status on actions with managers.</li> <li>Prioritize vaccine exemption RAs.</li> </ul>
Increased disciplinary actions	<ul style="list-style-type: none"> <li>Delayed processing due to limited staff / higher demands.</li> <li>Increased management requirements while waiting on decisions.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate status on actions with managers.</li> <li>Prioritize actions.</li> </ul>
Vaccinated vs unvaccinated staff frustrations	<ul style="list-style-type: none"> <li>Internal organizational frictions</li> </ul>	<ul style="list-style-type: none"> <li>Change management</li> <li>Leadership training</li> </ul>
Difficulty in implementing a testing program due to logistics, documentation requirements, etc.	<ul style="list-style-type: none"> <li>Testing implementation is delayed or constrained to critical work groups.</li> </ul>	<ul style="list-style-type: none"> <li>Determine testing requirements – testing is not mandatory.</li> <li>If we test, develop option that is feasible, cost effective, timely, and</li> </ul>

		sustainable.
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Due outs:

- Wait on guidance.

From: Leady Jr, William J (BPA) - K-7

Sent: Tue Sep 21 22:56:10 2021

To: Hall, Lee J (BPA) - PES-6; Capps, Stephan A (BPA) - NW-1

Subject: RE: slides for the FO (0730)

Importance: Normal

Attachments: Transition Team Update (22 Sep 2021)v2.pptx

Thanks Lee,

I added a Risk slide, it is after the questions slide but we can edit it and move it forward if you'd like.

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6) [REDACTED]

**From:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Sent:** Tuesday, September 21, 2021 6:47 PM

**To:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** RE: slides for the FO (0730)

Hi Bill – looks great. I just corrected a couple of spellings (e.g. “guidance”). So I labeled it “LJH.”

Would you like to take it all the way through? As “One speaker?”

Suggestion: You might have a “voiceover” on one of the slides about new employees. HCM has that well in hand with guidance to communicate with them, to make them aware of the requirement, and that they have to be vaccinated by Nov 22 (or have an RA) – as others do.

We are not speaking to risks in this slide deck, but they may come up – like “processing overload” of RA’s, resignation of personnel, etc.

*Nice work.*

**From:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>

**Sent:** Tuesday, September 21, 2021 5:43 PM

**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>

**Subject:** slides for the FO (0730)

Lee, Steve,

Send be any changes – corrections. I put Steve's facilities slide in the back(after Qs) since we did not get to it last week

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6) [REDACTED]

**From:** Capps,Stephan A (BPA) - NW-1

**Sent:** Wed Sep 15 18:09:05 2021

**To:** Leady Jr,William J (BPA) - K-7; Hall, Lee J (BPA) - PES-6

**Subject:** 2021.09.16 PG Transition Team Update.pptx

**Importance:** Normal

**Attachments:** 2021.09.16 PG Transition Team Update.pptx

I made some edits on slide 7 and added 2 more before the facilities slide.

Lots happening today. Let's touch base before the meeting to get synched up. I'll send the calendar invite.



# Transition Team Update

**Dan James, Chief Workforce and Strategy Officer**

**Robin Furrer, Chief Administrative Officer**

**Joel Cook, Chief Operating Officer**

**Sept 15, 2021**

*Planning Team*

- Lee Hall
- Steve Capps
- Bill Leady
- Sarah Laylo
- Shana Kuhn

*79<sup>th</sup> week of telework*

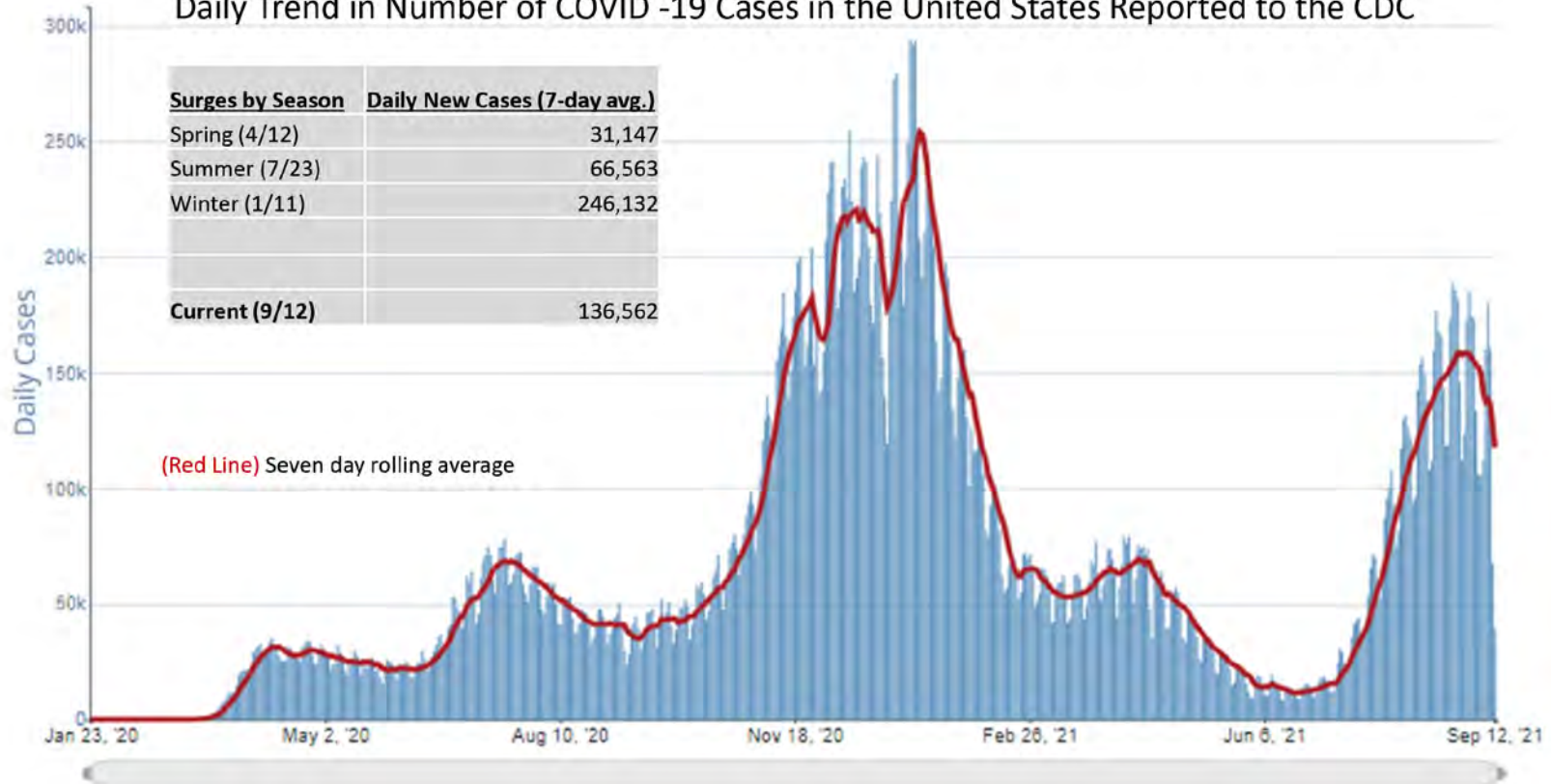
## *Transition Team Update*

### *Topics*

- ✓ COVID Status
- ✓ Safer Federal Workforce TF and DOE updates
- ✓ Local / partner benchmarking
- ✓ Timeline
- ✓ Facilities update
- ✓ Questions

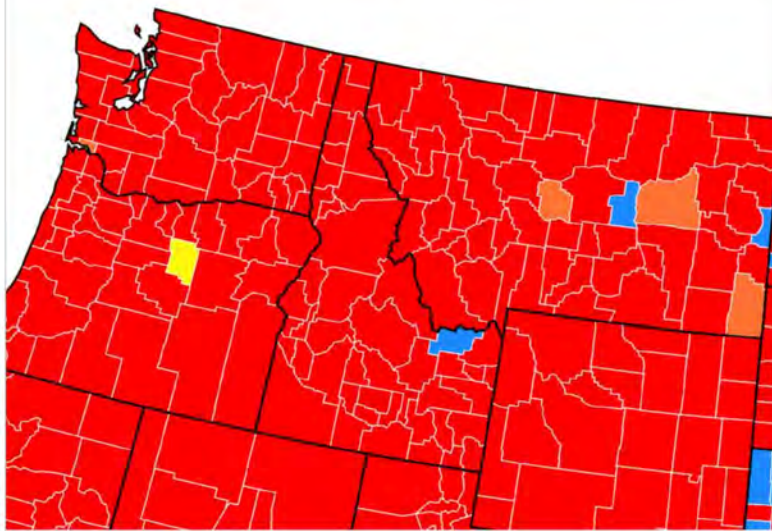
## COVID Status – National Trend

Daily Trend in Number of COVID -19 Cases in the United States Reported to the CDC



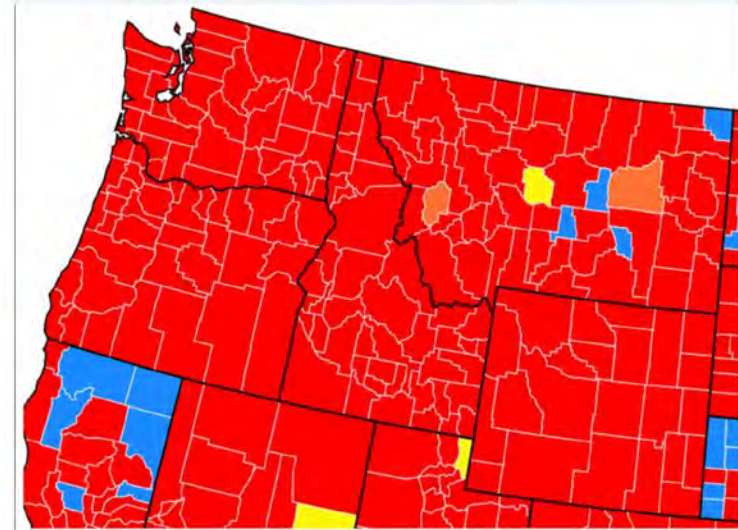
## COVID Status – Regional Transmission Rates

Time Period: Sat Aug 28 2021 - Fri Sep 03 2021



● High ● Substantial ● Moderate ● Low ● No Data

Time Period: Sun Sep 05 2021 - Sat Sep 11 2021



● High ● Substantial ● Moderate ● Low ● No Data

Indicator - If the two indicators suggest different transmission levels, the higher level is selected	Low Transmission Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
Total new cases per 100,000 persons in the past 7 days	0-9.99	10-49.99	50-99.99	≥100
Percentage of NAATs <sup>1</sup> that are positive during the past 7 days	0-4.99%	5-7.99%	8-9.99%	≥10.0%

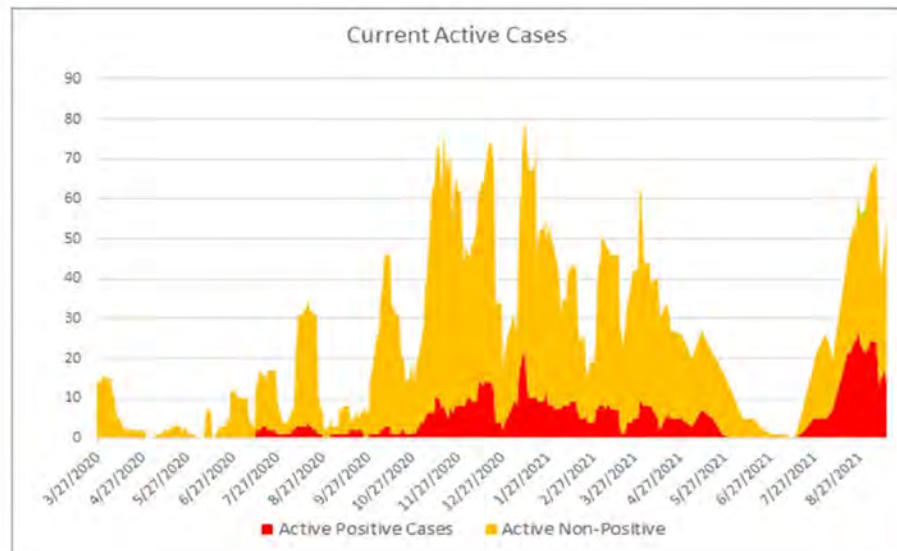
## COVID Status – BPA Self-quarantine

### 8 Sept 2021

- Tracking **69** Active COVID Reports
- **1.6%** of BPA Population (69 of 4,168)
- Cautionary: **30**
- Symptomatic: **15**
- Tested Positive: **24**

### 14 Sept 2021

- Tracking **56** Active COVID Reports
- **1.3%** of BPA Population (56 of 4,168)
- Cautionary: **30**
- Symptomatic: **12**
- Tested Positive: **14**



## *Safer Federal Workforce Task Force*

**Agency Model Safety Principles Last Updated September 13, 2021 (Previously Updated July 29, 2021)**

### Recent Updates

- ✓ Executive Branch employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation. Agencies must work expeditiously so that their employees are fully vaccinated as quickly as possible and by no later than **November 22, 2021**.
- ✓ With the government-wide adoption and implementation of these vaccination requirements, **agencies are no longer required to establish a screening testing program for employees or onsite contractor employees who are not fully vaccinated**, although they may do so.
- ✓ Federal contractor employees will be required to be vaccinated. Prior to being contractually required to be vaccinated, onsite contractor employees who are not fully vaccinated and are not part of an agency testing program must provide proof of a negative COVID-19 test from no later than the previous 3 days prior to entry to a Federal building

## Attestation Update

- ✓ Currently BPA does not have access to DOE's Attestation data base
- ✓ Continuing to push for access. Have also asked for the BPA data that is in the system.
  - ✓ As of yesterday, 1802 employees and 805 contractors have submitted data
  
- ✓ Ms. Lee's response (Monday, 13 SEPT)

The OCIO continues to work as quickly as they can to get the data system ready and accessible. They understand the urgency and is doing their best to fix the technical glitches. No specific date but hoping soon.

As to the highlighted statement, DOE does not plan to have a testing program since all federal employees will be vaccinated. I'll share more tomorrow if there are any updates.

Terri

**Related issue** – Will attestation's be considered proof of vaccination?

[Vaccinations](#) | [Safer Federal Workforce](#) *(September 13 update)*

**Q: Must agencies collect proof of employee vaccination status?**

A: Yes. Agencies will need to collect proof of employee vaccination status in order to ensure compliance with the vaccination requirement for federal employees. The Task Force will provide further guidance regarding the types of documentation that employees should provide.

## Local / partner benchmarking

*(Monday, Sept 13 conference call)*

- PGE, PAC are looking at the White House EO's. Only 46% of PGE's field workers have been vaccinated, about 70% of office workers.
- Todd Felix (NWN) – Less than 50% of field staff has been vaccinated.
- Oregon ESF (Lisa Gorsuch) – getting lots of requests for rapid testing kits
- State of Oregon (Lisa): Oct 18<sup>th</sup> deadline for state workers to be vaccinated; exemptions pending (medical, religious); likely testing for those who are exempted.



## Timeline

Specified dates:

- ✓ **September 16 (Thursday):** Expecting more detailed guidance on vaccinations for federal employees from the Safer Federal Workforce Tasks Force (Task Force)
- ✓ **September 24 (Friday):** Expecting more detailed guidance on vaccinations for on-site federal contractors from the Task Force
- ✓ **November 22 (Monday):** Federal executive branch workers must be fully vaccinated

## *Vaccinations – Strategic Risks*

- ✓ *Loss of staff – especially critical staff*
- ✓ *Disciplinary actions for staff that do not get exemptions but refuse to get vaccinated*
- ✓ *Increased reasonable accommodation requests*
- ✓ *Staff frustrations with staff that refuse to be vaccinated*

## *Vaccinations – Miscellaneous Notes*

- ✓ *~ 7 current religious accommodation submitted to date*
  - ✓ *These may receive a higher level of scrutiny*
  
- ✓ *OMB is working on “progressive discipline” scheme for those choosing not to vaccinate*
  - ✓ *No details yet*

## Facilities Update – Future Transition

### ✓ *Policy Change – Space Assignment*

- ✓ (b) (5) [REDACTED]
- ✓ [REDACTED]
- ✓ [REDACTED]

### ✓ *Duty stations*

- ✓ [REDACTED] (b) (5) [REDACTED]
- ✓ [REDACTED]
- ✓ [REDACTED]

# Questions

**From:** Furrer,Robin R (BPA) - N-7

**Sent:** Wed Sep 29 11:28:49 2021

**To:** Hall, Lee J (BPA) - PES-6

**Cc:** Mosley, James G (BPA) - NHE-1; Hawkins, Sarah T (BPA) - LG-7; Leady Jr, William J (BPA) - K-7; Capps, Stephan A (BPA) - NW-1

**Subject:** RE: Urgent: Vaccine Mandate Questions

**Importance:** Normal

Thank you. And I'm sorry – you all deserve ice cream.

**From:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Sent:** Wednesday, September 29, 2021 11:27 AM

**To:** Furrer, Robin R (BPA) - N-7 <rrfurrer@bpa.gov>

**Cc:** Mosley, James G (BPA) - NHE-1 <jgmosley@bpa.gov>; Hawkins, Sarah T (BPA) - LG-7 <sthawkins@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Subject:** FW: Urgent: Vaccine Mandate Questions

Good morning Robin, we have answered (b) (6) questions below. *Many thanks to James, Sarah, Bill and Steve.* Best regards -- Lee

**From:** Hall, Lee J (BPA) - PES-6

**Sent:** Wednesday, September 29, 2021 11:25 AM

**To:** (b) (6)

**Cc:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** FW: Urgent: Vaccine Mandate Questions

Good morning (b) (6) – Thanks for your questions. On behalf of Robin, here are **answers** to your questions in your email below.

Best regards, Lee

----- Forwarded message -----

**From:** (b) (6)

**Date:** Sep 24, 2021 4:50 PM

**Subject:** Urgent: Vaccine Mandate Questions.

**To:** "Furrer Robin R (BPA) - N-7" <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>

(b) (6)

Robin,

I have a few questions regarding the vaccine mandates. I submitted several of these questions in response to the request for them, before the informational video offered by DOE August 27. They were not answered on air, and I have yet to receive a response. I've since added several additional questions. Can you please forward these questions to the appropriate person/entity if you are not able to answer them? It is imperative that I have the answers to these concerns, before I am able to make a decision regarding whether or not to receive the vaccine.

When is the deadline to submit an exemption?

You can submit a reasonable accommodation (RA) request now. Please start by contacting your supervisor and the reasonable accommodations office.

When is the deadline to receive a response to my exemption, if I choose to submit one?

BPA and your manager will process the RA as fast as possible with employee assistance during the interactive phase.

If an exemption is granted, what will the next step be specifically? If testing is required, what type of test will that be and how often will it be performed? Will a saliva or temperature test be acceptable for those who are not comfortable with an invasive test?

The extent of future testing programs is still to be determined. If granted as part of an RA, specific next steps will



be outlined in the accommodation decision.

Since it is now confirmed that the vaccinated carry the same or even more viral load in their nasal passages and can acquire and transmit the virus as well, will they be required to submit to mandatory testing if they work onsite as well? If not, please explain the scientific data in support of this.

The extent of future testing programs is still to be determined. Personal questions on epidemiological and virology data should be directed to your health care professional.

If testing is required, how long will it be required?

The extent of future testing programs is still to be determined.

If an exemption is denied and the vaccine is refused, what will be the specific disciplinary protocol/timeline?

If disciplinary action is warranted, it will follow the same process as any other disciplinary action.

Will BPA accept liability if I suffer an adverse event due to this experimental, emergency use vaccine? Is BPA aware that the FDA approval is only for a vaccine by COMIRNATY, which is unavailable for use in the United States at this time?

To the extent there is a personal injury from a vaccine shot other than the normal reaction to any vaccine, federal employees may file a FECA claim (workers' comp for federal employees administered by the Department of Labor). Please consult with your health care provider on which vaccines are FDA approved.

If I am terminated due to refusal to be vaccinated, and at some point in the future, vaccine mandates are lifted, will I be automatically reinstated?

No. If eligible, you may apply for work at BPA again following the established federal hiring processes.

Will BPA offer early retirement packages to those who are close to retirement, and will be catastrophically effected financially by these unforeseen requirements?

VERA is not being considered at this time.

Thank you for your timely response. This is an important and complicated decision, and I simply must have these questions answered before I am able to make it.

(b) (6)

From: Capps,Stephan A (BPA) - NW-1

Sent: Thu Sep 16 11:33:59 2021

To: Leady Jr,William J (BPA) - K-7; Hall, Lee J (BPA) - PES-6

Subject: Draft PG Notes

Importance: Normal

Attachments: 20210915 Transition Update V3.pptx

Team – notes from our weekly check in with our DOE counterparts.

- Attestation system – The DOE CIO team is working the access and database issues. They understand the urgency and need, and are looking at giving us a snap shot of our data if they can't resolve the access issues soon. For DOE (BPA included), 87% has responded and 84% of the responders are vaccinated.
- Future guidance – DOE had nothing new to share on exemptions, processes, vaccine documentation requirements and other issues. They have the same questions and concerns that we have, and are seeking clarity from OMB.

We'll keep you posted on any significant changes. We're monitoring the Safer Federal Workforce Task Force website for any updated direction.

Thanks – Lee, Bill and Steve

**Stephan Capps**

Director of Facilities and Workplace Services

Bonneville Power Administration

Office 503-230-4498, Mobile [REDACTED] (b) (6)

sacapps@bpa.gov

**From:** Cook,Jeffrey W (BPA) - TP-DITT-2

**Sent:** Wed Sep 29 07:43:57 2021

**To:** Sauer,Dena J (BPA) - TPCC-TPP-4; Kitali,Salah H (BPA) - TP-DITT-2

**Subject:** RE: Questions for Thursday's TPCC Team Meeting

**Importance:** Normal

Thanks Dena for the list and looking forward to it as well. Between Salah and I will try to answer the questions best we can. Come of them we just don't know yet – waiting on DOE (aka vaccine mandate and RA items). Anyhow appreciate the invite and see (some of you) tomorrow.

Jeffrey W. Cook, PE

VP Transmission Planning and Asset Management

Bonneville Power Administration

360-418-8981

(b) (6) (cell)

**From:** Sauer,Dena J (BPA) - TPCC-TPP-4 <djsauer@bpa.gov>

**Sent:** Tuesday, September 28, 2021 5:55 PM

**To:** Cook,Jeffrey W (BPA) - TP-DITT-2 <jwcook@bpa.gov>; Kitali,Salah H (BPA) - TP-DITT-2 <shkitali@bpa.gov>

**Subject:** Questions for Thursday's TPCC Team Meeting

Good evening, I hope you are both doing well.

Passing on some questions for you to address at our upcoming team meeting. I expect they are similar to questions raised at other team meetings you have been attending, but I think it will be good for staff to hear your perspective on things. I wasn't sure how much time you will be able to be on the call, but we could kick things off with a round of introductions if you'd like. My team don't all have webcams but you will be able to see a few faces.

Here are our questions. You can either lead with them or cover other items you wanted to share first, up to you.

- Vaccine mandate

- o Any word on when we will receive implementation guidance from OPM/DOE (BFTE and CFTE), specifically around what disciplinary actions for non-compliance will look like? Will it be immediate termination after the deadline hits, or?

- o Any word on when we will receive guidance on how the Reasonable Accommodation process will be implemented with respect to the vaccine mandate?

- IT Issues

- o Our team has been struggling with CCM performance issues since the "upgrade" to CCM that was performed last November. Our contract volume and demands continue to increase and the systems issues are impacting our

ability to process contracts in an efficient, timely manner (especially with bulk contract efforts like TSEP) and frustrations are running very high. We have been in frequent contact with KSC regarding this since the upgrade and continue to be assured they are “working on it”, but we have seen no improvement. We will be preparing an issue paper to send to Jeff and Jinah in hopes this matter can be escalated up to Ben Berry, but after hearing Salah’s briefing on IT budgetary and resource constraints at today’s TP leader meeting I am concerned escalating may not help. Thoughts or suggestions on how to proceed? I do believe KSC is trying their best but they don’t seem to have the resources or expertise to fix things. I know this is a long one and you can summarize if you like, but this has become a significant road block for my staff who develop contracts.

- o I know this is already on your radar, but we need webcams for all!

- An email came out this week about upcoming work at the Ross Complex to construct new Technical Services building at Ross. Any updates on the new control center?

- Fun Q’s if you feel like it and time permits J

- o Favorite thing each of you did this summer?

- o Current shows you are watching?

Looking forward to Thursday!

Dena Sauer

Supervisor, Contract Development and Administration



Customer Service Engineering

Transmission Services

Bonneville Power Administration

Office: (360) 619-6048

**From:** Hall, Lee J (BPA) - PES-6

**Sent:** Thu Sep 23 09:20:08 2021

**To:** Capps, Stephan A (BPA) - NW-1; Leady Jr, William J (BPA) - K-7

**Subject:** FW: Policy Group Awareness - Mandatory Attestations

**Importance:** Normal

Joel asked a question, I responded.

**From:** Cook, Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>

**Sent:** Thursday, September 23, 2021 9:19 AM

**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** RE: Policy Group Awareness - Mandatory Attestations

Thanks

I found it in a previous email from Robin. Do we know when we will be able to share the individual names? Going to need that information.

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Sent:** Thursday, September 23, 2021 9:16 AM

**To:** Cook, Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>

**Subject:** RE: Policy Group Awareness - Mandatory Attestations

Hi Joel, they are John, Robin, Anne Fickes, and Shana.

**From:** Cook,Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>  
**Sent:** Thursday, September 23, 2021 8:58 AM  
**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Subject:** RE: Policy Group Awareness - Mandatory Attestations

Lee,

Who are the 4 senior leaders that have the list of the names?

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Sent:** Wednesday, September 22, 2021 4:49 PM  
**To:** Hairston, John L (BPA) - A-7 <[jlhairston@bpa.gov](mailto:jlhairston@bpa.gov)>; Furrer, Robin R (BPA) - N-7 <[rrfurrer@bpa.gov](mailto:rrfurrer@bpa.gov)>; Cook, Joel D (BPA) - K-7 <[jdcook@bpa.gov](mailto:jdcook@bpa.gov)>; James, Daniel M (BPA) - D-7 <[dmjames@bpa.gov](mailto:dmjames@bpa.gov)>; Shaheen, Richard L (BPA) - T-DITT-2 <[rlshaheen@bpa.gov](mailto:rlshaheen@bpa.gov)>; Cooper, Suzanne B (BPA) - P-6 <[sbcooper@bpa.gov](mailto:sbcooper@bpa.gov)>; Cathcart, Michelle M (BPA) - TO-DITT-2 <[mmcathcart@bpa.gov](mailto:mmcathcart@bpa.gov)>; Lahti, John A (BPA) - TF-DITT-2 <[jalahti@bpa.gov](mailto:jalahti@bpa.gov)>; Harris, Marcus A (BPA) - F-2 <[maharris@bpa.gov](mailto:maharris@bpa.gov)>; Berry, Benjamin L (BPA) - J-3 <[blberry@bpa.gov](mailto:blberry@bpa.gov)>; Scruggs, Joel L (BPA) - DK-7 <[jlscruggs@bpa.gov](mailto:jlscruggs@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Chong Tim, Marcus H (BPA) - L-7 <[mhchongtim@bpa.gov](mailto:mhchongtim@bpa.gov)>  
**Cc:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Kuhn, Shana L (BPA) - NS-4400-LL <[slkuhn@bpa.gov](mailto:slkuhn@bpa.gov)>; Laylo, Sarah M (BPA) - NN-1 <[smlaylo@bpa.gov](mailto:smlaylo@bpa.gov)>

**Subject:** Policy Group Awareness - Mandatory Attestations

Team,

This is a heads up on a message that will be sent from the front office tomorrow (Thursday).

Previously, we've communicated that the DOE attestation system was voluntary. With the new executive orders, this is now a mandatory requirement for BFTEs. Today, we received the roll up (below) and names (this is controlled information – only 4 senior leaders have the list of names). The target to have BFTE staff to complete a mandatory attestation in the system is Friday 9/24.

Tomorrow, the front office will send an email to employees who have not completed attestation, to notify them that the form is now mandatory and directing them to go into the MyEnergy system. Expect questions from your teams on this. For now, the message is that it is mandatory. We're working on the process to share the names with you. We are still waiting on additional guidance on reasonable accommodations, disciplinary actions, and other issues.

Declined to respond

Fully Vaccinated

Not vaccinated

Partially Vaccinated

Missing

Total

332

1966

98

56

632

3084

Thanks -- Lee, Steve and Bill

From: Hall, Lee J (BPA) - PES-6

Sent: Thu Sep 16 11:10:00 2021

To: Capps, Stephan A (BPA) - NW-1; Leady Jr, William J (BPA) - K-7

Cc: Hall, Lee J (BPA) - PES-6

Subject: RE: SEpt-Manager-Update\_Qs from Q and A (Leady's answers - 14 SEPT) (003)

Importance: Normal

Attachments: SEpt-Manager-Update\_Qs from Q and A (Leady's answers - 14 SEPT) (003).docx

I like the answers, thanks. Do we need to run these by James Mosley? Let's remember, these answers are going into a Manager Briefing Packet, and therefore the answers may be more broadly distributed to employees (from managers and supervisors to their workgroups). Thanks.

**From:** Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>

**Sent:** Wednesday, September 15, 2021 5:42 PM

**To:** Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Subject:** SEpt-Manager-Update\_Qs from Q and A (Leady's answers - 14 SEPT) (003)

My comments in **bold blue**

Some of this may have already changed.....

**From:** Capps,Stephan A (BPA) - NW-1

**Sent:** Wed Sep 29 07:09:29 2021

**To:** Leady Jr,William J (BPA) - K-7; Hall,Lee J (BPA) - PES-6

**Subject:** FW: FO Presentation

**Importance:** Normal

**Attachments:** Transition Team Update (29 Sep 2021).pptx

I added slide 12 (cliff notes on 9/24 Task Force guidance). Don't know where it falls in the sequence.

**From:** Leady Jr,William J (BPA) - K-7 <wjleady@bpa.gov>

**Sent:** Tuesday, September 28, 2021 10:38 PM

**To:** Hall,Lee J (BPA) - PES-6 <ljhall@bpa.gov>; Capps,Stephan A (BPA) - NW-1 <sacapps@bpa.gov>

**Subject:** FO Presentation

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**





# Transition Team Update

**Dan James, Chief Workforce and Strategy Officer**

**Robin Furrer, Chief Administrative Officer**

**Joel Cook, Chief Operating Officer**

**Sept 29, 2021**

*Planning Team*

- Lee Hall
- Steve Capps
- Bill Leady
- Sarah Laylo
- Shana Kuhn

*81<sup>st</sup> week of telework*

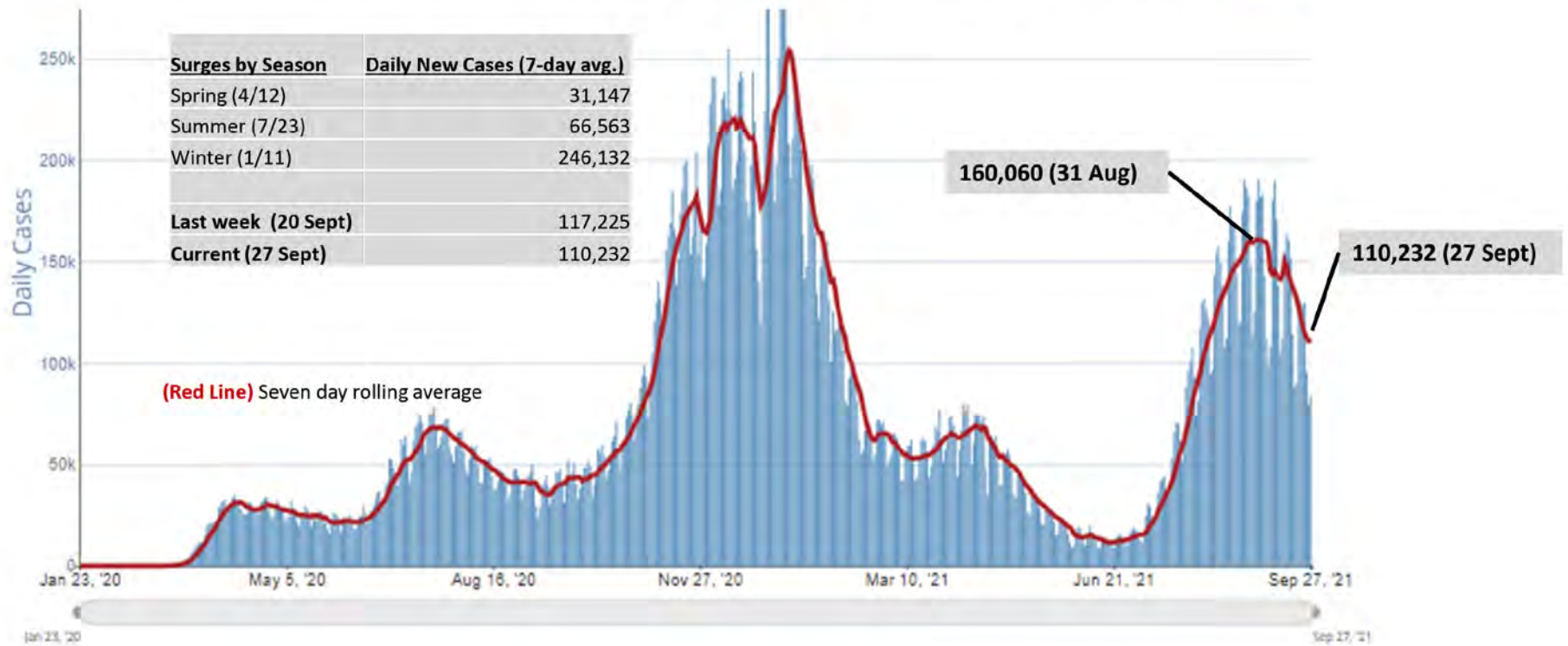
## Transition Team Update

### *Topics*

- ✓ COVID Status
- ✓ DOE and Safer Federal Workforce TF updates
- ✓ Last week's do-over on attestations
- ✓ Risks
- ✓ Key points
- ✓ Questions

## COVID Status – National Trend

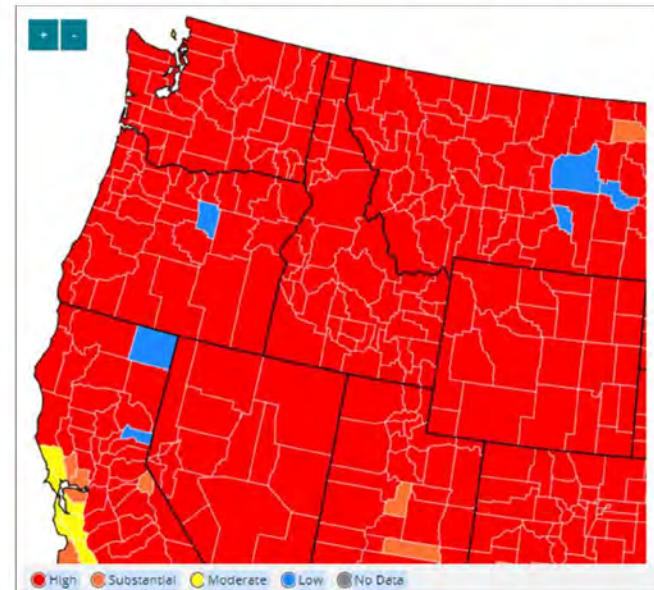
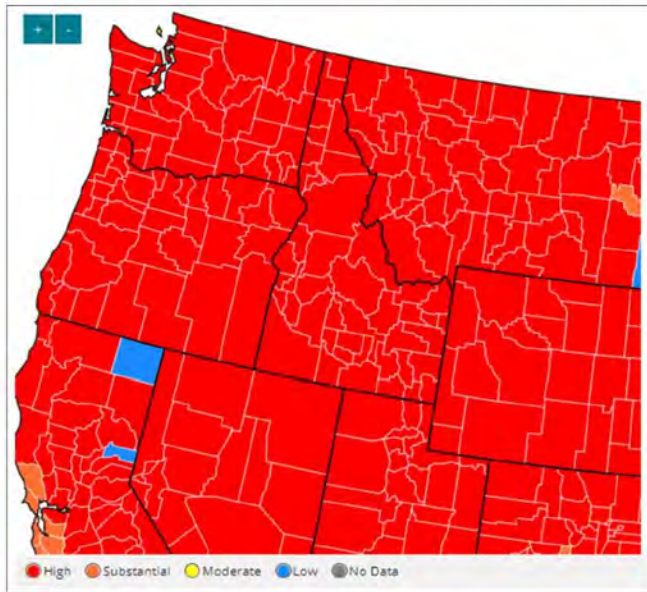
Daily Trend in Number of COVID -19 Cases in the United States Reported to the [CDC](#)



## COVID Status – Regional Transmission Rates

Time Period: Tue Sep 14 2021 - Mon Sep 20 2021

Time Period: Tue Sep 21 2021 - Mon Sep 27 2021



Indicator - If the two indicators suggest different transmission levels, the higher level is selected	Low Transmission Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
Total new cases per 100,000 persons in the past 7 days	0-9.99	10-49.99	50-99.99	≥100
Percentage of NAATs <sup>1</sup> that are positive during the past 7 days	0-4.99%	5-7.99%	8-9.99%	≥10.0%

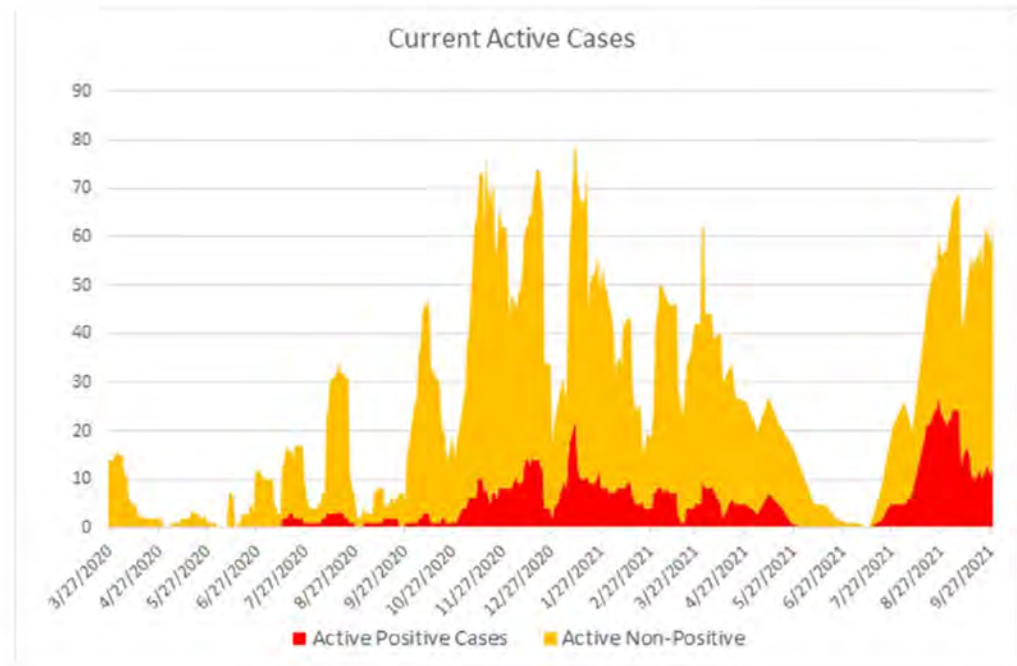
## COVID Status – BPA Self-quarantine

### 21 Sept 2021

- Tracking **53** Active COVID Reports
- **1.3%** of BPA Population (53 of 4,168)
- Cautionary: **35**
- Symptomatic: **8**
- Tested Positive: **10**

### 28 Sept 2021

- Tracking **64** Active COVID Reports
- **1.5%** of BPA Population (64 of 4,168)
- Cautionary: **37**
- Symptomatic: **13**
- Tested Positive: **14**



## DOE & Safer Federal Workforce TF updates (1 of 2)

Via email, not  
official

- ✓ **Attestation:** The OCIO continues to address the technical glitches. MyEnergy seems to be having problems recognizing many of the PMA email addresses. DOE is manually cross checking PMA employee names with what was submitted in the attestation system. HC plans to provide an updated attestation report to each organization by the end of this week.
- ✓ **Validation of Vaccination:** The OCIO may have the additional functionality to verify vaccination and the capability to track the reasonable accommodation process ready for review (*not use*) by the end of this week. DOE response team review all documentations to ensure they meet all the requirements. This will be a major undertaking that will require some time to validate.
- ✓ **Reasonable accommodations:** OMB is developing a standard government-wide management process. They will be releasing a standardized form to request reasonable accommodations. OMB is planning to set Oct. 18 as the deadline to submit a request. Employees can however submit a request after that date. Most importantly, NO determination/decision will be made by anyone in any agency until all information is collected. All DOE HC offices and field counsel have been advised of this. There will be more to come on this.

## DOE & Safer Federal Workforce TF updates (2 of 2)

Via email, not  
official

- ✓ **Progressive Discipline:** This will be a three phase program. The first will focus on educating the employee through a letter to include a five day timeframe to get vaccinated. The second will be a more targeted approach that will include a 14 day suspension. And the final step will be a proposed removal. OPM will be sending out guidance next week with more details.
- ✓ **Amending Contracts:** DOE's procurement policy office is develop guidance to amend all DOE contracts, focusing first on the M&Os and the large EM contracts (which are similar to the M&Os) to provide an unilateral fix to include a general clause to reflect the new vaccination policy that will be release by the FAR council in the near future. We are still working to figure out how to address this new policy for the support service contracts since they are more challenging to address due to the diversity of that group of contracts. The FAR Council is looking at setting the deadline of Dec. 8 for all contractors to be vaccinated.
- ✓ **Guidance for Visitors:** DOE will soon release the memo from the Deputy Secretary on the policy for visitors to DOE facilities.

**SAFER  
FEDERALWORKFORCE**

**September 24, 2021**

•New [Guidance for Federal Contractors and Subcontractors](#)

## Attestation – short suspense

- ✓ Spreadsheets and guidance received from DOE on, Wednesday, Sept 22. “Complete attestations by Friday, September 24<sup>th</sup>”
- ✓ Emails to (about 632) individual and their managers sent of Thursday, Sept 23<sup>rd</sup>
- ✓ Additional messaging went our to all of BPA on Thursday
- ✓ No feedback (yet) on how many additional attestations were completed
- ✓ We (and DOE) are aware of significant technical issues with MyEnergy
- ✓ We are working internally and with DOE to communicate a semi-manual process to complete the attestation (by the end this week is the plan)



## Potential Risk

Risk	Consequence	Mitigation
<b>Staff loss that impacts team deliverables.</b>	<ul style="list-style-type: none"> <li>• Increased demand/workload on remaining staff.</li> <li>• Delayed work.</li> <li>• Hiring system increased demand.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop contingency plans to address temporary constraints.</li> <li>• Prioritize hiring actions for MEF and critical ESA staff.</li> </ul>
<b>Increased Reasonable Accommodation requests</b>	<ul style="list-style-type: none"> <li>• Delayed decisions due to limited staff / higher demands.</li> <li>• Increased management requirements while waiting on decisions.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate status on actions with managers.</li> <li>• Prioritize vaccine exemption RAs.</li> </ul>
<b>Increased disciplinary actions</b>	<ul style="list-style-type: none"> <li>• Delayed processing due to limited staff / higher demands.</li> <li>• Increased management requirements while waiting on decisions.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate status on actions with managers.</li> <li>• Prioritize actions.</li> </ul>
<b>Vaccinated vs unvaccinated staff frustrations</b>	<ul style="list-style-type: none"> <li>• Internal organizational frictions</li> </ul>	<ul style="list-style-type: none"> <li>• Change management</li> <li>• Leadership training</li> </ul>
<b>Difficulty in implementing a testing program due to logistics, documentation requirements, etc.</b>	<ul style="list-style-type: none"> <li>• Testing implementation is delayed or constrained to critical work groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Determine testing requirements – testing is not mandatory.</li> <li>• If we test, develop option that is feasible, cost effective, timely, and sustainable.</li> </ul>

## Key points

- ✓ Transmission (TO and TF) and Power contingency planning – Transition update tomorrow
- ✓ RA processing and progressive discipline – significant ‘standardization & consistency’ across the Federal government
- ✓ DOE’s fix (attestation) and upgrade (accept vaccine documentation) are key to BPA but dates are uncertain
- ✓ Working with Communications on messaging to reassure employees concerned about technical glitches with MyEnergy

### Vaccination timeline (Federal workers)

- ✓ **October 11:** Last day for the first shot (Moderna)
- ✓ **October 18:** Last day for the first shot (Pfizer)
- ✓ **November 8:** Last day for the second shot (Moderna or Pfizer)
- ✓ **November 8:** Last day for the first shot J & J
- ✓ **November 22:** Federal executive branch workers must be fully vaccinated

# Questions

## Contractor Guidance

- ✓ Safer Workforce Task Force – Issued 9/24
- ✓ Major elements:
  - ✓ Three protocols
    - ✓ Vaccinations (with reasonable accommodations)
    - ✓ Masking and physical distancing
    - ✓ Requirement to designate a COVID-19 coordinator
  - ✓ Change process to incorporate future guidance
- ✓ Applicability: “Covered contractors”: New contracts, extensions, renewals, and options. ***Need to determine applicability to existing contracts.***
- ✓ Key dates: 12/8 – all covered contract employees vaccinated (with exceptions)

**From:** Hall, Lee J (BPA) - PES-6

**Sent:** Tue Oct 05 14:38:32 2021

**To:** Capps, Stephan A (BPA) - NW-1; Leady Jr, William J (BPA) - K-7

**Subject:** FW: Informed Consent

**Importance:** Normal

Fyi.

**From:** Fickes, Anne Macron (BPA) - H-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>

**Sent:** Tuesday, October 5, 2021 2:34 PM

**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** RE: Informed Consent

Hi Lee,

Just letting you know I received your email. I reached out to Hilary to see if they can help – she offered support to help with the RA requests so I asked if perhaps they could offer assistance here; will keep you posted.

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Sent:** Monday, October 4, 2021 4:14 PM

**To:** Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>;  
Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>;  
Fickes, Anne Macron (BPA) - H-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>  
**Cc:** Mosley, James G (BPA) - HE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Subject:** RE: Informed Consent

Thanks Kevin – yes, let’s ask Ryan to set up a Sharepoint.

Anne – do you have anyone in HCM who can help with this, a “Sharepoint expert” who can administer the site? Does anyone else have any nominees? Thanks -- Lee

**From:** Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>  
**Sent:** Monday, October 4, 2021 3:56 PM  
**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>  
**Subject:** RE: Informed Consent

Lee,

I checked with Ryan Zimmerman, and he’s said that he can create a Sharepoint that could be tailored accessible for the Transition Team and those whom may need to review the FAQs or other documents we produce. His principal question is who should be the person in charge of administering the page. Do we have an easy resource with Sharepoint administration experience or can we reach into HR for one? I’ve not had experience personally,

but in a worst-case scenario I can probably train myself on the go if needed.

Very Respectfully,

**Kevin Wingert**

Communications | Media Relations | Policy

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 503-230-4140 | C [REDACTED]

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**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Sent:** Monday, October 4, 2021 3:40 PM

**To:** Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>

**Cc:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>

**Subject:** RE: Informed Consent

Thanks Sarah – the idea is to provide some answers to some recurring questions, which I can take a shot at... such as:

Liability if injured via the vaccination process

Use of MyEnergy.com in view of privacy

Vaccines and antibodies (i.e. the need to be vaccinated)

Religious Accommodation (process, dates)

Disciplinary actions resulting from not being vaccinated

I will work with Kevin on a "one source" of answers and how we can coordinate on answers, and all of us can have access that. We can translate some to the FAQ's on our website.

**From:** Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>

**Sent:** Monday, October 4, 2021 12:56 PM

**To:** Leady Jr, William J (BPA) - K-7 <[wileady@bpa.gov](mailto:wileady@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>;  
Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** FW: Informed Consent

FYI- it might be worth a conversation with James about roles and responsibilities on these vaccine questions since they're coming in to many orgs (legal, safety, RA, HR Help, TT etc.) I don't have a position on it, just a concern for consistency.



Sarah

**From:** Browning-Craig, Hilary (BPA) - LG-7 <[hxbrowning-craig@bpa.gov](mailto:hxbrowning-craig@bpa.gov)>  
**Sent:** Monday, October 4, 2021 12:21 PM  
**To:** Hull, Rachel L (BPA) - LG-7 <[rlhull@bpa.gov](mailto:rlhull@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>  
**Subject:** FW: Informed Consent

(b) (5)  
[Redacted]

[Redacted]

[Redacted]

Thank you!

Hilary

**From:** Goldfarb,B. Madeleine (BPA) - HE-1 <[bmgoldfarb@bpa.gov](mailto:bmgoldfarb@bpa.gov)>  
**Sent:** Monday, October 4, 2021 11:32 AM  
**To:** Browning-Craig,Hilary (BPA) - LG-7 <[hxbrowning-craig@bpa.gov](mailto:hxbrowning-craig@bpa.gov)>  
**Cc:** Wilson,Dee (BPA) - TFI-IDAHO FALLS <[xwilson@bpa.gov](mailto:xwilson@bpa.gov)>; Lahti,John A (BPA) - TF-DITT-2 <[jalahti@bpa.gov](mailto:jalahti@bpa.gov)>; Reasonable Accommodation <[ReasonableAccommodation@bpa.gov](mailto:ReasonableAccommodation@bpa.gov)>; HR Help <[hrhelp@bpa.gov](mailto:hrhelp@bpa.gov)>; Miller,Thomas C (BPA) - TF-TRI CITIES RMHQ <[tcmiller@bpa.gov](mailto:tcmiller@bpa.gov)>  
**Subject:** RE: Informed Consent

Good morning Hilary:

Please see the inquiry below.

Though Religious Accommodation Requests are to be directed to the reasonable accommodations area, there are many questions which are beyond the scope of reasonable accommodation to address.

Thank you for your assistance with this inquiry.

V/r,

Madeleine

**B. Madeleine Goldfarb, MA ADAC**

Reasonable Accommodation Coordinator |

EAP Employee Assistance Program Coordinator |

Human Resources Service Center

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | C (b) (6) [REDACTED]

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**From:** Miller, Thomas C (BPA) - TF-TRI CITIES RMHQ <[tcmillier@bpa.gov](mailto:tcmillier@bpa.gov)>

**Sent:** Monday, October 4, 2021 10:55 AM

**To:** Reasonable Accommodation <[ReasonableAccommodation@bpa.gov](mailto:ReasonableAccommodation@bpa.gov)>; HR Help <[hrhelp@bpa.gov](mailto:hrhelp@bpa.gov)>;

Goldfarb, B. Madeleine (BPA) - HE-1 <[bmgoldfarb@bpa.gov](mailto:bmgoldfarb@bpa.gov)>

**Cc:** (b) (6) [REDACTED]; Lahti, John A (BPA) - TF-DITT-2 <[jalahti@bpa.gov](mailto:jalahti@bpa.gov)>

**Subject:** FW: Informed Consent

Good morning,

I am writing to seek guidance on the enclosed email that is in regards to an employee seeking answers to their questions for informed consent as it relates to the COVID Vaccination Mandate. This is one of many such requests that will be passed along and at this time there is no direct guidance on where to send such requests for having the questions properly recorded and addressed. This appears to also land in BPA Legals scope to address as well but there are no established channels for directing such inquiries.

Please advise as to where BPA Managers/Supervisors should direct these requests. Employees are requesting answers to these questions ahead of submitting their Reasonable Accommodation's request and thus need these to be handled in as timely a manner as possible. I have several more in my queue and would appreciate some guidance to keep these requests moving forward and addressing the employee concerns along the way as they navigate the current expectations and timelines that are established.

Thank you for your time.

**From:** (b) (6) | [REDACTED]  
**Sent:** Thursday, September 30, 2021 12:56 PM  
**To:** Miller, Thomas C (BPA) - TF-TRI CITIES RMHQ <[tcmliller@bpa.gov](mailto:tcmliller@bpa.gov)>  
**Cc:** (b) (6) | [REDACTED]  
**Subject:** FW: Informed Consent

[REDACTED] I apologize, but I'm unable to answer your questions, due to my lack of knowledge on this subject. I will forward this to my Manager, for his response [REDACTED]

**From:** [REDACTED]  
**Sent:** Thursday, September 30, 2021 10:09 AM  
**To:** [REDACTED] (b)  
**Cc:** Miller, Thomas C (BPA) - TF-TRI CITIES RMHQ <[tcmiller@bpa.gov](mailto:tcmiller@bpa.gov)>  
**Subject:** Informed Consent

Hello (b)

As my direct supervisor, I am submitting this request to you. If these questions need to be answered by someone other than you, then I expect them to be forwarded on.

I am exercising my right to engage in the process of informed consent which must comply with the requirements of 45 CFR 46.116 and 45 CFR 46.117. I look forward to your responses to my questions below so that I will be able to make an informed decision.

Questions:

- a. You are required to disclose any and all potential conflicts of interest including public and personal investments in the pharmaceutical companies manufacturing COVID vaccines, as well as any contracts with the federal government. Can you please provide the full list of any financial conflicts of interest?
- b. Has BPA received any money from the federal government to promote Vaccines?
- c. Has BPA received any money from the federal government that incentivizes the administration of COVID

vaccinations?

- d. I have the right to medical privacy. If I elect to get the shot will my right to keep my vaccination status private be honored?
- e. Who is liable if I get injured or am unable to work from the COVID vaccination? How long will it take me to receive injury compensation, so my family isn't left hungry with no roof over their head?
- f. Will my consent to get the COVID vaccine terminate my life insurance policy or any benefits I may be entitled to during my years of service to BPA, if I am killed or injured by these COVID vaccines that are still in clinical trials?
- g. Can you please provide the full breakdown of post-inoculation death and injury reports in the federal Vaccine Adverse Events Reporting System (VAERS), Center for Medicare and Medicaid Services (CMS), and any other surveillance system? How many people have died? How many people have been permanently disabled? How many people have experienced life threatening events? How many people have been hospitalized? How many people have needed urgent or emergent care? How many babies have been miscarried?
- h. What is the potential gain vs. risk of injury in my age demographic if I get the shot? What are the specific benefits if I get the shot? What are the specific risks? Is there a risk of death or permanent disability if I get the shot? What are the other current warnings for each experimental vaccine (Pfizer-BioNtech, Moderna, Johnson & Johnson)?
- i. If I am injured, how do I ensure a healthcare professional reports my injury to VAERS?
- j. What long term data (36+ months) is available on how many people developed autoimmunity, infertility, or similar debilitating conditions after getting a COVID vaccine?
- k. Which current federal laws prevent me from suing vaccine manufacturers in civil court?
- l. What are all the ingredients in the shot? Which of them are carcinogenic, mutagenic, or teratogenic? Which of them have been classified as toxins, poisons, or dangerous for human consumption by the US EPA and/or International Agency for Research on Cancer (IARC)?

- m. Will these COVID vaccines protect me against all variants?
- n. Can I still get COVID and transmit the infection if I'm fully vaccinated?
- o. What is antibody dependent enhancement (ADE)? How will I know if I am experiencing it? Is ADE something that can happen if I get the COVID vaccine?
- p. Am I eligible to prove my immunity using EUA approved antibody and/or T-cell tests?
- q. There are many peer-reviewed scientific papers supporting Monoclonal Antibodies, Ivermectin, Vitamin D, C, A, Zinc and Hydroxychloroquine. What treatment options exist should I elect to use my civil right to refuse the COVID vaccine?

Respectfully,

(b) (6)

**Bonneville Power Administration**

(b) (6)

C (b) (6)



**From:** Brown,Joelle S (BPA) - TET-CSB-1

**Sent:** Thu Sep 30 07:32:36 2021

**To:** TET Managers; bdlew@bpa.gov; kmlyttle@bpa.gov; jsbrown@bpa.gov; kamcfarlane@bpa.gov; znwheeler@bpa.gov

**Subject:** FW: Assignment from Joel Cook

**Importance:** Normal

Team, I need you to pass the word, to anyone potentially impacted, that use or lose will not be extended this year. Please take a look, if you haven't already, at leave levels for your BFTE.

**From:** Miller, Mike P (BPA) - TE-DITT-2 <mpmiller@bpa.gov>

**Sent:** Thursday, September 30, 2021 6:50 AM

**To:** Brown,Joelle S (BPA) - TET-CSB-1 <jsbrown@bpa.gov>; TE Tier III Managers <TETierIIIManagers@bpa.gov>

**Subject:** RE: Assignment from Joel Cook

Thanks Joelle. This information helps to know and highlights a serious bottleneck. It is a good point about the loss of other resources contributing to an overall slowing of work. It just depends on how much of this talk turns into people actually leaving.

The recovery of use or lose is still a hot button issue all the way up to the administrator so at this point it will still be lost.

Mike

**From:** Brown, Joelle S (BPA) - TET-CSB-1 <[jsbrown@bpa.gov](mailto:jsbrown@bpa.gov)>  
**Sent:** Wednesday, September 29, 2021 1:37 PM  
**To:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>; TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** RE: Assignment from Joel Cook

A 10% loss of staff is significant for T&E. We are currently working at or above capacity. We are regularly approving OT or CTE to keep up with the mission. I have staff who may end the year without using their use-or-lose time if pushed; and I don't know how you feel about authorizing extensions of that this year.

The bottom line is we won't be able to do all work. We would request a priority of all assigned work, and hope that the priority is shared for all groups.

We have new hires in the queue, but there is a high risk of failure if we release them on a solo mission without mentoring first. We have a service contract with (b) (4) has said they are having difficulty finding/keeping staff, so we can't rely upon that source.

On the other hand, I hear that many folks may bail out of TO or TF, so TE wouldn't be the bottleneck (if rumors are true).

Happy Wednesday.

**Joelle Brown, P.E.**

**Manager, Commissioning & Testing**

C (b) (6)

**From:** Miller, Mike P (BPA) - TE-DITT-2 <[mpmiller@bpa.gov](mailto:mpmiller@bpa.gov)>  
**Sent:** Thursday, September 23, 2021 3:09 PM  
**To:** TE Tier III Managers <[TETierIIIManagers@bpa.gov](mailto:TETierIIIManagers@bpa.gov)>  
**Subject:** Assignment from Joel Cook

We had a meeting today to talk about vaccinations and the impact of losing some of our people due to not wanting to get vaccinated. As of today, if an employee is not vaccinated by November 22<sup>nd</sup>, management will begin progressive discipline to remove that employee. Because of this it could have a fairly significant impact depending on how many people actually end up not getting vaccinated.

Here is the assignment and this is not scientific, just gut feel and ideas needed:

- 1) I would like each of you to consider a loss of 10% of your workforce (BFTE & CFTE) at a very high level.
- 2) What impact would a loss of 10% have on your delivery of products and services?
- 3) What mitigations could you take as soon as this happens to make up for this loss until we could rehire? (Overtime, reduce work intake,...)

Think about this a bit and I would like to answers from everyone by COB Friday, October 1<sup>st</sup>.

Mike

From: Hall, Lee J (BPA) - PES-6

Sent: Tue Sep 28 15:17:32 2021

To: Capps, Stephan A (BPA) - NW-1

Subject: FW: NEW Q&A for Only vaccination mandate (and related)

Importance: Normal

Keeping you in the loop. James makes an important point.

**From:** Mosley, James G (BPA) - NHE-1 <jgmosley@bpa.gov>  
**Sent:** Tuesday, September 28, 2021 2:44 PM  
**To:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>  
**Cc:** Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>  
**Subject:** RE: NEW Q&A for Only vaccination mandate (and related)

My thought is that we control what is put as an FAQ, many of the below questions would lead to more issues/concerns/problems. Plus, we are still awaiting the guidance from higher.

I know communication would like to post everything, but that might not be the best approach here.

Just my thoughts.

James

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Sent:** Tuesday, September 28, 2021 2:38 PM  
**To:** Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>; Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Paynter, Julie A (BPA) - DKS-7 <[japaynter@bpa.gov](mailto:japaynter@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>  
**Cc:** Hester, Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>  
**Subject:** RE: NEW Q&A for Only vaccination mandate (and related)

Here is a “first bunch” of questions, we were working for an employee on Robin’s behalf. The need a bit of work in terms of making the questions and answers a bit more general, and readability. Kevin and Julie – your help would be appreciated.

**Questions and Answers from the proposed (b) (5) email:**

When is the deadline to submit an exemption?

You can submit a reasonable accommodation (RA) request now. Please start by contacting your supervisor and

the reasonable accommodations office.

When is the deadline to receive a response to my exemption, if I choose to submit one?

BPA and your manager will process the RA as fast as possible with employee assistance during the interactive phase. *This will need updating.*

If an exemption is granted, what will the next step be specifically? If testing is required, what type of test will that be and how often will it be performed? Will a saliva or temperature test be acceptable for those who are not comfortable with an invasive test?

The extent of future testing programs is still to be determined. If granted as part of an RA, specific next steps will be outlined in the accommodation decision.

Since it is now confirmed that the vaccinated carry the same or even more viral load in their nasal passages and can acquire and transmit the virus as well, will they be required to submit to mandatory testing if they work onsite as well? If not, please explain the scientific data in support of this.

The extent of future testing programs is still to be determined. Personal questions on epidemiological and virology data should be directed to your health care professional.

If testing is required, how long will it be required?

The extent of future testing programs is still to be determined.

If an exemption is denied and the vaccine is refused, what will be the specific disciplinary protocol/timeline?

If disciplinary action is warranted, it will follow the same process as any other disciplinary action.

Will BPA accept liability if I suffer an adverse event due to this experimental, emergency use vaccine? ~~Is BPA aware that the FDA approval is only for a vaccine by COMIRNATY, which is unavailable for use in the United States at this time?~~

To the extent there is a personal injury from a vaccine shot other than the normal reaction to any vaccine, it will either be a FECA claim (workers' comp for federal employees administered by the Department of Labor) or a Federal Tort Claim Act claim. Please consult with your health care provider on which vaccines are FDA approved.



If I am terminated due to refusal to be vaccinated, and at some point in the future, vaccine mandates are lifted, will I be automatically reinstated?

No. If eligible, you may apply for work at BPA again following the established federal hiring processes.

Will BPA offer early retirement packages to those who are close to retirement, and will be catastrophically effected financially by these unforeseen requirements?

VERA is not being considered at this time.

**From:** Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>

**Sent:** Tuesday, September 28, 2021 2:08 PM

**To:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Paynter, Julie A (BPA) - DKS-7 <[japaynter@bpa.gov](mailto:japaynter@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>

**Cc:** Hester, Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>

**Subject:** RE: NEW Q&A for Only vaccination mandate (and related)

Working it.

Very Respectfully,

**Kevin Wingert**

Communications | Media Relations | Policy

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | P 503-230-4140 | C [REDACTED]

[cid:image001.jpg@01D52CD7.ECB28190cid:image002.jpg@01D52CD7.ECB28190cid:image003.jpg@01D52CD7.ECB28190cid:image004.jpg@01D52CD7.ECB28190cid:image005.jpg@01D52CD7.ECB28190cid:image006.jpg@01D52CD7.ECB28190](#)

**From:** Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Sent:** Tuesday, September 28, 2021 2:04 PM

**To:** Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>; Paynter, Julie A (BPA) - DKS-7 <[japaynter@bpa.gov](mailto:japaynter@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>

**Cc:** Hester, Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>

**Subject:** RE: NEW Q&A for Only vaccination mandate (and related)

Sounds like we have agreement. I suggest the following:

- I can send a list of questions / answers to start, from the (b) (6) email.
- If Kevin (or other) can set up a sharepoint site, with draft answers (primarily in the OGC and HCM areas, covering vaccinations) – then we can alert each other when a new question is entered, and needs a review.).
- Then – when we have a good question + answer – we can upload it to a the FAQ section on our BPA internal website.

How does that sound?

**From:** Mosley,James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>

**Sent:** Tuesday, September 28, 2021 1:52 PM

**To:** Hawkins,Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>; Leady Jr,William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Wingert,Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>; Paynter,Julie A (BPA) - DKS-7 <[japaynter@bpa.gov](mailto:japaynter@bpa.gov)>; Hall,Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps,Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes,Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>

**Cc:** Hester,Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>

**Subject:** RE: NEW Q&A for Only vaccination mandate (and related)

I agree, but we do need to track these questions (at least HR specifically related) in a SharePoint site to ensure consistency. This is the way we did it back in the start of COVID and it saved us a lot of time and also allowed us to refer back to questions on responses.

James

**From:** Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>  
**Sent:** Tuesday, September 28, 2021 1:27 PM  
**To:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>; Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>; Paynter, Julie A (BPA) - DKS-7 <[japaynter@bpa.gov](mailto:japaynter@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>  
**Cc:** Hester, Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>  
**Subject:** RE: NEW Q&A for Only vaccination mandate (and related)

I love the idea, Bill.

Sarah

**From:** Leady Jr, William J (BPA) - K-7 <[wjleady@bpa.gov](mailto:wjleady@bpa.gov)>  
**Sent:** Tuesday, September 28, 2021 1:14 PM  
**To:** Wingert, Kevin M (BPA) - DKP-7 <[kwingert@bpa.gov](mailto:kwingert@bpa.gov)>; Paynter, Julie A (BPA) - DKS-7 <[japaynter@bpa.gov](mailto:japaynter@bpa.gov)>; Hall, Lee J (BPA) - PES-6 <[ljhall@bpa.gov](mailto:ljhall@bpa.gov)>; Capps, Stephan A (BPA) - NW-1 <[sacapps@bpa.gov](mailto:sacapps@bpa.gov)>; Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>; Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>;

Mosley, James G (BPA) - NHE-1 <[jgmosley@bpa.gov](mailto:jgmosley@bpa.gov)>  
Cc: Hester, Shane H (BPA) - TFAW-DOB-1 <[shhester@bpa.gov](mailto:shhester@bpa.gov)>  
Subject: NEW Q&A for Only vaccination mandate (and related)

Team,

Suggestion (shoot it down if its dumb, won't be the first time)

We (and LR, OGC) are being overwhelmed with questions on the vaccinate mandate, (possible) testing, RAs, etc...

Each question takes a lot of time (expensive time) and maybe more importantly answering them individually leave room for inconsistency. So, if we developed and NEW Q&A only for the vaccination mandate and related issues (RA, testing, etc) we could reply to all (most) of these questions with a standard email. Something like.

*"Thank you for your question. We will answer your question in the TITLE FAQs, (link). For clarity for all we may merge you questions with similar questions we are receiving but we intend to answer all questions as quickly as we can. "*

Of course we would retain the ability, when we think it appropriate, to simply answer questions directly (e.g. when they are simple)

Thoughts?

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

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[REDACTED]

[REDACTED]

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i. [REDACTED]

[REDACTED]

ii. [REDACTED]

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED] i. [REDACTED]

[REDACTED] ii. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] i. [REDACTED]

[REDACTED] ii. [REDACTED]

[REDACTED] iii. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Marcus H. Chong Tim**

Acting Executive V.P. and General Counsel

BPA Office of General Counsel  
503-230-4083

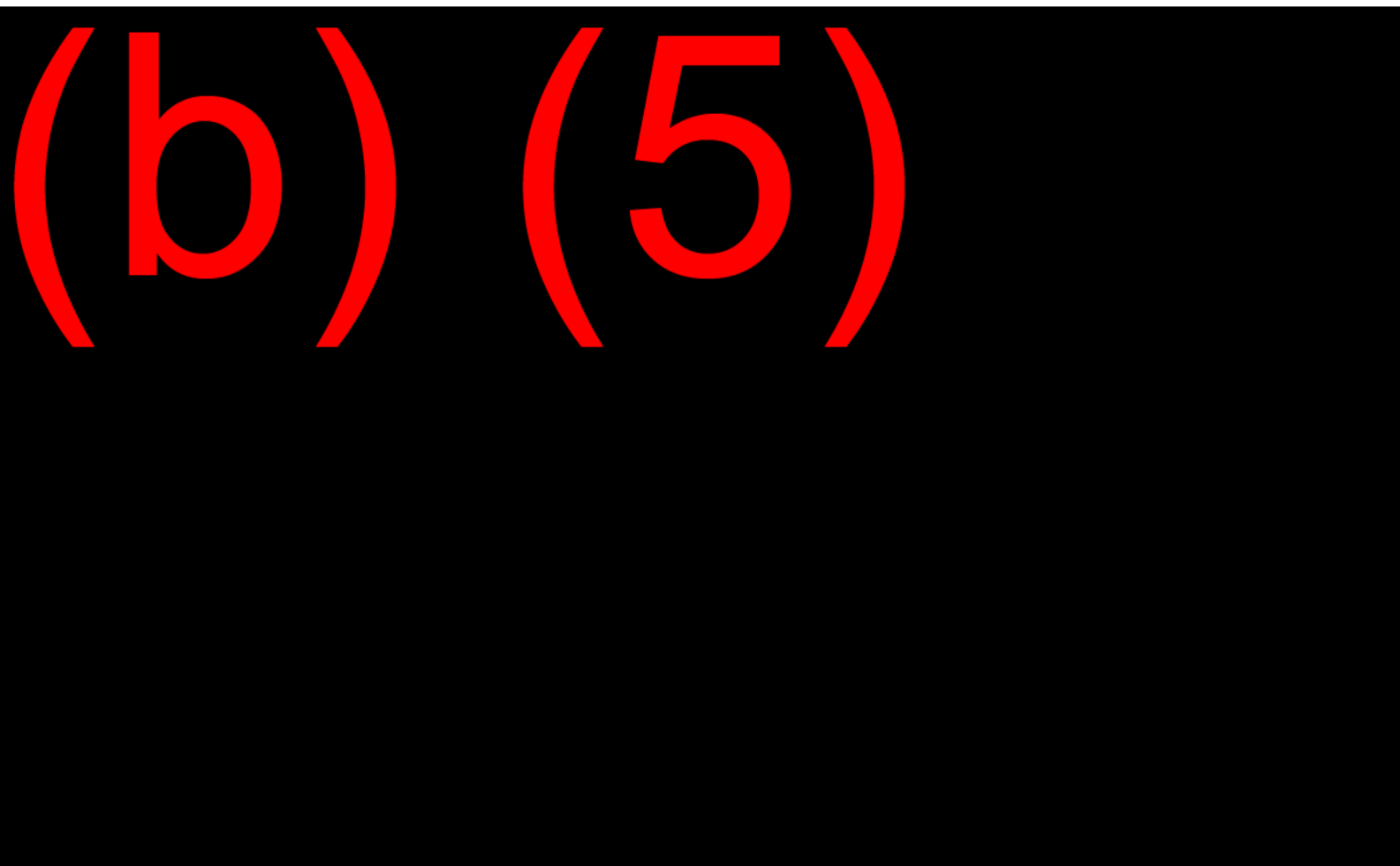
**From:** Joshua Williams <Joshua.Williams@swpa.gov>  
**Sent:** Wednesday, September 15, 2021 1:28 PM  
**To:** Jourolmon, Leon <leon.jourolmon@sepa.doe.gov>; Chong Tim, Marcus H (BPA) - L-7 <mhchongtim@bpa.gov>; John Bremer (WAPA) <brem@wapa.gov>  
**Subject:** [EXTERNAL] FW: Notes from GC Meeting - close hold

Team,

Hope you are all well. Was nice to be included. To the extent this is beneficial for any of you, here are my notes

from the meeting....

v/r – Josh



(b) (5)

(b) (5)

(b) (5)

**Joshua Williams**

General Counsel

Office of General Counsel

**Southwestern Power Administration**

[Joshua.Williams@swpa.gov](mailto:Joshua.Williams@swpa.gov)

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General Counsel

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**From:** Wright, Colleen C F (BPA) - NHQ-1

**Sent:** Fri Sep 17 15:17:33 2021

**To:** Durrett, Carl; Fickes, Anne Macron (BPA) - NH-1

**Subject:** RE: Templates or talking points for Supervisors around Vaccine Discussions

**Importance:** Normal

Hi Carl,

(b) (5) [REDACTED] I'll get back to you on Monday once I've  
chatted with James.

Colleen

**From:** Durrett, Carl <carl.durrett@hq.doe.gov>

**Sent:** Friday, September 17, 2021 2:14 PM

**To:** Fickes, Anne Macron (BPA) - NH-1 <acmacron@bpa.gov>

**Cc:** Wright, Colleen C F (BPA) - NHQ-1 <ccwright@bpa.gov>

**Subject:** [EXTERNAL] RE: Templates or talking points for Supervisors around Vaccine Discussions



Hi Anne and Colleen,

Thank you for the information but I was looking for ER templates around supervisor and employee discussions. Wondering if you guys had progressed to working those?

Thank you, Carl

**Carl A. Durrett II | Director, Office of Employee & Labor Relations, Policy, & Oversight, HC-1.3**

**OCHCO | U.S. DOE | Phone (b) (6) | [Carl.Durrett@hq.doe.gov](mailto:Carl.Durrett@hq.doe.gov)**

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**From:** Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>

**Sent:** Friday, September 17, 2021 2:15 PM

**To:** Durrett, Carl <[carl.durrett@hq.doe.gov](mailto:carl.durrett@hq.doe.gov)>

**Cc:** Wright, Colleen C F <[ccwright@bpa.gov](mailto:ccwright@bpa.gov)>

**Subject:** FW: Templates or talking points for Supervisors around Vaccine Discussions

Hi Carl,

Yes – Colleen drafted the attached and sent it to Erin. I believe the goal is we will use the same approach across HC. However, I want to emphasize it's not final and we are waiting to hear back.

Thanks!

Anne

**From:** Durrett, Carl <[carl.durrett@hq.doe.gov](mailto:carl.durrett@hq.doe.gov)>

**Sent:** Friday, September 17, 2021 12:00 PM

**To:** Fickes, Anne Macron (BPA) - NH-1 <[acmacron@bpa.gov](mailto:acmacron@bpa.gov)>

**Subject:** [EXTERNAL] Templates or talking points for Supervisors around Vaccine Discussions

Hi Anne,

Erin mentioned that you guys might be working on some of the above. We are also beginning to look at what can be created. I would be interested if you had anything to share. Happy to discuss.

Thank you, Carl

**Carl A. Durrett II | Director, Office of Employee & Labor Relations, Policy, & Oversight, HC-1.3**

**OCHCO | U.S. DOE | Phone (01 10) [REDACTED] | [Carl.Durrett@hq.doe.gov](mailto:Carl.Durrett@hq.doe.gov)**

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From: Capps,Stephan A (BPA) - NW-1

Sent: Mon Oct 04 07:47:58 2021

To: Laylo,Sarah M (BPA) - NN-1; Leady Jr,William J (BPA) - K-7

Subject: FW: COVID/Security meeting with DOE

Importance: Normal

Touched base with Sarah on this. She'll attend and will give us a heads up if there are any taskers beyond security.

**From:** Laylo,Sarah M (BPA) - NN-1 <smlaylo@bpa.gov>

**Sent:** Monday, October 4, 2021 7:35 AM

**To:** Leady Jr,William J (BPA) - K-7 <wjleady@bpa.gov>; Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>; Capps,Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Kuhn,Shana L (BPA) - NS-4400-LL <slkuhn@bpa.gov>

**Subject:** COVID/Security meeting with DOE

Hey guys—just wanted to let you know that the below described meeting popped onto my calendar sometime late Friday or on Saturday. It's from 8-10am today. If there is anything pertinent for the Transition Team and Deputies team I'll circle back and let you know. I forwarded the invite to Hilary since they note that they will touch on legal concerns as well.

If there is anything specific you would like me to bring up with this working group please let me know.

Thanks!

From the meeting invite:

Colleague,

On September 9, 2021 President Biden issued the Executive Order on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees which mandated, “Each agency shall implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for all of its Federal Employees, with the exceptions only as required by law.”

On September 22, 2021 the Department of Energy put out a Mandatory Vaccinations Key Messages publication (attached) reiterating all DOE Federal Employees must be vaccinated by November 22, 2021, regardless of telework or onsite status. It further stated, “Federal Employees who do not get vaccinated or provide proof of vaccinations will be subject to discipline up to and including removal from Federal service.”

The Office of Corporate Security Strategy, AU-1.2, is organizing a working group of Departmental subject matter

experts to discuss security considerations regarding negative responses to the COVID-19 vaccination mandate. We want to provide a forum wherein we can hear from you and discuss technical, legal, and policy considerations associated with the mandate as well as the potential operational impact. Please come prepared to discuss challenges that you are dealing with in your respective areas as it relates to the vaccine mandate. The goal of this meeting will be to inform the Department's Security Committee of concerns associated with the vaccine mandate. If you cannot attend, please consider sending an alternate in your place.

Please direct any questions to Sabeena Khanna, Director, Office of Insider Threat Program or Mike Hamar, DOE HRP Manager

**Sarah Laylo**

Chief Security and Continuity Officer

**Bonneville Power Administration**

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[cid:image001.jpg@01D52C3E.DF0B9390cid:image008.jpg@01D52C3E.09FCE1E0cid:image009.jpg@01D52C3E.09FCE1E0cid:image010.jpg@01D52C3E.09FCE1E0cid:image011.jpg@01D52C3E.09FCE1E0cid:image012.jpg@01D52C3E.09FCE1E0](#)

From: Hall, Lee J (BPA) - PES-6

Sent: Thu Sep 16 07:23:54 2021

To: Capps, Stephan A (BPA) - NW-1; Leady Jr, William J (BPA) - K-7; Hall, Lee J (BPA) - PES-6

Subject: 0830 Topics

Importance: Normal

Attachments: Intel from Sarah Hawkins; Raw notes: Transition Team feedback

[REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED] ■ [REDACTED]

■ [REDACTED] ■ [REDACTED]

■ [REDACTED] [REDACTED]

■

[REDACTED]

[REDACTED]



From: Hall, Lee J (BPA) - PES-6

Sent: Wed Sep 15 16:06:30 2021

To: Capps, Stephan A (BPA) - NW-1; Leady Jr, William J (BPA) - K-7; Hall, Lee J (BPA) - PES-6

Subject: Intel from Sarah Hawkins

Importance: Normal

I just spoke with Sarah Hawkins – this is “close hold” intel:

[REDACTED]

[REDACTED]

[REDACTED]

From: Hall, Lee J (BPA) - PES-6

Sent: Wed Sep 15 15:43:53 2021

To: Capps, Stephan A (BPA) - NW-1; Leady Jr, William J (BPA) - K-7; Hall, Lee J (BPA) - PES-6

Subject: Raw notes: Transition Team feedback

Importance: Normal

I heard a few items today, and concerns. Here are some raw notes:



[REDACTED]

[REDACTED]

From: Leady Jr, William J (BPA) - K-7

Sent: Wed Sep 29 07:42:57 2021

To: Capps, Stephan A (BPA) - NW-1; Hall, Lee J (BPA) - PES-6

Subject: FO Slides (final)

Importance: Normal

Attachments: Transition Team Update (29 Sep 2021) (V2).pptx

**Bill Leady P.E.**

Asset Manager | K

**Bonneville Power Administration**

[bpa.gov](http://bpa.gov) | Office 503-230-4270 | Cell (b) (6) [REDACTED]

**From:** Shaheen,Richard L (BPA) - T-DITT-2

**Sent:** Thu Sep 23 09:22:29 2021

**To:** Cathcart,Michelle M (BPA) - TO-DITT-2; Lahti,John A (BPA) - TF-DITT-2; Hunter,Kimberly A (BPA) - TTB-MODD

**Cc:** Tyson,Ivy L (BPA) - TA-DITT-2

**Subject:** FW: Policy Group Awareness - Mandatory Attestations

**Importance:** Normal

Just spoke with Lee....

First, we shouldn't wait for front office message to announce to our folks that attestations are now mandatory and deadline is desired for tomorrow.

Second, we do have an encrypted list of names of the BPA attestation responses to date – currently trying to figuring out how to pass these on as needed – I stated the four of us need info asap, even if raw data that we'd have to manipulate – we'll take the pretty stuff when available.

Lastly, note that all of this info is only attestations – the true data to work from is proof of vaccinations, which DOE still has not figured out how to gather....that said, we'll take what's available as soon as available.

Richard

**From:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>

**Sent:** Wednesday, September 22, 2021 4:49 PM

**To:** Hairston, John L (BPA) - A-7 <jlhairston@bpa.gov>; Furrer, Robin R (BPA) - N-7 <rrfurrer@bpa.gov>; Cook, Joel D (BPA) - K-7 <jdcook@bpa.gov>; James, Daniel M (BPA) - D-7 <dmjames@bpa.gov>; Shaheen, Richard L (BPA) - T-DITT-2 <rshaheen@bpa.gov>; Cooper, Suzanne B (BPA) - P-6 <sbcooper@bpa.gov>; Cathcart, Michelle M (BPA) - TO-DITT-2 <mmcathcart@bpa.gov>; Lahti, John A (BPA) - TF-DITT-2 <jalahti@bpa.gov>; Harris, Marcus A (BPA) - F-2 <maharris@bpa.gov>; Berry, Benjamin L (BPA) - J-3 <blberry@bpa.gov>; Scruggs, Joel L (BPA) - DK-7 <jlscruggs@bpa.gov>; Fickes, Anne Macron (BPA) - NH-1 <acmacron@bpa.gov>; Chong Tim, Marcus H (BPA) - L-7 <mhchongtim@bpa.gov>

**Cc:** Hall, Lee J (BPA) - PES-6 <ljhall@bpa.gov>; Capps, Stephan A (BPA) - NW-1 <sacapps@bpa.gov>; Leady Jr, William J (BPA) - K-7 <wjleady@bpa.gov>; Kuhn, Shana L (BPA) - NS-4400-LL <slkuhn@bpa.gov>; Laylo, Sarah M (BPA) - NN-1 <smlaylo@bpa.gov>

**Subject:** Policy Group Awareness - Mandatory Attestations

Team,

This is a heads up on a message that will be sent from the front office tomorrow (Thursday).

Previously, we've communicated that the DOE attestation system was voluntary. With the new executive orders, this is now a mandatory requirement for BFTes. Today, we received the roll up (below) and names (this is controlled information – only 4 senior leaders have the list of names). The target to have BFTE staff to complete a mandatory attestation in the system is Friday 9/24.

Tomorrow, the front office will send an email to employees who have not completed attestation, to notify them that the form is now mandatory and directing them to go into the MyEnergy system. Expect questions from your teams on this. For now, the message is that it is mandatory. We're working on the process to share the names with you. We are still waiting on additional guidance on reasonable accommodations, disciplinary actions, and other issues.

Declined to respond

Fully Vaccinated

Not vaccinated

Partially Vaccinated

Missing

Total

332

1966

98

56

632

3084

Thanks -- Lee, Steve and Bill



**From:** Chong Tim, Marcus H (BPA) - L-7

**Sent:** Fri Sep 24 15:13:19 2021

**To:** Browning-Craig, Hilary (BPA) - LG-7

**Cc:** Hawkins, Sarah T (BPA) - LG-7

**Subject:** RE: RA process and numbers- 9/23/21

**Importance:** Normal

Thanks.

**Marcus H. Chong Tim**

Acting Executive V.P. and General Counsel

BPA Office of General Counsel  
503-230-4083

**From:** Browning-Craig, Hilary (BPA) - LG-7 <hxbrowning-craig@bpa.gov>

**Sent:** Friday, September 24, 2021 1:40 PM

**To:** Chong Tim, Marcus H (BPA) - L-7 <mhchongtim@bpa.gov>

**Cc:** Hawkins, Sarah T (BPA) - LG-7 <sthawkins@bpa.gov>

**Subject:** RE: RA process and numbers- 9/23/21

Sorry – immediately after I sent this Madeleine also let me know – our first determination is due 10/1 if we are following the policy deadlines. So we really do not have time to wait much past Monday.

Thanks!

Hilary

**From:** Browning-Craig,Hilary (BPA) - LG-7  
**Sent:** Friday, September 24, 2021 1:38 PM  
**To:** Chong Tim,Marcus H (BPA) - L-7 <[mhchongtim@bpa.gov](mailto:mhchongtim@bpa.gov)>  
**Cc:** Hawkins,Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>  
**Subject:** RE: RA process and numbers- 9/23/21

A few additional comments (most of which we've already discussed):

(b) (9) [Redacted]

[Redacted]

[Redacted]

[REDACTED]

(b) (5)

[REDACTED]

**From:** Hawkins, Sarah T (BPA) - LG-7 <[sthawkins@bpa.gov](mailto:sthawkins@bpa.gov)>  
**Sent:** Friday, September 24, 2021 9:49 AM  
**To:** Chong Tim, Marcus H (BPA) - L-7 <[mhchongtim@bpa.gov](mailto:mhchongtim@bpa.gov)>  
**Cc:** Browning-Craig, Hilary (BPA) - LG-7 <[hxbrowning-craig@bpa.gov](mailto:hxbrowning-craig@bpa.gov)>  
**Subject:** RE: RA process and numbers- 9/23/21

Updated with SLMO information. The supplemental labor providers indicated that have received many more questions about exemptions and expect the number of requests to increase once contract requirements are updated. Currently the HCA is reviewing the mandates for contractors and I suspect will have guidance for Supply Chain within a few weeks.

**From:** Hawkins, Sarah T (BPA) - LG-7

**Sent:** Thursday, September 23, 2021 3:53 PM

**To:** Chong Tim, Marcus H (BPA) - L-7 <[mhchongtim@bpa.gov](mailto:mhchongtim@bpa.gov)>

**Cc:** Browning-Craig, Hilary (BPA) - LG-7 <[hxbrowning-craig@bpa.gov](mailto:hxbrowning-craig@bpa.gov)>

**Subject:** RA process and numbers- 9/23/21

Marcus,

You asked for the general numbers for BPA's pending **vaccine** related RAs. They change from day to day of course, but as of 9/23 they are:

BFTE RAs for medical exemption- 3

BFTE RAs for religious exemptions- 36

Total vaccine related RAs- **39**

CFTE RAs for medical exemption- 7

CFTE RAs for religious exemption- 17

Unsure of basis for request- 5

Total vaccine related RAs- **29**

**RA timelines both religious and medical-** ([HCnet | Office of the Chief Human Capital Officer \(doe.gov\)](#))

Manager has **2 business days** to refer any RA from employee to Local Reasonable Accommodation Coordinator (LRAC). (Requests may be initiated by employee or others on behalf of employee as well)

LRAC has **5 business days** (ideally) to confirm receipt of RA in writing and alert management to request. RA requests can cause a pause in disciplinary/preformance actions depending on the facts.

Management has **5 business days** from notification of RA request to complete the employee's essential functions worksheet.

LRAC will act as liaison between manager and employee to identify nature of accommodation, functional limitations, workplace barriers, possibly request medical information if the employee's disability is not apparent. This is usually referred to as the interactive process.

If the LRAC requests medical documentation the employee has **45 calendar days** to submit the documentation. Case will be administratively closed if no medical is provided by employee. (Can reopen later)

**All decisions regarding RA requests** will be communicated to the employee in writing within **30 calendar days** of request. If medical documentation is required, then within 30 days of receipt of sufficient medical information.

(Internal appeal) Employees may request reconsideration of an RA decision within 7 business days. LRAC has 2 business days to contact second line manager from receipt of reconsideration request. LRAC has 5 business days from receipt of request to schedule meeting with employee, manager, and second level manager to discuss decision. Second level managers has 14 business days to review and issue a reconsideration decision to employee.

Any EEO complaint would need to be filed within 45 days of a “triggering event” which in this case would be the issuance of a management decision.

The ADA requires only that agencies process RA requests in a reasonable timeframe. Agencies may choose to impose specific deadlines on themselves as DOE has in its policy memo. A long delay in the RA process could result in EEO/ADA liability for BPA, and it’s always preferable to be able to show we followed our published policy/guidance. Some RAs are more complex and take longer than the stated deadlines, but we always strive to meet them.

Hope this information helps. I will ask HCM about emergency hiring authority, but I think a specific request to HCM has to come from operations. I understand that Joel Cook is primarily responsible. Let me know if you need more.

Sarah

Sarah T. Hawkins

Attorney-Advisor

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