



Department of Energy

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

PUBLIC AFFAIRS

April 25, 2008

In reply refer to: DK-7

Mr. Daniel Seligman
Attorney at Law
Columbia Research Corp.
P.O. Box 99249
Seattle, WA 98139

RE: FOIA #08-035

Dear Mr. Seligman:

This letter is your final response to your Freedom of Information Act (FOIA) request that you made to the Bonneville Power Administration (BPA) on Tuesday, April, 1, 2008.

You requested the following:

1. The job description for each of BPA's vice presidents, including an explanation of the difference between a "vice president," and an "executive vice president" and a "senior vice president."

Response: BPA has provided the following job descriptions, as responsive documents, in their entirety:

- Chief Information Officer
- Vice President and Chief Financial Officer
- Vice President for Environment, Fish and Wildlife
- Senior Vice President and General Counsel
- Executive Vice President for Internal Business Services
- Senior Vice President for Power Services
- Vice President for Generation Supply
- Vice President for Energy Efficiency – Power Business Line
- Vice President – Requirements Marketing for Power Business Line
- Vice President for Bulk Marketing and Transmission Services
- Vice President for Corporate Strategy
- Senior Vice President for Transmission Services
- Vice President for Engineering & Technical Services
- Vice President for Transmission Field Services
- Vice President for Operation and Planning – Transmission Business Line
- Vice President for Transmission Marketing and Sales

2. Documents describing how the different types of vice presidents relate (if at all) with the "steps" in the Senior Executive Service. E.G., is a senior vp a higher SES classification than a vp?

Response: BPA has provided the following responsive document in its entirety:

- Executive and Managerial Titling Conventions

3. Documents describing the different types of bonuses and awards that vice presidents at BPA are eligible to receive, and the standards used in evaluating whether to give bonuses and awards to the vice presidents.

Response: Please see Item 4 below for a combined response.

4. Documents describing who at BPA makes the decision to award bonuses and awards to BPA vice presidents.

BPA does not have a document that corresponds perfectly with your request. Members of the Senior Executive Service (SES) are governed by Department of Energy policy and guidance; therefore, I have attached the 2007 guidance on SES performance management in response to Items 3 and 4.

Response: BPA has provided the following combined responsive document to Items 3 and 4 in its entirety :

- Memorandum for Heads of Departmental Elements dated September 20, 2007 from DOE Deputy Secretary, Clay Sell

If you are dissatisfied with this determination, you may make an appeal within thirty (30) days of receipt of this letter to the Director of Office of Hearings and Appeals, Department of Energy, 1000 Independence Avenue SW, Washington, DC 20585. Both the envelope and the letter must be clearly marked "Freedom of Information Act Appeal." You will be billed under separate cover in the amount of \$256.84.

I appreciate the opportunity to assist you with this matter. If you have any questions about this letter, please contact Laura M. Atterbury, FOIA/Privacy Act Specialist, at 503-230-7305.

Sincerely,



Christina J. Brannon
Freedom of Information Act/Privacy Act Officer

Enclosures: Responsive documents to FOIA #08-035

Chief Information Officer
ES-2210
Bonneville Power Administration

I. Position Summary

As the Chief Information Officer (CIO) for the Bonneville Power Administration (BPA), the incumbent serves as the principal advisor to BPA's Administrator and to other BPA senior executives regarding the use of information technology to improve business processes through implementation of an Enterprise Architecture and effective IT planning procedures. The incumbent directs the development, implementation, maintenance, enhancement, and operation of BPA's automated information systems and develops strategic, tactical, and capital information technology plans, processes and budgets to support BPA's mission. The incumbent is responsible for the protection of BPA mission critical and essential IT systems through strengthened cyber security management and technical controls. The CIO collaborates and provides oversight for BPA-wide IT activities and defines and implements policies, procedures and guidelines to ensure efficient and cost-effective information resources planning, acquisition and cyber/computer security in support of BPA's mission Responsible for managing and leading BPA's Cyber Security Program.

II. Supervisory Controls

The Chief Information Officer reports directly to the Chief Operating Officer (COO). The incumbent is frequently in direct working relationship with the Administrator/Chief Executive Officer (CEO), the Chief Operating Officer (COO), the Deputy Administrator, and Senior and other business line Vice Presidents; senior Federal officials; professional groups; research organizations; and Congressional delegations and committees which frequently requires decisions and actions to be taken without policy direction or consultation with the CEO or COO. Performance is evaluated in terms of the incumbent's effectiveness in supporting Bonneville's mission and HPO objectives.

III. Major Duties

- Provides executive leadership and direction in the planning, development and successful execution of a comprehensive information technology program for BPA. Work of the position includes the development and implementation of an agency-wide information technology program plan.
- Provides executive leadership in the planning, development, and execution of programs, systems, and processes that are functionally critical for successful management and support of Bonneville's information technology program.
- Provides executive leadership in the formulation and implementation of agency-wide policy and standards in the areas of information technology, Enterprise Architecture, information assurance, risk management, integrates information technology planning with agency business processes and strategic objectives,

Leads the delivery of information technology services. Links IT policy and standard setting to Bonneville's mission and strategic business objectives.

- Provides executive direction in the development and issuance of information management and electronic record keeping policies that promote best business practices and ensure compliance with applicable laws and regulations. Develops and assesses compliance with the agency's information technology management plan.
- Provides leadership in the development and execution of an integrated architecture and associated infrastructure for evolving existing and acquiring new, information technology in support of agency business and information management goals.
- Provides leadership in the development and execution of a comprehensive cyber security program, including an effective risk management element.
- Serves as a member of Bonneville's Executive Leadership Team and is a key policy formulator and decision-maker in the agency's strategic planning and business decisions. Relative to program and policy development and implementation, the incumbent determines and allocates necessary organizational resources, including staff and funds, and is solely responsible within the Workforce/Workplace organization.
- As a manager, the CIO provides leadership in administering Bonneville's Equal Opportunity Program for all applicants and employees, including minorities and women. To the full extent of his/her authority and responsibility, the Senior Vice President provides and insures equal opportunity for all employees in personnel policies and practices, including recruitment, selection, placement, counseling, training, career development, promotion, and adverse actions.

VICE PRESIDENT AND CHIEF FINANCIAL OFFICER

I. Position Summary

The incumbent serves as Vice President and Chief Financial Officer (CFO) of the Bonneville Power Administration. The purpose of this position is to establish agency policy and standards in the areas of financial operations and risk management, and to provide financial services and support.

II. Supervisory Controls

The CFO reports directly to the Chief Operating Officer (COO). The incumbent is frequently in direct working relationship with the Administrator/Chief Executive Officer (CEO), COO, Deputy Administrator, Business Line and other Vice Presidents; officials of Federal agencies; officials of State and local governments; privately and publicly owned utilities; major manufacturers; professional groups; research and development organizations; and Congressional delegations and committees which frequently requires decisions and action to be taken without policy direction or consultation with the COO. Performance is evaluated in terms of the incumbent's effectiveness in supporting Bonneville's mission.

III. Major Duties

- ◆ Provides executive leadership in the formulation and implementation of agency-wide policy and standards in the areas of accounting and financial operations, and capital management and revenue requirements. Responsibilities include the design and implementation of financial policies and processes which promote the financial integrity of Bonneville, ensure the protection of assets, and fulfill the organization's statutory responsibilities as a commercial enterprise and a public institution. Other responsibilities include linking policy and standard setting to Bonneville's mission and strategic business objectives.
- ◆ Success is measured by the effectiveness of such policies and procedures in meeting external requirements in ways that optimize Bonneville commercial success and support its provision of broad public benefits. Success measures include both compliance efficiency and impacts on program effectiveness.
- ◆ Serves as a member of the Bonneville Executive Leadership Team in setting agency strategic direction, establishing necessary agency policy and guidelines, and evaluating the adequacy of results achieved in light of changing circumstances. The incumbent provides unique guidance and counsel to the Executive Team on the fiduciary obligations within his ambit in order to support the commercial attainment of public benefits in a manner consistent with law and other external requirements.
- ◆ Creates and maintains a cost conscious, market driven, and results oriented culture, which is characterized by innovation, client and user focus, continuous improvement, and competitive

orientation. This means that policies and standards are designed collaboratively to meet external and fiduciary requirements while most effectively and efficiently supporting Bonneville commercial and public benefit objectives.

- ◆ Maintains continuing relationships with representatives of major industries, public and private utilities, investment bankers, rating agencies, state and local Governments, Indian Tribes, federal agencies, and others on all matters related to Policy Management and Finance's role in supporting Bonneville's commercial and public obligations. These responsibilities include insuring that internal and external communications accurately portray and effectively promote Bonneville's policies and objectives.
- ◆ Determines and allocates necessary organizational resources, including staff and funds, and is responsible within his/her organization for their effective and efficient utilization in support of Bonneville's goals and targets.
- ◆ As a manager, the incumbent provides understanding, support, and leadership in administering Bonneville's EEO program for all applicants and employees. To the full extent of his/her authority and responsibility, the incumbent ensures fair and equitable treatment for all employees in personnel policies and practices including recruitment, selection, placement, counseling, training, career development, promotion, and adverse action.

Bonneville Power Administration
Vice President for Environment, Fish and Wildlife, ES-0340-00

Position Summary

The position serves as the Vice President for Environment, Fish and Wildlife and is the principal executive responsible for the Bonneville Power Administration's extensive Environment, Fish and Wildlife programs. These responsibilities include planning, developing, and implementing policy for environmental, fish and wildlife issues or concerns as they impact Bonneville's transmission system and its commitment to the integrity of the region's environmental and natural resources as well as to ensure that activities are carried out in accordance with established laws, rules, and legal mandates. The Vice President is responsible for ensuring agency-wide implementation of Bonneville's strategies, programs and policies to ensure that Bonneville remains competitive while being an environmentally responsible energy supplier. The organization consists of three functional service units: Fish and Wildlife Program, Environmental Planning and Analysis, and Pollution, Prevention and Abatement.

Supervisory Controls

The Vice President for Environment, Fish and Wildlife reports directly to the Chief Operating Officer. Incumbent is frequently in direct working relationship with the Administrator/Chief Executive Officer, Deputy Administrator, Senior and other Vice Presidents; officials of Federal agencies; officials of State and local governments; privately and publicly owned utilities; major manufacturers; professional groups; research and development organizations; and Congressional delegations and committees which require decisions and action to be taken without policy direction or consultation with the Administrator, Deputy Administrator, or Chief Operating Officer. Performance is evaluated in terms of the incumbent's effectiveness in providing executive-level leadership and coordination of Bonneville's Environment, Fish and Wildlife programs to produce measurable strategic results, and achieve Bonneville's stated strategic objective to invest in environmental results to sustain our competitiveness and whether these results are superior to and more cost effective than our competitors.

Major Duties

Responsible for providing executive leadership in the planning, development, and administration of programs, systems, and processes with respect to carrying out Bonneville's legal mandates and other programs for the protection of the environment and fish and wildlife resources. Ensures that programs support strategic business objectives and are carried out in a cost-effective manner.

Responsible for analyzing, assessing, and developing Agency recommendations, strategies, and policies associated with governmental, industry, and interest group initiatives associated with environment, fish, and wildlife programs and the operation and maintenance of a high voltage hydro-electric power system. Collaborates at the highest levels of the organization on the

Bonneville Power Administration
Vice President for Environment, Fish and Wildlife, ES-0340-00

planning, development, and administration of programs, systems, and processes critical to the success of the BPA mission.

Develops and maintains relationships with representatives at high levels of Federal and state government, including elected representatives, the Department of Energy, major industries, advocacy groups, Indian Tribes. Advises the CEO, Deputy Administrator and Bonneville executive management on far-reaching and crosscutting industry issues. Serves as an authoritative representative and liaison on behalf of Bonneville in collaborating on agency strategies with respect to environment, fish, and wildlife programs.

Serves as a member of the Bonneville Executive Leadership Team and is a key policy formulator and decisions maker in the corporation's strategic planning, fiscal marketing strategies, and business decisions. Relative to program and policy development and implementation, the incumbent determines and allocates necessary organizational resources, including staff and funds, and is solely responsible within the organization for their effective and efficient utilization in support of Bonneville's strategic business objectives and marketing strategies.

As the principal corporate steward for Environment, Fish and Wildlife, the incumbent creates and maintains a cost conscious, market driven, and results oriented atmosphere, which is characterized by innovation, customer focus, continuous improvement, and competitive orientation.

Within the Bonneville organization, the incumbent has an inherent, critical responsibility for ensuring team oriented, effective, harmonious, and productive formal and informal working relationships within his/her organization and other organizations in Corporate and the Business Lines, and with those positions key to the effective accomplishment of Bonneville's business, marketing, and customer service objectives.

As a manager, the incumbent provides understanding, support, and leadership in administering the Bonneville EEO program for all applicants and employees. To the full extent of his/her authority and responsibility, the incumbent provides and ensures fair and equitable treatment for all employees in personnel policies and practices including recruitment, selection, placement, counseling, training, career development, promotion, and adverse action.

SENIOR VICE PRESIDENT AND GENERAL COUNSEL

I. Position Summary

The incumbent serves as the General Counsel, and is responsible for the development, implementation, leadership and oversight of the General Counsel group. The purpose of the Group is to provide legal expertise which supports Bonneville programs through legal advice and representation in the general areas of environmental service and fish and wildlife, power and transmission, conservation and treaty, generation and finance, personnel, and ratemaking.

II. Supervisory Controls

As a Senior Vice President, the General Counsel reports directly to the Chief Operating Officer. The incumbent is frequently in direct working relationship with the Administrator/Chief Executive Officer, Deputy Administrator, Senior and other Vice Presidents, officials of Federal agencies, officials of State and local governments, judicial authorities at all levels, privately and publicly owned utilities, major manufacturers, professional groups, research and development organizations, and Congressional delegations and committees which require decisions and action to be taken without policy direction or consultation with the Chief Operating Officer. Performance is evaluated in terms of the incumbent's effectiveness in successfully providing corporate representation on all local, state, federal, and international legal matters associated with Bonneville's mission and activities.

III. Major Duties

The General Counsel provides executive leadership in the planning, development, and administration of Bonneville's corporate legal services. These impact all facets of Bonneville programs and may involve judicial and or political action at the local, state, regional, national, and international levels. The incumbent directs a comprehensive corporate legal Group charged with all support activities from research through litigation.

The General Counsel maintains continuing relationships with representatives of major industries, public and private utilities, state, local, and national Governments, Indian Tribes, federal agencies, and others within the Western United States on all matters related to the Group's role in Bonneville corporate business activities.

The incumbent serves as a member of the Bonneville Executive Management Committee and is a key policy formulator and decision maker in the corporation's strategic planning, fiscal marketing strategies, and business decisions. Relative to program and policy development and implementation, the incumbent determines and allocates necessary organizational resources, including staff and funds, and is solely responsible within Legal for its effective and efficient utilization in support of Bonneville's strategic business objectives and marketing strategies.

Within the Bonneville organization, the incumbent has an inherent, critical responsibility for ensuring team oriented, effective, harmonious, and productive formal and informal working relationships within his/her organization, between his/her organization and other organizations, and with those positions key to the effective accomplishment of Bonneville's business, marketing, and customer service objectives.

As the principal corporate steward for his/her organization, the incumbent creates and maintains a cost conscious, market driven, and results oriented atmosphere which is characterized by innovation, customer focus, continuous improvement, and competitive orientation.

As a manager, the incumbent provides understanding, support, and leadership in administering Bonneville EEO program for all applicants and employees. To the full extent of his/her authority and responsibility, the incumbent provides and ensures fair and equitable treatment for all employees in personnel policies and practices including recruitment, selection, placement, counseling, training, career development, promotion, and adverse action.

Bonneville Power Administration
Executive Vice President for Internal Business Services, ES-0301-00

I. Position Summary

The incumbent serves as the Executive Vice President for Internal Business Services for the Bonneville Power Administration (BPA). The purpose of this position is to provide leadership and direction to BPA-wide human capital office/human resources management, safety, equal employment opportunity, supply chain office, chief information office/information technology, and workplace services programs and functions. The incumbent is responsible for providing cross-cutting policy and strategic guidance concerning BPA's internal operations and providing leadership at the agency level for strategic direction and policy for a High Performing Organization (HPO).

II. Supervisory Controls

The Executive Vice President for Internal Business Services reports to the Chief Operating Officer (COO). The incumbent is frequently in direct working relationship with the Administrator/Chief Executive Officer (CEO), the COO, the Deputy Administrator, and other agency Vice Presidents; senior Federal officials, including the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM); professional groups; research organizations; and Congressional delegations and committees which frequently requires decisions and actions to be taken without policy direction or consultation with the CEO or COO. Performance is evaluated in terms of the incumbent's effectiveness in supporting Bonneville's mission and HPO objectives.

III. Major Duties

As the Executive Vice President for Internal Business Services for the Bonneville Power Administration (BPA), provides cross-cutting policy and strategic guidance concerning BPA's internal operations; and provides executive leadership and direction for the following:

- Formulation and execution of BPA-wide HPO strategic direction, policy, and objectives and their incorporation into BPA's internal systems and work processes.
- Business and process analysis expertise in support of a BPA-wide continuous improvement program.
- Planning, direction and management of a comprehensive human resources (HR) management program aligned to meet BPA mission and objectives. Provides executive leadership and direction in planning, development, and administration of programs, systems, and processes which are functionally critical for successful management and support of Bonneville's HR, including analysis of legislation, regulations, trends, and initiatives affecting HR policy and practices; development of HR strategic workforce plans; provision of leadership on BPA-wide diversity issues and approach; position evaluation and classification program; position management program; Senior Executive Service (SES) programs; employee relations program; employee assistance program; performance management; recognition; workers' compensation program; human resources development programs; organizational development consultation; leadership development; library, reference, and research services; public information services; labor relations program, staffing, placement, and recruitment programs; and employee benefits programs; and provision of health services and mandatory medical drug and alcohol testing.

- Planning, development, and administration of programs, systems, and processes which are functionally critical for providing a BPA safe workplace, including provision of advice, counsel, direction, and support to all BPA Federal employees to provide a safe workplace; point of contact with the Department of Energy (DOE) for Federal employee occupational safety and health (FEOSH); and conduct of inspections, investigations and appraisals and development of recommendations concerning safe work practices and procedures.
- Planning, development, and administration of BPA-wide EEO Title VI and VII compliance and resolution programs.
- Planning, direction and management of a comprehensive supply chain operation, from acquisition through disposal, to serve as the single point of accountability for procurement strategies and inventory management for BPA, with contractual responsibility for \$400 million plus acquisition programs and management of an inventory of \$84.6 million. Provides executive leadership and direction in planning, development, and administration of programs, systems, and processes which are functionally critical for successful management and support of Bonneville's supply chain operations, including procurement and construction of field services; procurement of professional and information technology (IT) services; materials management; sourcing strategy; E-sourcing; catalog and vendor files; inventory management; contractor/ supplemental labor workforce management; transportation services; warehouse operations; property management; fleet management; business strategy development; performance management; data stewardship and report management; supply chain training, P-card administration and governance; and business unit advocates.
- Planning, direction and management of a comprehensive IT management program aligned to meet BPA mission and objectives, including the Chief Information Office (CIO) function responsible for \$60-80 million in IT. Provides executive leadership and direction in planning, development, and administration of programs, systems, and processes which are functionally critical for successful management and support of Bonneville's IT, including provision of IT technology governance, planning and standards for BPA; development and issuance of management and electronic record-keeping policies; ensuring compliance with applicable laws and regulations; assessment of IT-related service level agreements for alignment with BPA's information management plan, policies, and practices, strategic business objectives, performance standards, and financial targets; design, development, release, and maintenance of BPA's IT infrastructure; production release management and version control for BPA applications; technical support; the BPA Cyber Security Program; oversight of all operational, day-to-day IT functions; data administration, database support, data integration, and web management; establishment of policies, standards and processes for digitally created, stored, and transmitted information; planning, coordination, configuration, installation, and management of all server networks, telecommunications, and related client support services; planning, development, and administration of programs, systems, and work processes that support sales, scheduling, metering, settlements, supply chain, work management, finance, human resources, payroll, property, and customer relationship management; IT cost management activities related to the IT Asset Portfolio; IT-related training and development of both users and technicians; records, contract, and software license management; IT cost and schedule management activities related to IT projects; BPA IT project portfolio management; and IT project management standards and project manager training and certification.
- Planning, direction and management of a comprehensive workplace services program aligned to meet BPA mission and objectives. Provides executive leadership and direction in planning, development, and administration of programs, systems, and processes which are functionally critical for successful

management and support of Bonneville's workplace services, including operation and maintenance of the Portland 905 Headquarters Building as authorized by the GSA Delegation; management of day-to-day building operations and coordination of tenant improvements at BPA-leased office sites in Vancouver and other major cities; provision of mail and printing services; provision of management and oversight of all move services and furniture requirements; development of space and furniture standards and related policies; and provision of overall direction and management of office facilities and space management at all leased office facilities managed by workplace services and all office facilities in the Portland/Vancouver area.

Provides leadership and direction in the formulation and implementation of agency-wide policy and standards in the areas of responsibility. Links policy and standard setting to Bonneville's mission and strategic business objectives.

Serves as a member of Bonneville's Executive Leadership Team and is a key policy formulator and decision-maker in the agency's strategic planning and business decisions. Relative to program and policy development and implementation, determines and allocates necessary organizational resources, including staff and funds, and is solely responsible within the Internal Infrastructure organization.

Provides understanding, support, and leadership in administering Bonneville's Equal Opportunity Program for all applicants and employees, including minorities and women. To the full extent of his/her authority and responsibility, provides and insures equal opportunity for all employees in personnel policies and practices, including recruitment, selection, placement, counseling, training, career development, promotion, and adverse actions.

As a manager, the incumbent provides support and leadership in advancing BPA's Technology Innovation program. To the full extent of his/her authority and responsibility, the incumbent provides and ensures employees assigned technology innovation responsibilities have the resources required to fulfill their obligations, including strategic direction, and supervisory, financial, and administrative support.

The incumbent is required to have a working knowledge of the Federal Energy Regulatory Commission (FERC) Standards of Conduct (SOC) to ensure fair competition in the open access transmission market through compliance with its basic principles. The FERC SOC basic principles require BPA's Transmission Function employees and its affiliated Power Merchant Function employees to function independently and abide by non-discriminatory information access and prohibited disclosure regulations for transmission-related information that is not equally available to all customers. Shared Function employees may support but may not engage in either Transmission Functions or Power Merchant Functions. Shared Function employees may not act as a conduit for sharing restricted information with the Power Merchant Function.

The incumbent of this position is identified by BPA as a Shared Function employee. Shared Function employees may not conduct transmission system operations and reliability functions, including, but not limited to, engaging in day-to-day duties and responsibilities for planning, directing, organizing, or carrying out transmission-related operations. In addition, Shared Function employees may not engage in wholesale power sales functions, including, but not limited to, engaging in day-to-day duties and responsibilities for planning, directing, organizing, or carrying out power merchant activities. Under the FERC SOC independent functioning principle, the Shared Function employee may provide support functions for either or both the Transmission Function and Power Merchant Function.

Further, the FERC SOC non-discrimination rules require Shared Function employees from acting as a conduit for providing access, to or disclosing certain transmission-related information to Power Merchant Function employees. Specifically, the incumbent may not provide access to, or disclose to affiliated Power Merchant Function employees any non-public information about (1) BPA's transmission system, (2) transmission system information of another, or (3) transmission information about BPA's transmission customers.

As a supervisor or manager, the incumbent is required to immediately report violations of the FERC SOC to the Chief Compliance Officer. In addition, the supervisor or manager is required to ensure that employees complete BPA's mandatory SOC training.

Senior Vice President for Power Services
ES-340-00
J01177
Related Job Codes: N/A

Position Description
11-03-03
P
Revised 07/31/07

I. Position Summary

The incumbent serves as the Senior Vice President for *Power Services*. The purpose of the organization is to articulate the vision and clear direction for *Power Services*. This includes responsibility for the planning and administration of a program to serve customer needs. *Power Services* develops and executes wholesale power marketing strategies, designs and prices long- and short-term power products, negotiates and administers the sales of these products and plans and coordinates the operations of the power plants of the Federal Columbia River system which includes 29 federal dams, 7 non-federal power plants, and a major nuclear project. *Power Services* operates with two sub-organizations, power supply and sales and account servicing.

II. Supervisory Controls

The Senior Vice President for *Power Services* reports directly to the Chief Operating Officer. Incumbent is frequently in direct working relationship with the Administrator/Chief Executive Officer, Deputy Administrator, Business Line and other Vice Presidents; officials of Federal agencies; officials of State and local governments; privately and publicly owned utilities; major manufacturers; professional groups; research and development organizations; and Congressional delegations and committees which require decisions and action to be taken without policy direction or consultation with the Chief Operating Officer. Performance is evaluated in terms of the incumbent's effectiveness in supporting Bonneville's mission.

III. Major Duties

The Senior VP for Power Business provides executive leadership in the planning, development, and administration of programs, systems, and processes which are functionally critical for Bonneville to manage its *Power Services* to establish a business environment which results in increased revenues, and to conduct its core business in a cost-effective manner. These responsibilities also include ensuring that internal and external communication processes and systems are open, efficient, and accurately portray and actively promote Bonneville's policies and objectives. Success will be measured in satisfied customers, business growth that increases net return, maximized hydro output of the Columbia River within power and non power constraints, and a system that is viewed by citizens as a beneficial asset to the region.

The Senior Vice President ensures that this organization productively provides assistance and consultation to all employees to facilitate their personal and professional development in a manner which contributes to the accomplishment of Bonneville's marketing, sales, and customer service goals and objectives.

The Senior Vice President maintains continuing relationships with representatives of major industries, public and private utilities, state and local Governments, Indian Tribes, federal agencies, and others within the Western United States and Canada on all matters related to the Business Line's role in the Bonneville Business and Marketing Plans.

The incumbent serves as a member of the Bonneville Executive Management Committee and is a key policy formulator and decision maker in the corporation's strategic planning, fiscal marketing strategies, and business decisions. Relative to program and policy development and implementation, the incumbent determines and allocates necessary organizational resources, including staff and funds, and is solely responsible within the Business Line for their effective and efficient utilization in support of Bonneville's strategic business objectives and marketing strategies.

Within the Bonneville organization, the incumbent has an inherent, critical responsibility for ensuring team oriented, effective, harmonious, and productive formal and informal working relationships within his/her Business Line, between his/her Business Line and other Business Lines and Corporate, and with those positions key to the effective accomplishment of Bonneville's business, marketing, and customer service objectives.

As the principal corporate steward for his/her Business Line, the incumbent creates and maintains a cost conscious, market driven, and results oriented atmosphere which is characterized by innovation, customer focus, continuous improvement, and competitive orientation.

As a manager, the incumbent provides understanding, support, and leadership in administering the Bonneville EEO program for all applicants and employees. To the full extent of his/her authority and responsibility, the incumbent provides and ensures fair and equitable treatment for all employees in personnel policies and practices including recruitment, selection, placement, counseling, training, career development, promotion, and adverse action.

Bonneville Power Administration
Vice President for Generation Supply, ES-0340

Position Summary

The incumbent serves as the Vice President for Generation Supply. The purpose of this organization is to assess the current and future generation supply situations for existing Federal and interconnected generating resources; and plans, directs, monitors, and reports on the operation of the Federal Columbia River Power System (FCRPS) resources. It provides integrated system planning and analysis. This function is responsible for BPA contract administration for all acquired generating resources. It coordinates utility power interchanges with Pacific Northwest, Pacific Southwest, and Canadian entities under existing contracts for such transactions as firm power, non-firm energy, exchanges, and storage. Generation Supply negotiates and develops contracts for short-term sale of surplus firm power and short-term acquisitions of firm resources, and provides technical expertise in generation supply matters for long-term sales of surplus firm power, rates, policy development, and investigations. It meets BPA's contractual generation supply obligations within the legal, reliability, environmental fishery, and operational resource constraints while maximizing the amount of power and revenue. This function also develops staff expertise for the power business line that there is a ready resource of talented staff who are well-grounded in operations of the power system and capable of supporting critical functional areas.

Generation Supply is responsible for Endangered Species Act/fish and wildlife operations and consultations. From these operations and consultations come the integration of services, with a balance of fish and wildlife needs, as affected by proposed Endangered Species Act/fish and wildlife activities, which will be collaboratively determined with support from other agency organizations.

The Vice President for Generation Supply provides executive leadership and strategic guidance for producing power products within the cost limitations provided in the market/production strategy process. The Vice President creates and maintains the business interface with suppliers and is responsible for operating within cost and production targets.

Supervisory Controls

The incumbent reports directly to Senior Vice President for the Power Business Line (PBL). The incumbent is frequently in direct working relationship with the Administrator/Chief Executive Officer, Deputy Administrator, Chief Operations Officer, Business Line and Corporate and other Vice Presidents; officials of Federal agencies; officials of State and local governments; privately and publicly owned utilities; power marketers; professional groups; research and development organizations, and Congressional delegations and committees which require decisions and actions to be taken without policy direction or consultation with the Senior VP. Performance is evaluated in terms of the incumbents' effectiveness in supporting BPA's mission.

Major Duties

The Vice President plans, directs, and evaluates the overall Bonneville generation supply program. Such program authority requires close coordination and participation in inter utility and inter-regional power operations, marketing, and sales. The incumbent directs and evaluates

Bonneville Power Administration
Vice President for Generation Supply, ES-0340

the overall Bonneville Generations Supply functions for the development and implementation of strategy and policy necessary to support marketing and sales.

The Vice President ensures that this organization productively provides assistance and consultation to all employees to facilitate their personal and professional development in a manner that contributes to the accomplishment of Bonneville's power system operations, management, maintenance, sales and marketing, goals and objectives.

The Vice President maintains continuing relationship with other federal agencies, state, local, and Canadian Governments; Tribal representatives; Canadian utilities; with representatives of public and private utilities; and others within the Western United States on all matters related to the Power Business Line's generation policies and Federal Columbia River Power System management and resources issues.

The Vice President maintains continuing relationships with representatives of major industries, public and private utilities, state and local Governments, Indian Tribes, federal agencies, and others within the Western United States on all matters related to the Business Line role in the Bonneville Business and Marketing Plans.

The incumbent serves as a key policy formulator and decision-maker in the corporation's strategic planning, fiscal marketing strategies, and business decisions. Relative to program and policy development and implementation, the incumbent determines and allocates necessary organizational resources, including staff and funds, and is solely responsible within the Power Generation organization for their effective and efficient utilization in support of Bonneville's strategic business objectives and marketing strategies.

Within the Bonneville organization, the incumbent has an inherent, critical responsibility for ensuring team oriented, effective, harmonious, and productive formal and informal working relationships within his/her Business Line, between his/her Business Line and other Business Lines, and with those positions key to the effective accomplishment of Bonneville's business, marketing, and customer service objectives.

As the principal corporate steward for his/her portion of the Business Line, the incumbent creates and maintains a cost conscious, market driven, and results oriented atmosphere, which is characterized by innovation, customer focus, continuous improvement, and competitive orientation.

As the Vice President, the incumbent provides understanding, support, and leadership in administering the Bonneville EEO program for all applicants and employees. To the full extent of his/her authority and responsibility, the incumbent provides and ensures fair and equitable treatment for all employees in personnel policies and practices including recruitment, selection, placement, counseling, training, career development, promotion, and adverse action.

Bonneville Power Administration
Vice President for Requirements Marketing, ES-0340-00

Vice President – Requirements Marketing
Power Business Line

Position Summary

The incumbent serves as the Vice President for Requirements Marketing for the Power Business Line (PBL). The purpose of the organization is to articulate and execute the vision and clear strategic direction for requirements marketing and sales activities of the PBL, providing executive leadership in the planning, development, and administration of the overall PBL requirements sales and customer service program. This includes business line-wide responsibility for meeting revenue and customer satisfaction targets, and ensuring that other organizations provide the necessary products and services that enable Bonneville to carry out its requirements marketing and sales strategy. It includes development and administration of the power sales contracts under which most of the electric energy produced by the Federal Columbia River Power System is sold. This includes Bonneville-wide responsibility for Customer Service Centers with support staff, and Customer Account Executives. It also includes the power billing function. The incumbent reports to the Senior Vice President for the Power Business Line.

Supervisory Controls

The Vice President for Requirements Marketing reports directly to the Senior Vice President for the PBL. Incumbent is frequently in direct working relationship with the Administrator/Chief Executive Officer, Deputy Administrator, Chief Operations Officer, Business Line and other Vice Presidents; officials of Federal agencies; officials of State and local governments; privately and publicly owned utilities; power marketers; professional groups; research and development organizations; and Congressional delegations and committees which require decisions and action to be taken without policy direction or consultation with the Senior VP for PBL. Performance is evaluated in terms of the incumbent's effectiveness in supporting Bonneville's mission.

Major Duties

Through setting the strategic requirements marketing and sales direction for the PBL, the Vice President for Requirements Marketing provides executive leadership in the planning, development, and administration of programs, systems, and processes which are critical for Bonneville to achieve its strategic objectives for customer satisfaction, net revenues, cost management, risk management, tribal and constituent satisfaction, conservation and renewables resources. These responsibilities also include ensuring that internal and external decision processes and systems are high quality, open to external input, and efficient. Success will be measured in satisfied customers who want to continue to do business, reduced expenses and optimized net revenue, ; and sustained net revenue production so that the PBL is able to make significant contributions in support of the public benefits provided by BPA.

Bonneville Power Administration
Vice President for Requirements Marketing, ES-0340-00

The Vice President ensures that this organization productively provides assistance and consultation to all employees to facilitate their personal and professional development in a manner which contributes to the accomplishment of Bonneville's marketing, sales, and customer service goals and objectives.

The Vice President maintains continuing relationships with representatives of major industries, public and private utilities, state and local Governments, Indian Tribes, federal agencies, and others within the Western United States on all matters related to the Business Line's role in the requirements power marketing.

The incumbent serves as a key policy formulator and decision-maker in the corporation's strategic planning, and business decisions. Relative to program and policy development and implementation, the incumbent determines and allocates necessary organizational resources, including staff and funds, and is solely responsible within the Power Business Line for their effective and efficient utilization in support of Bonneville's strategic objectives and marketing strategies.

Within the Bonneville organization, the incumbent has an inherent, critical responsibility for ensuring team oriented, effective, harmonious, and productive formal and informal working relationships within his/her Business Line, between his/her Business Line and other Business Lines, and with those positions key to the effective accomplishment of Bonneville's business, marketing, and customer service objectives.

As the principal corporate steward for his/her portion of the Business Line, the incumbent creates and maintains a cost conscious, market driven, and results oriented atmosphere which is characterized by innovation, customer focus, and continuous improvement.

As a manager, the incumbent provides understanding, support, and leadership in administering the Bonneville EEO program for all applicants and employees. To the full extent of his/her authority and responsibility, the incumbent provides and ensures fair and equitable treatment for all employees in personnel policies and practices including recruitment, selection, placement, counseling, training, career development, promotion, and adverse action.

Bonneville Power Administration
Vice President for Bulk Marketing and Transmission Services

Position Summary

The incumbent serves as the Vice President for Bulk Marketing & Transmission Services for the Power Business Line (PBL). The purpose of the organization is to articulate the vision and clear strategic direction for: (1) all non-requirements, surplus power marketing and sales activities of the PBL; (2) PBL transmission acquisition, transmission policy, and ancillary services marketing; and (3) management of the overall business relationship with Bonneville PNW IOU, and DSI customers. In close cooperation with the VP for Requirements Marketing, the incumbent provides executive leadership in the planning, development, and administration of the overall PBL sales and customer service program. This includes business line-wide responsibility for meeting revenue and customer satisfaction targets, and ensuring that other organizations provide the necessary products and services that enable Bonneville to carry out its surplus and ancillary marketing and sales strategy. It also includes acquisition of transmission services for the PBL. The incumbent reports to the Senior Vice President for the Power Business Line.

Supervisory Controls

The Vice President for Bulk Marketing & Transmission Services reports directly to the Senior Vice President for the PBL. Incumbent is frequently in direct working relationship with the Administrator/Chief Executive Officer, Deputy Administrator, Chief Operations Officer, Business Line and Corporate and other Vice Presidents; officials of Federal agencies; officials of State and local governments; privately and publicly owned utilities; power marketers; professional groups; research and development organizations; and Congressional delegations and committees which require decisions and action to be taken without policy direction or consultation with the Senior VP for PBL. Performance is evaluated in terms of the incumbent's effectiveness in supporting Bonneville's mission.

Major Duties

Through setting the strategic surplus marketing and transmission services direction for the PBL, the Vice President for Bulk Marketing & Transmission Services provides executive leadership in the planning, development, and administration of programs, systems, and processes which are functionally critical for Bonneville to manage the PBL to establish a business environment which results in increased revenues, and to conduct its core business in a cost-effective manner. These responsibilities also include ensuring that internal and external communication processes and systems are open, efficient, and accurately portray and actively promote Bonneville's policies and objectives. Success will be measured in satisfied customers who want to continue to do business, a presence for Bonneville and the PBL in the business world, reduced expenses and optimized net revenue, adequate transmission for power sales; good working relationships with our regional and Federal partners to optimize business goals; and sustained net revenue production and the PBL is able to make significant contributions in support of the public benefits provided by BPA.

The Vice President ensures that this organization productively provides assistance and consultation to all employees to facilitate their personal and professional development in a

Bonneville Power Administration
Vice President for Bulk Marketing and Transmission Services

manner which contributes to the accomplishment of Bonneville's marketing, sales, and customer service goals and objectives.

The Vice President maintains continuing relationships with representatives of major industries, public and private utilities, state and local Governments, Indian Tribes, federal agencies, and others within the Western United States on all matters related to the Business Line's role in the Bonneville Business and Marketing Plans.

The incumbent serves as a key policy formulator and decision-maker in the corporation's strategic planning, fiscal marketing strategies, and business decisions. Relative to program and policy development and implementation, the incumbent determines and allocates necessary organizational resources, including staff and funds, and is solely responsible within the Power Business Line Bulk Marketing & Transmission Services organization for their effective and efficient utilization in support of Bonneville's strategic business objectives and marketing strategies.

Within the Bonneville organization, the incumbent has an inherent, critical responsibility for ensuring team oriented, effective, harmonious, and productive formal and informal working relationships within his/her Business Line, between his/her Business Line and other Business Lines, and with those positions key to the effective accomplishment of Bonneville's business, marketing, and customer service objectives.

As the principal corporate steward for his/her portion of the Business Line, the incumbent creates and maintains a cost conscious, market driven, and results oriented atmosphere which is characterized by innovation, customer focus, continuous improvement, and competitive orientation.

As a manager, the incumbent provides understanding, support, and leadership in administering the Bonneville EEO program for all applicants and employees. To the full extent of his/her authority and responsibility, the incumbent provides and ensures fair and equitable treatment for all employees in personnel policies and practices including recruitment, selection, placement, counseling, training, career development, promotion, and adverse action.

Bonneville Power Administration
Executive Vice President for Corporate Strategy, ES-0340-00

I. Position Summary

The incumbent serves as the Executive Vice President for Corporate Strategy for the Bonneville Power Administration (BPA). Corporate Strategy consists of the Strategic Planning and Strategy Integration functions. Its key responsibilities are planning, directing and managing a strategic planning and objectives management program, and developing and coordinating the management of cross-agency strategic initiatives. Corporate Strategy is responsible for agency policy for emerging agency-wide, region-wide and/or national strategic issues such as global warming, integrated resource planning, integration of intermittent generation and renewable portfolio standards. The purpose of this position is to provide leadership, direction, and oversight of corporate strategy, including strategic forecasting, the establishment of strategic business objectives, and the cross-agency integration of strategic initiatives.

II. Supervisory Controls

The Executive Vice President for Corporate Strategy reports to the Deputy Administrator. The incumbent is frequently in direct working relationship with the Administrator/Chief Executive Officer (CEO), the Deputy, and other agency Vice Presidents; officials of Federal agencies; officials of State and local governments; privately and publicly owned utilities; professional groups; research and development organizations; and Congressional delegations and committees which frequently require decisions and actions to be taken without policy direction or consultation with the CEO or Deputy. Performance is evaluated in terms of the incumbent's effectiveness in supporting BPA's mission.

III. Major Duties

As the Executive Vice President for Corporate Strategy for the BPA, provides leadership, direction, and oversight of corporate strategy, including both strategic readiness and strategic integration. Provides executive leadership and direction to the following:

- Planning, direction, and management of a comprehensive agency-wide strategic planning program aligned for the accomplishment of the BPA mission. Provides executive leadership and direction in planning, development, and administration of programs, systems, and processes which are functionally critical for successful management and support of BPA's strategic planning program. Sets strategic objectives and multi-year performance targets that integrate both business and public responsibility goals. Program facilitates business unit preparation and execution of strategic initiatives. Program monitors "mega-trends" that are developing within the industry, translating substantive implications into recommendations for adjusting and refining BPA strategic plans; developing public policy, launching or leading cross-BPA teams for integration of strategic objectives.

- Planning, direction, and management of a comprehensive asset management (AM) program aligned to meet BPA mission and objectives. Provides executive leadership and direction in planning, development, and administration of programs, systems, and processes which are functionally critical for successful management and support of BPA's AM program, including, preparing BPA asset management plans; coordinating BPA asset management strategy; maintaining analytical tools to assist in formulating asset strategy and tracking asset performance; evaluating and designing methods for prioritizing asset-related spending; monitoring BPA strategic asset capabilities, condition performance, and risks to ensure they are managed in a manner consistent with BPA priorities; and evaluating future business conditions and their implications for BPA asset decisions.
- Planning, direction, and management of a comprehensive industry restructuring program aligned to meet BPA mission and objectives. Provides executive leadership and direction in planning, development, and administration of programs, systems, and processes which are functionally critical for successful management and support of BPA's industry restructuring program, including leading BPA's participation in regional development of a regional transmission organization.
- Planning, direction, and management of a comprehensive global warming strategy and program aligned to meet BPA mission and objectives. Provides executive leadership and direction in planning, development, and administration of programs, systems, and processes which are functionally critical for successful management and support of BPA's global warming strategy, including leading BPA's participation in regional planning and initiatives.

Provides leadership and direction in the formulation and implementation of an agency decision-making framework.

Relative to program and policy development and implementation, determines and allocates necessary organizational resources, including staff and funds.

For the Corporate Strategy office, provides understanding, support, and leadership in administering BPA's Equal Opportunity Program for all applicants and employees, including minorities and women. To the full extent of his/her authority and responsibility, provides and insures equal opportunity for all employees in personnel policies and practices, including recruitment, selection, placement, counseling, training, career development, promotion, and adverse actions.

Senior Vice President for Transmission Services
ES-340-00
Job Code J01065
Related Job Codes:

Position Description
5/4/04
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Revised 07/30/07

Introduction

The incumbent serves as the Senior Vice President for *Transmission Services*. The purpose of the organization is to articulate the vision and clear direction for *Transmission Services*. This includes responsibility for the planning and administration of a program to serve customer needs. *Transmission Services* is the largest Business Line in BPA, made up of large numbers of annual and hourly employees, geographically dispersed regional and field offices and sites, and significant collective bargaining responsibilities. *Transmission Services* has as its mission to operate a safe and reliable transmission system and to be the provider of choice for transmission. *Transmission Services* will consist of a marketing, sales and servicing accounts component, and operations and planning and extensive field services which will be responsible for system integrity. The business line will operate through *four* tier two organizations which include *Engineering and Technical Services, Transmission Field Services, Planning and Asset Management, and Transmission Marketing and Sales*. The goals of the business line include keeping operating costs flat, providing non-discriminatory access to the electric energy marketplace, reduction of overhead, and the provision of superior customer service.

The function of Transmission Services is to provide field switching operations and maintenance of Bonneville's high-voltage electrical transmission system; central system-wide support for the field; overall system operations, dispatch, technical operations, acquisition and real time transmission system data, construction, engineering design services, and real estate activity. Transmission Services works with functional business groups to establish current and future business needs, consistent with higher level guidance, that will result in projects effecting changes to business processes or systems. Transmission Services also provides transmission system planning, design, construction, operations, and maintenance. It is also responsible for aircraft services, safety, and internal automated information system.

Supervisory Controls

The Senior Vice President for *Transmission Services* reports directly to the Chief Operating Officer. Incumbent is frequently in direct working relationship with the Administrator, Deputy Administrator/Chief Executive Officer, and other Vice Presidents; officials of Federal agencies; officials of State and local governments; privately and publicly owned utilities; major manufacturers; professional groups; research and development organizations; and Congressional delegations and committees which require decisions and action to be taken without policy direction or consultation with the Chief Operating Officer. Performance is evaluated in terms of the incumbent's effectiveness in supporting Bonneville's mission.

Major Duties

The Senior Vice President for *Transmission Services* provides executive leadership in the planning, development, and administration of programs, systems, and processes which are functionally critical for Bonneville to manage *Transmission Services* to establish a business environment which results in increased revenues, and to conduct its core business in a cost-effective manner. These responsibilities also include ensuring that internal and external communication processes and systems are open, efficient, and accurately portray and actively promote Bonneville's policies and objectives. Success will be measured in satisfied customers, business growth that increases net return, delivery time of new projects within one year of request, a safe and reliable transmission system and having become the provider of choice for transmission while maintaining a responsible environmental policy.

The Senior Vice President ensures that this organization productively provides assistance and consultation to all employees to facilitate their personal and professional development in a manner which contributes to the accomplishment of Bonneville's marketing, sales, and customer service goals and objectives.

The Vice President maintains continuing relationships with representatives of major industries, public and private utilities, state and local Governments, Indian Tribes, federal agencies, and others within the Western United States on all matters related to the Business Line's role in the Bonneville Business and Marketing Plans.

The incumbent serves as a member of the Bonneville Executive Management Committee and is a key policy formulator and decision maker in the corporation's strategic planning, fiscal marketing strategies, and business decisions. Relative to program and policy development and implementation, the incumbent determines and allocates necessary organizational resources, including staff and funds, and is solely responsible within the Business Line for their effective and efficient utilization in support of Bonneville's strategic business objectives and marketing strategies.

Within the Bonneville organization, the incumbent has an inherent, critical responsibility for ensuring team oriented, effective, harmonious, and productive formal and informal working relationships within his/her Business Line, between his/her Business Line and other Business Lines, and with those positions key to the effective accomplishment of Bonneville's business, marketing, and customer service objectives.

As the principal corporate steward for his/her Business Line, the incumbent creates and maintains a cost conscious, market driven, and results oriented atmosphere which is characterized by innovation, customer focus, continuous improvement, and competitive orientation.

As a manager, the incumbent provides understanding, support, and leadership in administering Bonneville EEO program for all applicants and employees. To the full extent of his/her authority and responsibility, the incumbent provides and ensures fair and equitable treatment for all

employees in personnel policies and practices including recruitment, selection, placement, counseling, training, career development, promotion, and adverse action.

Bonneville Power Administration
Vice President for Engineering & Technical Services, ES-0850-00

Position Summary

The incumbent serves as the Vice President (VP), Engineering and Technical Services. The purpose of this position is to provide leadership and direction to BPA's transmission system engineering and technical services organization. That organization provides technical leadership and direction in the formulation of policies, strategies and practices that pertain to the application, operation and maintenance of main circuit equipment, control and protection systems, telecommunication systems, and transmission line facilities. The incumbent serves as the principle engineer and key policy formulator in leading the design, material specification, coordination, project management and construction of major transmission infrastructure projects necessary to improve the reliability of the existing transmission system and incorporate new generation facilities.

Supervisory Controls

The position reports directly to the Senior Vice President (SVP), Transmission Business Line. Policy objectives are normally developed through discussion with the SVP, Transmission Business Line and Bonneville executive management. The incumbent is frequently in direct working relationship with the Administrator/Chief Executive Officer (CEO), Deputy, Chief Operating Officer (COO), Senior and other Vice Presidents, officials of Federal agencies; officials of state, local, and Tribal governments; privately and publicly owned utilities; professional groups; research and development organizations; advocacy groups; and Congressional members and committees, which frequently requires decisions and actions to be taken without policy direction or consultation with the CEO, Deputy Administrator, or SVP Transmission Business Line. Performance is evaluated in terms of Bonneville's ability to accomplish its legislated mission through development and achievement of strategies, policies, and goals with broad public understanding, involvement, and support; and in terms of efficiency of organization, planning, and assignment of responsibilities with appropriate authority and accountability.

Major Duties

Responsible for providing leadership in the formulation and implementation of policies, strategies, and practices associated with operation and maintenance of Bonneville's existing transmission grid as well as major infrastructure improvement projects. Bonneville's existing system provides 75 percent of the Northwest high voltage capacity and is comprised of 15,000 circuit miles of high voltage transmission lines that expand across 300,000 square miles.

Responsible for analyzing, assessing, and developing Agency recommendations, strategies, and policies associated with governmental, industry, and interest group initiatives associated with the operation and maintenance of existing transmission system

facilities as well as major infrastructure improvement projects to expand system capacity to meet current and future needs of the region. Collaborates at the highest levels of the organization on the planning, development, and administration of programs, systems, and processes critical to the success of the BPA mission.

Serves as a key policy formulator and decision maker in the corporation's strategic planning, fiscal strategies, and business decisions. Relative to program and policy development and implementation, determines and allocates necessary organizational resources, including staff and funds, and is solely responsible for their effective and efficient utilization in support of Bonneville's strategic business objectives.

Develops and maintains relationships with representatives at high levels of Federal and state government, including elected representatives, the Department of Energy, the Federal Energy Regulatory Commission (FERC) and state utility commissions, and with representatives of the North American Electric Reliability Council (NERC) and industrial associations and advocacy groups. Advises the SVP, Transmission Business Line and Bonneville executive management on far-reaching and cross-cutting industry issues. Serves as an authoritative representative and liaison on behalf of Bonneville in collaborating on agency strategies with respect to transmission system operations and state and industry initiatives.

Provides strategic guidance to EPRI through the Research Advisory Council, charged with determining program levels and direction for strategic research and technical innovation.

Responsible for management of all real property for the BPA, including rights of way for 15,000 circuit miles of transmission. Leads and directs negotiations with tribal governments for transmission across Indian lands (government-to-government consultation and negotiation) and the conduct of condemnation as necessary. Ensures the strategic transmission corridors of national significance in the Northwest are secured and established and managed efficiently and effectively.

Assures that decisions and instructions of the SVP are carried out as intended and translated into appropriate follow-up actions.

Responsible for building team-oriented, effective, harmonious, and productive formal and informal working relationships with Bonneville's business lines and other key program managers. Serves as the focal point and provides perspective on transmission system infrastructure issues that are of importance to the mission, including research studies, identification of significant precedent-setting issues, and assessment of the impact of industry and public and private utility initiatives.

Provides understanding, support and leadership in administering the Bonneville EEO program for all applicants and employees. To the full extent of his/her authority and responsibility, provides and ensures fair and equitable treatment for all employees in

personnel policies and practices including recruitment, selection, placement, counseling, training, career development, promotion, and adverse action.

As a manager, the incumbent provides support and leadership in advancing BPA's Technology Innovation program. To the full extent of his/her authority and responsibility, the incumbent provides and ensures employees assigned technology innovation responsibilities have the resources required to fulfill their obligations, including strategic direction, and supervisory, financial, and administrative support.

Transmission Services Supervisor and Manager Duties:

The incumbent is required to have a working knowledge of the Federal Energy Regulatory Commission (FERC) Standards of Conduct (SOC) to ensure fair competition in the open access transmission market through compliance with its basic principles. The FERC SOC basic principles require BPA's Transmission Function employees and its affiliated Power Merchant Function employees to function independently and abide by non-discriminatory information access and prohibited disclosure regulations for transmission-related information that is not equally available to all customers.

The incumbent of this position is identified by BPA as a Transmission Function employee. Transmission Function employees conduct transmission system operations and reliability functions, including, but not limited to, engaging in day-to-day duties and responsibilities for planning, directing, organizing, or carrying out transmission-related operations. Under the FERC SOC independent functioning principle, the employee may not engage in affiliated power merchant functions which include, but are not limited to: making wholesale power merchant decisions and/or business rules; developing power merchant policy; directing, organizing, or executing power merchant activities.

Further, the FERC SOC non-discrimination rules limit information access and prohibit disclosures of certain transmission-related information to Power Merchant Function employees. Specifically, the incumbent may not provide access to, or disclose to affiliated Power Merchant Function employees any non-public information about (1) BPA's transmission system, (2) transmission system information of another or (3) information about BPA's transmission customers.

As a supervisor or manager, the incumbent is required to immediately report violations of the FERC SOC to the Chief Compliance Officer. In addition, the supervisor or manager is required to ensure that employees complete BPA's mandatory SOC training.

Vice President for Transmission Field Services
ES-340
J02188

Position Description
01/11/05

I. Position Summary

The incumbent serves as the Vice President for Transmission Field Services. This organization is responsible for managing field operation, maintenance, and construction, and reliability centered maintenance analysis of BPA's high-voltage electrical transmission system; and technical training and continuing education, including craftsman, lineman, electrician, substation operator, and non-electrical craft apprenticeships. This position provides fiscal and human resources to provide safe, reliable, and cost-effective services to Bonneville's customers. In addition, this position serves as process manager for Bonneville's system maintenance program and chairman of the Central Supervisory Safety Committee.

II. Supervisory Controls

The incumbent reports directly to the Senior Vice President for the Transmission Business Line. The duties of the position routinely require frequent direct working relationship with other Vice Presidents and managers, officials of Federal agencies, officials of state and local governments, privately and publicly owned utilities, major manufacturers, professional groups, research and development organizations, and congressional offices which require decisions and action to be taken without policy direction or consultation with either the Senior Vice President for the Transmission Business Line or the Chief Operating Officer. Performance is evaluated in terms of the incumbent's effectiveness in meeting Bonneville's transmission system operation and maintenance goals and objectives, and the extent to which the system effectively supports the sale of products and services.

III. Major Duties

The incumbent plans and directs the operations and maintenance of Bonneville's power system to provide safe, reliable, efficient, and environmentally acceptable power for Bonneville's customers. The incumbent provides executive leadership in planning, policy formulation, direction, and evaluation to assure that the mission of the operation and maintenance program is accomplished consistent with the integrity of the transmission system in support of Bonneville's marketing goals.

The Vice President maintains continuing relationships with representatives of major industries, public and private utilities, state and local governments, Indian Tribes, Federal agencies, and others within the western United States on all matters related to the TBL's role in Bonneville's strategic business objectives and marketing strategies.

The incumbent serves as a member of the Bonneville Executive Management Committee and is a key policy formulator and decision maker in strategic planning, fiscal marketing strategies, and business decisions. Relative to program and policy development and implementation, the incumbent determines and allocates necessary organizational resources, including staff and funds, and is solely responsible for their effective and efficient utilization in support of Bonneville's strategic business objectives and marketing strategies.

Within the Bonneville organization, the incumbent has an inherent, critical responsibility for ensuring team-oriented, effective, harmonious, and productive formal and informal working relationships within his/her organization, between his/her organization and other organizations, and with those positions key to the effective accomplishment of Bonneville's business, marketing, and customer service objectives.

As the principal corporate steward for his/her organization, the incumbent creates and maintains a cost-conscious, market-driven, and results-oriented atmosphere, which is characterized by innovation, customer focus, continuous improvement, and competitive orientation.

As a manager, the incumbent provides understanding, support, and leadership in administering the Bonneville EEO program for all applicants and employees. To the full extent of his/her authority and responsibility, the incumbent provides and ensures fair and equitable treatment for all employees in personnel policies and practices including recruitment, selection, placement, counseling, training, career development, promotion, and adverse action.

Bonneville Power Administration

Vice President for Operations and Planning – Transmission Business Line, ES-0850/0855

Position Summary

The incumbent serves as the Vice President for Operations and planning for the Transmission Business Line (TBL), and BPA's Chief Engineer. The purpose of the organization is to articulate the vision and clear strategic direction in the operations and long-term needs of the Transmission Business Line, providing executive leadership in the prioritizing the needs to revenue, ensuring the system operates within required guidelines, and acting as a regional coordinator on operational and planning issues. Responsibility includes coordination of all TBL function including operations, maintenance, planning, construction, and design to achieve and maintain margin. The incumbent reports to the Senior Vice President for TBL.

Supervisor Controls

The Vice President for Operations and Planning, reports directly to the Senior Vice President for the Transmission Business Line. Incumbent is frequently in direct working relationship within the Administrator/Chief Executive Officer, Deputy Administrator, Senior Vice Presidents, Corporate, and other Vice Presidents; officials of Federal agencies; officials of State and local governments; privately and publicly owned utilities; major manufacturers; professional groups; research and development organizations; and Congressional delegates and committees which require decisions and action to be taken without policy direction or consultation with the Senior VP for TBL. Performance is evaluated in terms of the incumbent's effectiveness in supporting Bonneville's mission.

Major Duties

Through setting the strategic direction for the TBL, the Vice President for Operations and Planning provides executive leadership in the planning, development, and administration of programs, systems, and processes that ensures the reliable, safe, and competitive operation of the transmission system. The Vice of Operations and Planning assures operating in a competitive, cost effective manner provides leadership in external regional coordination, acts as the chief performance manager and process manager for operations and planning, and assures a clear and consistent manner. Success will be measured in a competitive, reliable, safe power system, the real cost of doing business is measurable, the TBL is high performing, external customers are using TBL as consultants, real TBL costs are decreasing, customer value is increasing, BPA borrowing authority is manager to extend to the year 2010, BPA has a higher bond lesson, value based reliability criteria is in effect and BPA and the TBL is seen as valued added leaders in the electric utility industry.

The Vice President provides direction and leadership to complex engineering services organizations and is responsible for the evaluation, formulation, implementation, and enhancement of policies, strategies, and guidelines required for the safe, reliable, and competitive operation of the transmission system.

The Vice President ensures that this organization productively provides assistance and consultation to all employees to facilitate their personal and professional development in a manner, which contributes to the accomplishment of Bonneville's marketing, sales, and customer service goals and objectives.

The Vice President maintains continuing relationships with representatives of major industries, public and private utilities, state and local Governments, Indian Tribes, Federal agencies, and others within the Western United States on all matters related to the Business Line's role in the Bonneville Business and Marketing Plans.

The incumbent serves as a member of the Bonneville Executive Management Committee and is a key policy formulator and decision maker in the corporations' strategic planning, fiscal marketing strategies, determines and allocates necessary organizational resources, including staff and funds, and is the solely responsible within the Business Line for their effective and efficient utilization in support of Bonneville's strategic business objectives and marketing strategies.

Within the Bonneville organization, the incumbent has an inherent, critical responsibility for ensuring team oriented, effective, harmonious, and productive formal and informal working relationships within his/her Business Line, between his/her Business Line and other Business Lines, and with those positions key to the effective accomplishment of Bonneville's business, marketing, and customer service objectives.

As a principal corporate steward for his/her Business line, the incumbent creates and maintains a cost conscious, market driven, and results oriented atmosphere, which is characterized by innovation, customer focus, continuous improvement, and competitive orientation.

As a manager, the incumbent provides understanding, support, and leadership in administering Bonneville EEO program for all applicants and employees. To the full extent of his/her authority and responsibility, incumbent provides and ensures fair and equitable treatment for all employees in personnel policies and practices, including recruitment, selection, placement, and counseling, training, career development, promotion, and adverse action.

Bonneville Power Administration
Vice President for Transmission Marketing and Sales, ES-1101-00

I. Position Summary

The incumbent serves as the Vice President for Marketing and Sales for Transmission Services, Bonneville Power Administration (BPA). The purpose of the position is to provide executive leadership in the planning, development, and administration of the overall marketing of regulated and incidental transmission products; the development of market-based transmission products; the implementation of a full range of contracts associated with products sold by Bonneville Transmission; and billing and collection for services and products sold; and the operation of the Open Access Same Time System (OASIS). The incumbent provides leadership and direction to sales administration, commercial marketing policy and strategy, sales, and transmission supply functions. The incumbent determines and allocates necessary organizational resources, including staff and funds and is solely responsible for their effective and efficient utilization in support of BPA's strategic business objectives. To the full extent of his/her authority and responsibility, the incumbent provides and ensures fair and equitable treatment for all employees in personnel policies and practices, including recruitment, selection, placement, counseling, training, career development, promotion, and adverse actions.

II. Supervisory Controls

The Vice President for Transmission Marketing and Sales reports directly to the Senior Vice President for Transmission Services. The incumbent is frequently in direct working relationship with the Administrator/Chief Executive Officer (CEO), the Deputy, and other Executive Vice Presidents, Senior Vice Presidents and Vice Presidents; officials of Federal agencies; officials of State and local governments; executives of privately and publicly owned utilities; heads of professional groups; research and development organizations; and Congressional delegations and committees which frequently require decisions and actions to be taken without policy direction or consultation with the CEO or Deputy. Performance is evaluated in terms of the incumbent's effectiveness in supporting Bonneville's mission and achievement of its strategic objectives.

III. Major Duties

Through setting the strategic direction for Transmission Services, the Vice President for Marketing and Sales, as the Margin Manager, provides executive leadership in the areas of marketing and sales processes, and establishes a business environment which results in increased revenues. The incumbent is responsible for leading the development and application of policies and business processes impacting 70% of all transmission business in the Pacific Northwest. These responsibilities also include ensuring that internal and external communication processes and systems are open, efficient, and accurately portray and actively promote Bonneville's policies and objectives. Success will be measured in the transmission grid operating at near capacity by effective marketing and sales; a positive revenue flow; organizations and work processes have a strong customer focus; Bonneville transmission acts in a non-discriminatory manner; and the TBL is able to make significant contributions in support of the public benefits provided by BPA.

Provides leadership and direction in the formulation and implementation of agency-wide policy and standards in the areas of responsibility. Links policy and standard setting to Bonneville's mission and strategic business objectives.

The Vice President ensures that this organization productively provides assistance and consultation to all employees to facilitate their personal and professional development in a manner, which contributes to the accomplishment of Bonneville's marketing, sales, and customer service goals and objectives.

The Vice President maintains continuing relationships with representatives of major industries, public and private utilities, state and local Governments, Indian Tribes, Federal agencies, and others within the Western United States on all matters related to the Business Line's role in the Bonneville Business and Marketing Plans.

The incumbent serves as a member of the Bonneville Executive Management Committee and is a key policy formulator and decision maker in the corporations' strategic planning, fiscal marketing strategies, determines and allocates necessary organizational resources, including staff and funds, and is the solely responsible within the Business Line for their effective and efficient utilization in support of Bonneville's strategic business objectives and marketing strategies.

Within the Bonneville organization, the incumbent has an inherent, critical responsibility for ensuring team oriented, effective, harmonious, and productive formal and informal working relationships within his/her Business Line, between his/her Business Line and other Business Lines, and with those positions key to the effective accomplishment of Bonneville's business, marketing, and customer service objectives.

As a principal corporate steward for his/her Business line, the incumbent creates and maintains a cost conscious, market driven, and results oriented atmosphere, which is characterized by innovation, customer focus, continuous improvement, and competitive orientation.

Provides understanding, support, and leadership in administering Bonneville's Equal Opportunity Program for all applicants and employees, including minorities and women. To the full extent of his/her authority and responsibility, provides and insures equal opportunity for all employees in personnel policies and practices, including recruitment, selection, placement, counseling, training, career development, promotion, and adverse actions.

As a manager, the incumbent provides support and leadership in advancing BPA's Technology Innovation program. To the full extent of his/her authority and responsibility, the incumbent provides and ensures employees assigned technology innovation responsibilities have the resources required to fulfill their obligations, including strategic direction, and supervisory, financial, and administrative support.

The incumbent is required to have a working knowledge of the Federal Energy Regulatory Commission (FERC) Standards of Conduct (SOC) to ensure fair competition in the open access transmission market through compliance with its basic principles. The FERC SOC basic principles require BPA's Transmission Function employees and its affiliated Power Merchant Function employees to function independently and abide by non-discriminatory information access and prohibited disclosure regulations for transmission-related information that is not equally available to all customers.

The incumbent of this position is identified by BPA as a Transmission Function employee. Transmission Function employees conduct transmission system operations and reliability functions, including, but not limited to, engaging in day-to-day duties and responsibilities for planning, directing, organizing, or carrying out transmission-related operations. Under the FERC SOC independent functioning principle, the employee may not engage in affiliated power merchant functions which include, but are not limited

to: making wholesale power merchant decisions and/or business rules; developing power merchant policy; directing, organizing, or executing power merchant activities.

Further, the FERC SOC non-discrimination rules limit information access and prohibit disclosures of certain transmission-related information to Power Merchant Function employees. Specifically, the incumbent may not provide access to, or disclose to affiliated Power Merchant Function employees any non-public information about (1) BPA's transmission system, (2) transmission system information of another or (3) information about BPA's transmission customers.

As a supervisor or manager, the incumbent is required to immediately report violations of the FERC SOC to the Chief Compliance Officer. In addition, the supervisor or manager is required to ensure that employees complete BPA's mandatory SOC training.

EXECUTIVE AND MANAGERIAL TITLING CONVENTIONS

Revised August 3, 2006

Front Office Executive (3):

SES - Senior executive level with broad responsibilities for running the agency (Administrator, Deputy Administrator, Chief Operating Officer)

Executive VP (4):

SES - Broad focus across the Agency; report directly to Front Office Executive (Internal Business Services, CFO, General Counsel, Planning & Governance)

Senior VP (2):

SES - Scope limited to one business unit; has one or more VPs that are direct reports; reports directly to Front Office Executive (Transmission, Power)

VP (9):

SES - Scope limited to one functional area; reports to Front Office Executive, Executive VP, or Senior VP (Energy Efficiency, EFW, CIO, Tx Field Svcs, Tx Eng & Tech Svcs, Tx M&S, Pwr Req Marketing, Pwr Generation, Pwr Bulk Marketing)

Executive Director (5) :

GS-15 that is a member of the Executive Team
(CHCO, Strategic Planning, Industry Restructuring, CRO, CPAO)

Chief X Officer (CXO's):

The designation of "Chief" is made only to those positions so designated in legislation or regulation and/or which are in common usage in the Federal Government or business (Chief Financial Officer, Chief Information Officer, Chief Engineer, Chief Human Capital Officer, Chief Risk Officer)

[Please note that we have numerous other chiefs that do not meet this definition—Chief Public Affairs Officer, Chief Technology Officer (in IT), Chief Technological Innovation Officer, Chief Compliance Officer (which might fit the above), Chief Supply Chain Officer, Chief Safety Officer, and who knows how many others.]

Manager:

All other management positions

Position	Executive Team	Senior Strategy Group	Business Operations Board
Administrator	X	X	
Deputy	X	X	
COO	X	X	X
General Counsel	X	X	
Planning & Govern	X	X	
CFO	X	X	X
Internal Bus Svcs	X	X	X
Power Services	X	X	X
Transmission Svcs	X	X	X
Energy Efficiency	X		
EFW	X		
CIO	X		X ?
Tx Field Svcs	X		
Tx Engrg/Tech Svcs	X		
Tx Mrktg & Sales	X		
Pwr Reqmts Mrktg	X		
Pwr Generation	X		
Pwr Bulk Marketing	X		
CHCO	X		X ?
Strategic Planning	X	X	
Industry Restruc	X		
CRO	X		
CPAO	X		
	ECDP participants		BOB Coordinator?
			Others per topic

Primary Roles and Activities of Executive Team: (1) high-level and/or breaking news discussions or communications, (2) setting People & Culture strategy and affirming P&C targets, (3) executive development, (4) determination of actions needed to implement new initiatives

Primary Role of Senior Strategy Group: Determine agency strategy and initiatives

Primary Roles of Business Operations Board: Set agency-level operational strategies, review progress of initiatives, determine needed actions



Department of Energy

Washington, DC 20585

August 1, 2003

MEMORANDUM FOR DISTRIBUTION

FROM:

Claudia A. Cross *Claudia A Cross*
Chief Human Capital Officer/
Director, Office of Human
Resources Management/OMBE

Michael C. Kane *M.C. Kane*
Associate Administrator, Management
and Administration, National Nuclear Security Administration

SUBJECT:

FY 2003 Career and Non-Political Limited Term Senior Executive
Service Performance Appraisal Closeout Guidance

Throughout the FY 2003 Senior Executive Service (SES) appraisal period which ends September 30, 2003, we have provided you with guidance and updates covering each phase in line with the Department's initial November 7, 2001 SES performance management system policy. Our guidance included instruction on establishing performance plans for each executive which clearly reflect the executive's "critical few" program objectives to be completed during the fiscal year and, as applicable, the inclusion of PMA and small business goals; tracking results; progress review requirements; and Departmental amended SES pay level policy.

The latest written Departmental guidance dated June 9, 2003, covered the Deputy Secretary's SES performance management system enhancements which are to be effected starting this appraisal cycle. Among the enhancements cited, the Department's career SES bonus pool will be increased to 5% of the career SES base pay as of September 30, 2003 (4% for Secretarial Officers to make their career bonus proposals; 1% for the Deputy Secretary's discretionary/bonus pool). Also, as cited in this policy, the Deputy Secretary and both Under Secretaries may: (1) waive the mandatory bonus requirement "Exceeds Expectations" ratings when individual circumstances warrant in recognition of corporate accomplishments or other similar broad cross-cutting achievements; (2) recommend a bonus, or increase the amount of a recommended bonus; and (3) recommend an increase in a rating with or without a bonus.

As we approach the final phase of the SES performance cycle, the following information is provided to assist you and your subordinate managers in the completion and submission of documentation reflecting your respective organization's FY 2003 career and non-political Limited Term SES proposals for performance ratings, bonuses (career SES only) and pay rate adjustments for the appraisal cycle. We have also included a timetable of activities following the September 30, 2003 appraisal cycle end. This information is applicable to all career executives, including those assigned to the National Nuclear Security Administration (NNSA).



Please note that an additional requirement for this year is the submission of your completed FY 2003 Annual Performance Plan (APP) with the inclusion of specific senior executives who were significantly responsible for the results cited, or submission of a similar document which reflects your organization's FY 2003 objectives, targets, results and the names of those senior executives who contributed significantly to the successful completion of each objective listed. All program results are to be directly tied to the written accomplishments justifying each career executive's proposed bonus and, as applicable, SES pay adjustment recommendations requiring justification. Through our collaborative efforts with the Office of Program Analysis and Evaluation/OMBE, we have been informed that the completed APP for each Departmental Element is due to them on October 15, 2003. We have established dates in our Timetable for the SES performance activities accordingly.

The following highlights are provided for your reference:

- A minimum of one Progress Review should have been completed by no later than July 3, 2003, and a copy of the signed documentation included in the appraisal package.
- Performance assessment under the current SES appraisal process is based on two critical elements: (1) Key Programmatic Accomplishments (including PMA and small business goals, as applicable) and (2) Key Leadership Attributes.
- Written annual accomplishments addressing achievements relative to each of the two critical performance elements are required for all SES members and must be submitted to the rating official prior to the assignment of an initial summary rating. The written accomplishments are a permanent part of each executive's appraisal documentation and are to be submitted along with other required performance materials up the organizational chain for further review and final decision. Written program accomplishments for executives being proposed for bonuses or pay rate adjustments, as applicable, must be tied to results reflected in the Departmental Element's completed Annual Performance Plan (a copy of which is to be submitted by the Secretarial Officer with the organization's final FY 2003 performance recommendations package).
- The rating official must include in his/her initial summary rating discussion with each employee an explanation for the proposed FY 2003 rating. Also, the rating meeting should include a general discussion on program objectives and expectations for the upcoming annual appraisal cycle.
- Customer and peer feedback are encouraged in the overall assessment of each executive's performance.
- Each Secretarial Officer is authorized to nominate his/her exemplary performers for a performance bonus and/or a pay rate level adjustment based on their respective rating.
- In line with the Deputy Secretary's April 21, 2003 decisions, nomination for a bonus is to be based on the executive's performance rating: Exceeds Expectations (mandatory 5% - 20% bonus); Meets Expectations (discretionary 5% to 9% bonus). Each organization is responsible for payment of bonuses granted to its senior executives.

- In line with the Deputy Secretary's April 21, 2003 decision that he and both Under Secretaries may waive the mandatory bonus requirement for "Exceeds Expectations" ratings, all waivers must be approved in writing by the respective authorized official prior to November 10, 2003 and submitted along with the senior executive's performance documentation to the Executive Resources Management Division, ME-531, for Performance Review Board (PRB) review. If an alternative form of recognition such as a pay rate adjustment is recommended, the waiver must include that information for PRB consideration.
- Nomination for a pay rate adjustment is to be based on the executive's performance and consistent with provisions of the Department's SES Pay Level Policy. Permissible pay rate increase nominations are normally at one level annually, to the maximum pay level prescribed in the SES Pay Level Policy.
- All Field Offices are to forward their completed FY 2003 SES performance documentation to their respective Lead Program Secretarial Officer (LPSO) by the date established by the appropriate office.
- The PRB will review and provide objective recommendations to the Deputy Secretary on, at a minimum, initial summary ratings.
- All FY 2003 career SES performance decisions will be made by the Deputy Secretary as previously delegated by the Secretary of Energy.

Please share this information with key members of your staff. Also, as a reminder, please ensure that FY 2004 SES performance plans are in place by October 31, 2003 (i.e., by 30 days following the beginning of the new appraisal cycle)..

Questions regarding the SES performance management system and related processes may be directed to Debra Gibson at (202) 586-8451 or Ina Shaw at (202) 586-8464 of the Executive Resources Management Division/OMBE.

Attachments

cc: Human Resources Directors
Resource Managers
Administrative Officers

**FY 2003 SENIOR EXECUTIVE SERVICE PERFORMANCE REVIEW
ACTIVITIES****TIMETABLE**

- September 15, 2003 Call for PRB Subcommittee Members.
- September 30, 2003 End of FY 2003 career and non-political Limited Term SES appraisal period.
- October 1, 2003 New FY 2004 appraisal cycle begins. Planning discussions between SES employees and their managers on FY 2004 performance objectives should take place, and all career and non-political limited term SES are to be placed on a new performance plan by October 31, 2003 and a certification memo forwarded by each Secretarial Officer to the Acting Director, OMBE/Acting CFO.
- October 10, 2003 Nominations for PRB Subcommittee members due to ME-531, Attention: Debra Gibson, Executive Resources Management Division. All field office nominations should be forwarded to the Assistant Secretary/equivalent for further nomination consideration. (Selectees will be advised by mid October 2003.)
- October 10, 2003 Targeted date for consolidated listings of executives to be provided to Resource Managers/Administrative Officers. Pro rata bonus pools are to be forwarded soon thereafter. (Each organization will be provided a 4% pro rata bonus pool for the Secretarial Officer's proposed usage plus 1% for the Deputy Secretary's discretionary bonus pool.)
- October 15, 2003 (Reminder: Departmental Element Annual Performance Plans (APP) reflecting FY 2003 program results are due to the Office of Program Analysis and Evaluation/OMBE)
- October 20, 2003 All performance evaluations are required to be completed.
- October 24, 2003 Performance appraisals requiring rating or higher level review by Office of the Secretary officials are due to ME-531, Attn: Debra Gibson. (Example: Performance rating recommendations for Principal Deputy Assistant Secretaries typically require submission for higher level review.)
- October 24 - Nov 5, 2003 Window for the HQ and NNSA Administrative/Personnel contacts to input their organization's final FY 2003 recommended performance recommendations into the automated PRB system.
- November 10, 2003 Secretarial Officers' completed 2003 performance recommendations are due to ME-531, Attn: Debra Gibson/Ina Shaw to include completed appraisal and accomplishments documentation for recommended ratings, bonuses, and pay rate

Timetable (cont)

adjustments for each executive; Annual Performance Plan (APP)/similar document properly documented; a consolidated listing reflecting performance recommendations for each executive; and a checklist. All submissions must include an original and one copy.

November 10, 2003

The SES Bonus Nomination Form must be used for all bonus recommendations. A written justification of results warranting recognition, or the executive's written achievements NTE 3 pages must accompany each bonus proposal. Bullet format is encouraged.

and/or

The SES Pay Rate Adjustment Form must be used for all recommendations for pay rate adjustments. A written justification of results warranting recognition, or the executive's written achievements NTE 3 pages must accompany pay rate adjustment proposals exceeding ES-4 and those for multiple ES levels.

(Note: Proposals for both a bonus and pay rate adjustment for an executive only require one justification/written achievements which clearly outlines results and the basis for the two recommendations.)

All approved bonus waivers are to be submitted with the respective executive's performance appraisal and recognition documentation.

Performance appraisal and recognition documentation packages must include a transmittal signed by the Secretarial Officer or his/her Principal Deputy.

November 18-19, 2003

The PRB convenes to review career and non-political Limited Term SES performance recommendations.

November 26, 2003

Projected date to transmit performance recommendations from the PRB to the respective Secretarial Officers.

December 12, 2003

Projected date for PRB to forward their recommendations to the Deputy Secretary for final determination.

January 12, 2004

Projected date for final annual performance decisions to be made by the Deputy Secretary.

February 5, 2004

Projected date for bonus payout and first installment of pay rate adjustments for eligible executives.