



Department of Energy

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

FREEDOM OF INFORMATION ACT PROGRAM

July 22, 2024

In reply refer to: FOIA #BPA-2023-00801-F

SENT VIA EMAIL ONLY TO: PII [REDACTED]

Eric Wommack

PII [REDACTED]
PII [REDACTED]

Dear Mr. Wommack,

This communication is the Bonneville Power Administration's (BPA) second and final response to your request for agency records made under the Freedom of Information Act, 5 U.S.C. § 552 (FOIA). BPA received your records request on April 7, 2023, and formally acknowledged your request on May 9, 2023. BPA provided you with a first partial response to your BPA-2023-00801-F request on November 21, 2023.

Request

Your original request was as follows: "...emails and text messages between Wayne Harkleroad and Robert Schneider. Also looking for emails between Wayne Harkleroad and Human Resources in regards to the Heavy Mobile Equipment Mechanic Foreman I position at the Bell shop in Spokane."

Clarifications

Via email exchanges with the agency, from April 7, 2023, through April 17, 2023, your request language has been expanded and agreed to as follows:

1. "... complete email threads and complete text messages, from 1 January 2022 to present, between Wayne Harkleroad and Robert Schneider; [and]
2. emails between Wayne Harkleroad and Human Resources in regards to the Heavy Mobile Equipment Mechanic Foreman I position at the Bell shop in Spokane, within the last year.
3. The emails and text messages between Wayne and Robert [sh]ould include all emails and text messages.
4. The emails between Wayne and Human Resources on the other hand, [sh]ould only be in regard to the Heavy Mobile Equipment Mechanic Foreman I position at the Bell shop in Spokane."

Rescope Request

Via telephone conversations with FOIA office personnel on May 29, 2024, and following an initial FOIA office review of the records set assembled in response to your request and clarification above, you further agreed to the following scope limitation:

“The agency will limit the scope of your FOIA request to the "complete email threads and complete text messages, from 1 January 2022 to present, between Wayne Harkleroad and Robert Schneider", to ***exclude*** those emails ***not discussing*** the HMEMF1 position. Thus, the scope for your item 3, above, will match the scope for you item 4, above, which also limits the records collection to emails with HR, which only pertain to the HMEMF1 position.”

Second Partial and Final Response

BPA has searched for and gathered records from the agency’s Human Resource Service Center and Cyber Security office. Personnel in that office have provided 117 pages of agency records. The records accompany this communication, with the following redactions applied:

- **84** redactions applied under 5 U.S.C. § 552(b)(6) (Exemption 6).

You’ll find a detailed explanation of the applied exemptions below.

Explanation of Exemptions

The FOIA generally requires the release of all agency records upon request. However, the FOIA permits or requires withholding certain limited information that falls under one or more of nine statutory exemptions (5 U.S.C. §§ 552(b)(1-9)). Further, section (b) of the FOIA, which contains FOIA’s nine statutory exemptions, also directs agencies to publicly release any reasonably segregable, non-exempt information that is contained in those records.

Exemption 6

Exemption 6 serves to protect Personally Identifiable Information (PII) contained in agency records when no overriding public interest in the information exists. BPA does not find an overriding public interest in a release of the information redacted under Exemption 6 — specifically, BPA employee home/work cell phone numbers, home email addresses, information about personal leave, and names of selecting officials. BPA cannot waive these PII redactions, as the protections afforded by Exemption 6 belong to individuals and not to the agency.

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

Certification

Pursuant to 10 C.F.R. § 1004.7(b)(2), I am the individual responsible for the records search, the redactions applied thereto, and the records release described above.

Appeal

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

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

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

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

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

Questions about this communication or the status of your FOIA request may be directed to James King, FOIA Public Liaison, at jjking@bpa.gov or 503-230-7621. Questions may also be directed to E. Thanh Knudson, Case Coordinator (ACS Staffing Group), at 503-230-5221 or etknudson@bpa.gov.

Sincerely,

Candice D. Palen
Freedom of Information/Privacy Act Officer

[Attachments / Enclosures: Agency records responsive to FOIA request BPA-2023-00801-F accompany this communication.](#)

From: Bowlby,Wilson J (BPA) - HA-1
Sent: Wednesday, April 27, 2022 1:47 PM
To: Harkleroad Jr,Wayne (BPA) - NSFM-BELL
Cc: Thompson,Tim (BPA) - NSF-FSB-2; Young,Shaunna L (BPA) - HA-1
Subject: RE: Position #5023/request #29457

You're very welcome, Wayne!

Thank you,

Wilson

Wilson Bowlby

Staffing Specialist | Human Resources Service Center

BONNEVILLE POWER ADMINISTRATION

U.S. DEPARTMENT OF ENERGY

bpa.gov | P 503-230-3117 | F 503-230-3816



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USAJOBS: <https://www.usajobs.gov>

Program Inquiries:

Disabled Persons (Schedule A): schedulea@bpa.gov

Veterans: veterans@bpa.gov

Contract Positions: Supplaborjobs@bpa.gov

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From: Harkleroad Jr,Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Wednesday, April 27, 2022 12:41 PM
To: Bowlby,Wilson J (BPA) - HA-1 <wjwbowlby@bpa.gov>
Cc: Thompson,Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>; Young,Shaunna L (BPA) - HA-1 <sxyoung@bpa.gov>
Subject: RE: Position #5023/request #29457

Thanks for the reply Wilson.

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane

Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Wednesday, April 27, 2022 12:34 PM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Cc: Thompson, Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>; Young, Shaunna L (BPA) - HA-1 <sxyoung@bpa.gov>
Subject: RE: Position #5023/request #29457

Hi Wayne,

I apologize in replying to you. I'm currently working on the analysis piece and will follow up with you once I've finished.

Thank you,

Wilson

Wilson Bowlby

Staffing Specialist | Human Resources Service Center

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Wednesday, April 27, 2022 12:33 PM
To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Cc: Thompson, Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>; Young, Shaunna L (BPA) - HA-1 <sxyoung@bpa.gov>
Subject: RE: Position #5023/request #29457

Wilson

Any updates on this?

Wayne Harkleroad

Bonneville Power Administration

HMEM F3 – East Region/NSFM-BELL/Spokane

Cell # (b)(6)

From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL

Sent: Friday, April 22, 2022 10:44 AM

To: Young, Shaunna L (BPA) - HA-1 <sxyoung@bpa.gov>

Cc: Thompson, Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>; Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>

Subject: RE: Position #5023/request #29457

Thanks Shaunna.

Wilson

What do you know about the progress on this?

Wayne Harkleroad

Bonneville Power Administration

HMEM F3 – East Region/NSFM-BELL/Spokane

Cell # (b)(6)

From: Young, Shaunna L (BPA) - HA-1 <sxyoung@bpa.gov>

Sent: Friday, April 22, 2022 10:40 AM

To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>

Cc: Thompson, Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>; Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>

Subject: RE: Position #5023/request #29457

Hi Wayne,

This is in the Job analysis stage with Wilson Bowlby. You will need to contact him for questions.

Shaunna Young

Human Resources Specialist I Human Resources Service Center

BONNEVILLE POWER ADMINISTRATION

U.S. DEPARTMENT OF ENERGY

bpa.gov | P 503.230.4018 | F 503.230.3816

HR Help 503.230.3230 | HRHelp@bpa.gov

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>

Sent: Friday, April 22, 2022 10:34 AM

To: Young, Shaunna L (BPA) - HA-1 <sxyoung@bpa.gov>

Cc: Thompson, Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>

Subject: Position #5023/request #29457

Good Morning Shaunna

Where are we at in this process? It seems to be stuck in limbo or something.

| No | Reason Incumbent Left: | Reassigned (Lateral) | Request Number |
|------------|-----------------------------------|----------------------|---------------------|
| CORPT | | | Submitted by |
| NSFM | Mobile Equipment Maintenance | | Submitted Date/Time |
| 00005023 | Heavy Mobile Equip Mech Forema | | |
| 531030033 | Kent | | Recruitment |
| J01024 | Heavy Mobile Equip Mech Foreman I | | (check all th |
| 06/19/2019 | | | Delegat |
| | | | Me |

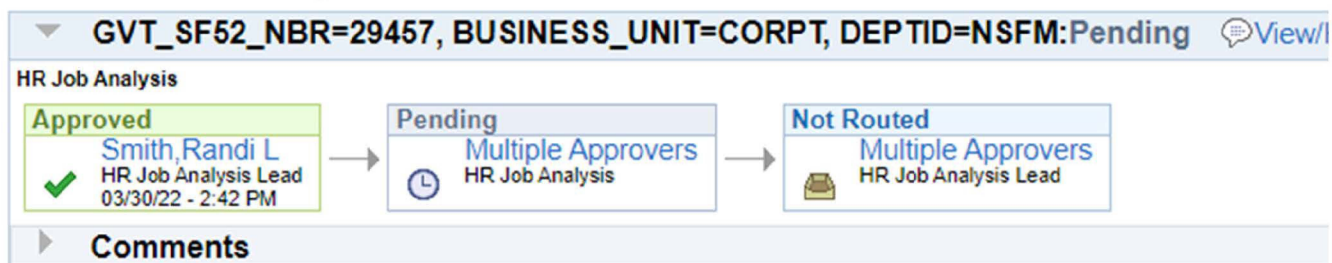
Recruit - Approvals



Recruit - HR Classification



Recruit - HR Job Analysis



Recruit - HR Recruiting



Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Sent: Tuesday, May 17, 2022 7:37 AM
To: Bowlby, Wilson J (BPA) - HA-1
Subject: RE: Job Analysis for Heavy Mobile Equip Mechanic Foreman I (Field)

Ok

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Tuesday, May 17, 2022 6:59 AM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: RE: Job Analysis for Heavy Mobile Equip Mechanic Foreman I (Field)

Hi Wayne,

Great!

I'll work on your announcement this week and send over the preview as soon as I've finished.

Thank you,

Wilson

Wilson Bowlby
Staffing Specialist | Human Resources Service Center

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Veterans: veterans@bpa.gov

Contract Positions: Supplaborjobs@bpa.gov

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Tuesday, May 17, 2022 6:54 AM
To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Subject: RE: Job Analysis for Heavy Mobile Equip Mechanic Foreman I (Field)

Yes, that works for me.

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Friday, May 13, 2022 2:55 PM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: Job Analysis for Heavy Mobile Equip Mechanic Foreman I (Field)

Hi Wayne,

I apologize for the delay in checking in with you regarding the JA for your team's vacancy.

I happened to come across one that was signed in 2019. If it's still relevant, I can upload it to our new database and then follow up with you so that we can discuss the job announcement.

Thank you and I look forward to working with you on this recruitment!

Wilson

Wilson Bowlby
Staffing Specialist | Human Resources Service Center
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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Sent: Monday, June 6, 2022 11:08 AM
To: Bowlby, Wilson J (BPA) - HA-1
Subject: RE: Next Steps: Heavy Mobile Equipment Mechanic Foreman I, BL-5803-00 (NSFM) - Kent, WA

Any update on the applicants?

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Tuesday, May 31, 2022 3:20 PM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: RE: Next Steps: Heavy Mobile Equipment Mechanic Foreman I, BL-5803-00 (NSFM) - Kent, WA

You're very welcome, Wayne!

Thank you,

Wilson

Wilson Bowlby
Staffing Specialist | Human Resources Service Center

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Tuesday, May 31, 2022 11:19 AM
To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Subject: RE: Next Steps: Heavy Mobile Equipment Mechanic Foreman I, BL-5803-00 (NSFM) - Kent, WA

Ok
Thanks

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Tuesday, May 31, 2022 10:46 AM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: RE: Next Steps: Heavy Mobile Equipment Mechanic Foreman I, BL-5803-00 (NSFM) - Kent, WA

Hi Wayne,

I hope that you had a nice Memorial Day weekend!

It looks like 4 people had applied.

I'll complete the review this week and if there are any qualified applicants, I'll send over a certificate.

Thank you,

Wilson

Wilson Bowlby
Staffing Specialist | Human Resources Service Center
BONNEVILLE POWER ADMINISTRATION
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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Tuesday, May 31, 2022 6:38 AM
To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Subject: RE: Next Steps: Heavy Mobile Equipment Mechanic Foreman I, BL-5803-00 (NSFM) - Kent, WA

Good morning
Did anyone put in for this?

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Wednesday, May 18, 2022 9:44 AM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Cc: Quesenberry, Beverly G (BPA) - HI-1 <bxquesenberry@bpa.gov>
Subject: Next Steps: Heavy Mobile Equipment Mechanic Foreman I, BL-5803-00 (NSFM) - Kent, WA

Hi Wayne,

It was great speaking with you this morning!

Below is the link to the subject vacancy announcement on USA Jobs.

Announcement #: 22-BPA-29457-11503651-BPA
Position Title: Heavy Mobile Equipment Mechanic Foreman I
Opening Date: 05/18/2022
Closing Date: 05/27/2022

USAJOBS Link(s):

BPA-Only Announcement: [LINK](#)

Certificates of eligibles (cert) should be issued no later than 10 business days from the closing date of the vacancy announcement. If delays are anticipated, you will be notified in a timely manner. Prior to receipt of the certificate(s), please begin preparing for your interview. By doing the following work in advance, more time will be available for you to immediately conduct interviews and reference checks upon receipt of the cert.

1. Prepare for the selection process by developing Interview questions
2. Identifying interview panel members.
3. Identifying interview date(s)/location(s).
4. Scheduling the tentative interview dates by sending meeting planners to all participants.

You will find templates and tools to help you with the process under Resources on this page:
<https://connection.bud.bpa.gov/employee-center/careers-hiring/Pages/Recruitment-and-Staffing.aspx>

IMPORTANT REMINDER: At this time, in-person interviews cannot be conducted. Per CDC guidelines, DOE orders, and BPA policy, all non-essential travel is prohibited and non-essential personnel should not be in the office. Interviews may be conducted over the phone, or using WebEx video if there is a business requirement for the successful candidate to physically demonstrate a requirement of the position. Please consult the manager guides [available here](#) and contact me with any questions.

Once the cert(s) have been issued, please return your selection no later than **30 calendar days from the date the certificate is issued**. This is important to ensure critical positions are filled quickly in order to fulfill workload demands and to deliver exceptional care and services.

Should you have any questions, please contact me.

Thank you,

Wilson

Wilson Bowlby

Staffing Specialist | Human Resources Service Center

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From: Bowlby, Wilson J (BPA) - HA-1
Sent: Friday, June 10, 2022 12:07 PM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Subject: RE: Covington HMEM/Foreman I positions

Hi Wayne,

You're very welcome and thank you for sharing these SF-52 numbers with me!

Thank you,

Wilson

Wilson Bowlby

Staffing Specialist | Human Resources Service Center

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>

Sent: Friday, June 10, 2022 11:39 AM

To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>

Subject: Covington HMEM/Foreman I positions

Thanks for your help Wilson and look forward working with you in this process.

Approval Transactions

Transaction Name

Submitted By

Submitted On Behalf Of

Recruit Request

Harkleroad Jr,Robert W

Transaction Details

| Business Unit | Department | SF-52 Request Nu |
|---------------|------------|------------------|
| CORPT | NSFM | 30559 |

Transaction Name

Submitted By

Submitted On Behalf Of

Recruit Request

Harkleroad Jr,Robert W

Transaction Details

| Business Unit | Department | SF-52 Request Nu |
|---------------|------------|------------------|
| CORPT | NSFM | 30558 |

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1
Sent: Tuesday, June 21, 2022 7:33 AM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Subject: Foreman I Job Analysis
Attachments: J01024-HMEM Foreman I..pdf

Here you go, Wayne!

Thank you,

Wilson

Wilson Bowlby

Staffing Specialist | Human Resources Service Center

BONNEVILLE POWER ADMINISTRATION

U.S. DEPARTMENT OF ENERGY

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Veterans: veterans@bpa.gov

Contract Positions: Supplaborjobs@bpa.gov

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| Section 1: Administrative Information | | | | | | | |
|---|--|-----------------------|---|------|-----------------|-----------------|----------------------|
| HHS: | | Jon Daguman | | | | | |
| Selecting Official | | | | | | | |
| Subject Matter Expert | | | | | | | |
| Date: | | | FOR CATEGORY RATING | | | Question Types: | |
| Job Code: | 81-5803 | BC Category Range | 80-100 | MC | Multiple Choice | MAAC | Multiple Answers |
| Series/Grade: | 81-5803 | WQ Category Range | 80-89 | LA | Long Answers | SA | Short Answer* |
| Position Title | Heavy Mobile Equipment Mechanic Foreman I | Q Category Range | 70-79 | YN | Yes/No | AA | Applicant Assessment |
| | | | | TF | True/False | | |
| Section 2: Specialized Experience | | | | | | | |
| Specialized Experience: If a specialized experience is required for a vacancy, an explicit description of the experience is required. This description must be included in the vacancy text to inform applicants of the requirement. Specialized experience is used to ensure applicants possess the required Competencies/SA to perform a position. This topic is used to screen-out applicants based on qualifications related to the GPM minimum qualifications standards for the job series/grade level as well as the major job duties in the job analysis. | | | | | | | |
| Section 3: Selective Factors | | | | | | | |
| 1) Must possess a current valid U.S. motor vehicle operator's license from state of residence and Interstate Commercial Driver's License (CDL), including current DOT medical card with applicable endorsement to meet Federal and State requirements. 2) Operate motor vehicles, including 1-1/2 ton pickups, sedans, snowmobiles, or van-type trucks. May be required to pull trailers for the transportation of instruments and equipment needed to perform tasks. 3) Possess and maintain a valid Department of Transportation (DOT) Physical Card. 4) Operate motor vehicles, including 1-1/2 ton pickups, sedans, van type trucks, and forklifts. Be certified to operate specialized equipment, if assigned to use. | | | | | | | |
| Conditions | Persons filling this positions are required to meet the following conditions. (Screen-out) | YN QID # | 1) Must possess a current valid U.S. motor vehicle operator's license from state of residence. A. Yes B. No 2) Possess a valid Interstate commercial driver's license (CDL) from the state of residence. A. Yes B. No 3) Possess and maintain a valid Department of Transportation (DOT) Physical Card. A. Yes B. No 4) Operate motor vehicles, including 1-1/2 ton pickups, sedans, van type trucks, and forklifts. Be certified to operate specialized equipment, if assigned to use. A. Yes B. No | | | | |
| Section 4: Assessment Questionnaire | | | | | | | |
| Job Element Number | Job Element Title | Question Type/QID # | Questionnaire | | | | |
| 73 | Ability To Lead Or Supervise (Screen-out Element) | MC QID # | Experience and skill to successfully perform a Heavy Mobile Equipment Mechanic Foreman I, 81-5803-00, is the ability to lead or supervise preventive maintenance, removing worn or defective parts, and replacing with new or rebuilt assemblies on heavy mobile vehicles and equipment. Select the one statement that best describes your level of experience. Experience reflected in this self-rating must be supported in your resume. Failure to meet this element results in an Ineligible rating. (SCREEN-OUT) Choices [0] A. I know little or nothing about this. [1] B. I have had study or training in this. [2] C. I have used my knowledge or ability, but I have been closely supervised. [3] D. I have used my knowledge or ability on my own, under normal supervision. [4] E. I am consulted by other journeymen in difficult situations, or I am called on to do unusually difficult jobs. | | | | |
| | Default Rating Scale | 0 1 2 3 4 | [0] A. I know little or nothing about this. [1] B. I have had study or training in this. [2] C. I have used my knowledge or ability, but I have been closely supervised. [3] D. I have used my knowledge or ability on my own, under normal supervision. [4] E. I am consulted by other journeymen in difficult situations, or I am called on to do unusually difficult jobs. | | | | |
| 3-E | Knowledge of Equipment Assembly, Installation, Repair, etc. | MC QID # | Maintain, repair, and adjust hydraulic, electric, fiber optic, hybrid, and air-controlled hydraulic controls on cranes, derricks, and aerial man-lifts to ensure operating efficiency. Branding Question: Provide two experience examples performing the above task on any other trade-related types of equipment. Include any instruction, training, or orientation you have provided to others. | | | | |
| 25-E | Technical Practices (theoretical, precise, artistic) | MC QID # | Apply advanced diagnostic techniques and theory to identify deficiencies in components of high pressure and extra-high pressure hydraulic systems, including transmitters and pressure pumps. Branding Question: Describe two examples of your actual performance of the above task or any similar trade-related assignments you performed. Include any instruction, training, or orientation you have provided others. | | | | |
| 60 | Use of Measuring Instruments | MC QID # | Use hydraulic gauges and flow meters, dynamometers, dial indicators, calipers, and other measuring devices to diagnose heavy-duty vehicles and mobile or stationary equipment. Branding Question: Describe two examples of your actual performance of the above task or any similar trade-related assignments you performed. Include any instruction, training, or orientation you have provided others. | | | | |
| 75-A | Ability to Interpret Instructions, Specifications, etc. (includes Maytag reading) | MC QID # | Interpret information derived from the use of electronic diagnostic systems (e.g., J-1939, Cummins Insite, Bosch, Can-Do and others) such as historical, pending, active fault codes and live streamed data to diagnose and troubleshoot heavy equipment related systems. Branding Question: Describe two examples of your actual performance of the above task or any similar trade-related assignments you performed. Include any instruction, training, or orientation you have provided others. | | | | |
| 81 | Ability To Use and Maintain Tools and Equipment | MC QID # | Operate shop equipment such as gas and electric welders, stationary and mobile column equipment lifts, forklifts, carry decks, jibs and overhead cranes, hand tools, air and electric tools, hydraulic presses, and hose strapping machines for the completion of a project. Branding Question: Describe two examples of your actual performance of the above task or any similar trade-related task. Include any instruction, training, or orientation you have provided others. | | | | |
| 96 | Trouble shooting | MC QID # | Diagnose for repair the steering, suspension, braking, and drivetrain components of Class 4-8 tractors, electric brake trailers, and 10,000 lbs plus GVW trailers. Branding Question: Describe at least two examples of troubleshooting techniques you applied to any of the above or any trade-related type systems. Include any instruction, training, or orientation you have provided others. | | | | |
| 4. Special Conditions of Employment | | | | | | | |
| Persons filling Heavy Mobile Equipment Mechanic Foreman I (Field) positions may be required to meet some or all of the following conditions: | | | | | | | |
| 1. Must be familiar with and adhere to the safety practices of the BPA Accident Prevention Manual and OSHA regulations applicable to this position. 2. If exposed to health hazards, the employee is required to have periodic physical examinations as prescribed by competent medical authority at BPA expense. (Employees may work in close proximity to substances, such as asbestos, acids, PCB's, pesticides, mercury solvents, etc., which may have effect on health unless prescribed handling procedures are followed.) 3. Subject to call for emergency work at any time. 4. Must possess and maintain a US Motor Vehicle Operator Authorization (i.e., driver's license) and Interstate Commercial Driver's License (CDL), including current DOT medical card with applicable endorsement to meet Federal and State requirements. Good Driving Record is required. Traffic citations indicating poor driving habits may disqualify applicants. Failure to maintain a valid CDL and medical card and Operator authorization may cause for removal from Federal service. 5. Within 1 year after appointment be certified for First Aid and CPR and maintain certification thereafter. 6. Operate motorized equipment, e.g., pickup trucks up to 1-ton capacity, vans, or flatbed trucks. Must be able to operate, for test and inspection only, all BPA and GSA motorized vehicles and work equipment. 7. Must wear protective apparel such as respirators when required for warmer safety. 8. Overweight travel up to 25% of the time is required. | | | | | | | |
| 5. Signature | | | | | | | |
| When you sign this form, you acknowledge that the information provided accurately describes critical duties of the position and only includes tasks that are important and needed upon entry to the position at the specified grade level. This Job Analysis is Heavy Mobile Equipment Mechanic Foreman I, 81-5803-00 | | | | | | | |
| Selecting Official: | | SME: | | HRS: | | | |

From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Sent: Tuesday, June 21, 2022 7:37 AM
To: Bowlby, Wilson J (BPA) - HA-1
Subject: FW: Draft JA - HMEM BB-5803-00 NSFM
Attachments: J00162 BB-5803-00 NSFM WORD.docx; J00162 BB-5803-00 NSFM.pdf

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Golden, Diane S (BPA) - HA-1 <dsgolden@bpa.gov>
Sent: Friday, June 17, 2022 3:13 PM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: Draft JA - HMEM BB-5803-00 NSFM

Good Afternoon,

I am the HR Specialist assigned to work on the job analyst for the position of HMEM BB-5803-00 NSFM.

Please take the opportunity to review the attached JA and provide input and recommendations (if necessary) in the following areas:

I have also attached a copy in Word to make changes as needed.

1. Specialized experience
2. Draft assessment questions

The specialized experience statement is essentially the basic requirement to qualify for a job. It must be written to an individual fully performing at the next lower grade level. Nonetheless, if you feel that it needs revision, please don't hesitate to make or recommend changes.

Additionally, **please review the draft assessment questions** to ensure they accurately reflect the skills and abilities necessary to do the job and are written in such a way to help target the skill set you are seeking. **To avoid issues or delays in the latter part of the recruitment process, this is the best time to make changes or make recommendations if there's anything you want to change.**

Your recruit request will move to the next phase once the signed JA is received from you.

Please don't hesitate to let me know if you have any questions. I am also available and willing to meet with you if you think it's necessary to discuss the JA in-dept.

Regards,

Diane S. Golden

Staffing Specialist | Human Resources Service Center

BONNEVILLE POWER ADMINISTRATION

U.S. DEPARTMENT OF ENERGY

bpa.gov | P 503-230-5386 | F 503-230-3816



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BPA Opportunities: careers.bpa.gov

DOE Energy: <http://energy.gov/jobs/career-opportunities>

USAJOBS: <https://www.usajobs.gov>

Program Inquiries:

Disabled Persons (Schedule A): schedulea@bpa.gov

Veterans: veterans@bpa.gov

Contract Positions: Supplaborjobs@bpa.gov



Job Analysis for Hourly Positions

| | | | | | | | |
|-----------|-----|--------------------|---------------------------------|---------------|-----------------|-------------------|------------|
| <u>J/</u> | | <u>Job Code(s)</u> | <u>Job Title(s)</u> | <u>Series</u> | <u>Grade(s)</u> | <u>Supervisor</u> | <u>Org</u> |
| 5 | 022 | J00162 | Heavy Mobile Equipment Mechanic | 5803 | BB-00 | No | NSFM |

Selective Placement Factor Information

Selective Placement Factor (SPF) as it should appear in the JOA

Do you possess a US Motor Vehicle Operator Authorization (i.e., driver's license) and interstate Class A Driver's License?

SPF QI | SPF Question

20 Applicants must possess at appointment, and maintain thereafter, a valid U.S. State issued Commercial Driver's License (CDL- Class A) in order to drive and operate U.S. government owned and leased vehicles and equipment.

SPF Response Options

- A. Yes, I possess a current, valid Commercial Driver's License (CDL - Class A). I am willing and able to operate motor vehicles and equipment when required.
- B. Yes, I will possess a current, valid Commercial Driver's License (CDL - Class A) by appointment to this position. I am willing and able to operate motor vehicles and equipment when required.
- C. No, I do not possess a current and valid Commercial Driver's License (CDL - Class A).

Minimum Qualifications Information

Screen-Out Element as it should appear in the JOA

The ability to successfully perform the work of a Heavy Mobile Equipment Mechanic, BB-5803-00 is the ability to perform without more than normal supervision a range of technical corrective and preventive maintenance, including inspecting, diagnosing, repairing, rebuilding, testing, and adjusting on major systems and components of specialized heavy-duty mobile vehicles, and equipment. Experience should include working with heavy construction and earthmoving equipment, aerial man-lifts, hydraulic mobile cranes, and class 8 trucks.

- [0] A. I know little or nothing about this.
- [1] B. I have had study or training in this.
- [2] C. I have used my knowledge or ability, but I have been closely supervised.
- [3] D. I have used my knowledge or ability on my own, under normal supervision.
- [4] E. I am consulted by other journeypersons in difficult situations, or I am called on to do unusually difficult jobs.

Job Elements per X-118C and Job Standard

| <u>Comp ID</u> | <u>Competency Name</u> |
|----------------|---|
| 63647 | Ability To Do The Work Of The Position Without More Than Normal Supervision |
| 63657 | Use of Measuring Instruments |
| 63663 | Ability To Use and Maintain Tools and Equipment |

63666 Trouble shooting

63675 Technical Practices (theoretical, precise, artistic)

63678 Knowledge of Equipment Assembly, Installation, Repair, etc.

63684 Ability To Interpret Instructions, Specifications, etc. (includes blueprint reading)

Task Statements / Assessment Question

| <u>ID</u> | <u>Task Statement</u> | <u>Comp. ID</u> | <u>Rating ID</u> | <u>Rating Scale Name</u> |
|-----------|---|-----------------|------------------|--------------------------|
| 20000 | Maintain, repair, and adjust hydraulic, electric, fiber optic, hybrid, and air controlled hydraulic controls on cranes, derricks, and aerial man lifts. | 63678 | 1 | Wage Grade (Default) |
| 20001 | Maintain, diagnose, repair, and adjust complex Fluid power systems and related components. | 63678 | 1 | Wage Grade (Default) |
| 20002 | Maintain, and repair the steering, suspension, braking, and drivetrain components of Class 4-8 trucks, electric brake and ABS air brake trailers. | 63678 | 1 | Wage Grade (Default) |
| 20003 | Maintain, and adjust crane and derrick overload protection and motion limiting systems. | 63678 | 1 | Wage Grade (Default) |
| 20004 | Maintain, and repair earth moving equipment and related attachments. | 63678 | 1 | Wage Grade (Default) |
| 20005 | Maintain, repair, and adjust stationary and mobile propane, diesel, and gas generators and their control management systems. | 63678 | 1 | Wage Grade (Default) |
| 20006 | Maintain, and repair aerial spacer carts, line stringing, and tensioning equipment. | 63678 | 1 | Wage Grade (Default) |
| 20007 | Maintain, and repair specialized equipment such as UTV's, Sno-cats, boats, or electric (battery) powered equipment. | 63678 | 1 | Wage Grade (Default) |
| 20008 | Ability to work independently and provide supervisor with possible courses of action as to the maximizing the use of available resources, efficiency and to meet the customers' operational needs. | 63675 | 1 | Wage Grade (Default) |
| 20009 | Apply knowledge of work shop safety rules, policies and regulations to establish and maintain a hazard free work place for myself and others. | 63675 | 1 | Wage Grade (Default) |
| 20010 | Use and understand hydraulic gauges and flow meters, dynamometers, dial indicators, calipers and other measuring devices to diagnose, and test, heavy-duty vehicles and mobile or stationary equipment. | 63657 | 1 | Wage Grade (Default) |
| 20011 | Use and understand electronic diagnostic operating systems and measuring instruments such as digital volt ohm meter and lab scopes to diagnose, maintain and repair heavy-duty vehicles, mobile and stationary equipment. | 63657 | 1 | Wage Grade (Default) |

| | | | | |
|-------|---|-------|---|----------------------|
| 20012 | Utilize manufacturer technical repair manuals, schematics, and diagrams to perform heavy-duty vehicle or heavy mobile equipment troubleshooting, repair, and maintenance for electrical; class 4-8 steering and suspension systems; class 4-8 engine, drivetrain, and management systems; hydraulic/pneumatic braking systems; and fluid power systems. | 63684 | 1 | Wage Grade (Default) |
| 20013 | Perform annual/semi-annual Regulatory and post maintenance inspections on Cranes, Derricks, and Aerial man lifts in compliance with ANSI/ASME/OSHA standards. | 63684 | 1 | Wage Grade (Default) |
| 20014 | Read and interpret hydraulic, pneumatic and electrical schematics to include their commonly used symbols and the effects of flow, direction and paths. | 63684 | 1 | Wage Grade (Default) |
| 20015 | Interpret information derived from the use of electronic diagnostic systems (e.g., J-Pro, Cummins Insite, Bosch, Can-Do and others) such as historical, pending, active faulty codes and live streamed data to diagnose and troubleshoot heavy equipment related systems. | 63684 | 1 | Wage Grade (Default) |
| 20016 | Operate shop equipment such as gas and electric welders, stationary and mobile column equipment lifts, forklifts, carry decks, jib and overhead cranes, hand tools, air and electric tools, hydraulic presses, hose crimping machines and basic computer skills. | 63663 | 1 | Wage Grade (Default) |
| 20017 | Utilize safety devices such as Fall protection and Fall arrest. | 63663 | 1 | Wage Grade (Default) |
| 20018 | Operate fuel-polisher and hydraulic filter carts to remove contamination in equipment fuel and fluid power systems. | 63663 | 1 | Wage Grade (Default) |
| 20019 | Apply advanced diagnostic techniques, measuring devices and theory to identify deficiencies in high pressure and extra-high pressure hydraulic systems. | 63666 | 1 | Wage Grade (Default) |
| 20020 | Diagnose for repair the electric, fiber optic, hybrid, and air controlled hydraulic controls on cranes, derricks, and aerial man lifts. | 63666 | 1 | Wage Grade (Default) |
| 20021 | Diagnose malfunctioning crane and derrick overload protection and motion limiting systems. | 63666 | 1 | Wage Grade (Default) |
| 20022 | Diagnose earth moving equipment and related attachments for repair. | 63666 | 1 | Wage Grade (Default) |
| 20023 | Diagnose aerial spacer carts, line stringing, and tensioning equipment for repair. | 63666 | 1 | Wage Grade (Default) |
| 20024 | Diagnose crane, derrick and aerial man-lift devices when hydraulic load supporting components drift while power plant is off. | 63666 | 1 | Wage Grade (Default) |
| 20025 | Diagnose stationary and mobile propane, diesel, and gas generators and their control management systems. | 63666 | 1 | Wage Grade (Default) |
| 20026 | Diagnose for repair the steering, suspension, braking, and drivetrain components of Class 4-8 trucks, electric brake trailers, and 10,000 lb. + (plus) GVWR trailers. | 63666 | 1 | Wage Grade (Default) |

Ratings Scale To Be Used

| Scale I | Scale Name |
|---------|------------|
|---------|------------|

1 Wage Grade (Default)

Scale Response Options

- [0] A. I know little or nothing about this.
- [1] B. I have had study or training in this.
- [2] C. I have used my knowledge or ability, but I have been closely supervised.
- [3] D. I have used my knowledge or ability on my own, under normal supervision.
- [4] E. I am consulted by other journeypersons in difficult situations, or I am called on to do unusually difficult jobs.

Sources Used for this Job Analysis

| Source ID | Source Description |
|-----------|--|
| 2 | Agency position documentation (e.g., position descriptions, performance standards, training materials) |
| 4 | Agency assessment(s) for the position (e.g., assessment questionnaire template) |
| 5 | Classification and/or qualification standards |

Signatures

SME Name (if applicable)

X _____

Supervisor Name

Robert W. Harkleroad, Jr.

X _____

HRS Name

Diane Golden

X _____



Job Analysis for Hourly Positions

| <u>JA ID</u> | <u>Date</u> | <u>Job Code(s)</u> | <u>Job Title(s)</u> | <u>Series</u> | <u>Grade(s)</u> | <u>Supervisor</u> | <u>Org</u> |
|--------------|-------------|--------------------|---------------------------------|---------------|-----------------|-------------------|------------|
| 501 | 6/17/2022 | J00162 | Heavy Mobile Equipment Mechanic | 5803 | BB-00 | No | NSFM |

Selective Placement Factor Information

Selective Placement Factor (SPF) as it should appear in the JOA

Do you possess a US Motor Vehicle Operator Authorization (i.e., driver's license) and interstate Class A Driver's License?

SPF QI | SPF Question

20 Applicants must possess at appointment, and maintain thereafter, a valid U.S. State issued Commercial Driver's License (CDL- Class A) in order to drive and operate U.S. government owned and leased vehicles and equipment.

SPF Response Options

- A. Yes, I possess a current, valid Commercial Driver's License (CDL - Class A). I am willing and able to operate motor vehicles and equipment when required.
- B. Yes, I will possess a current, valid Commercial Driver's License (CDL - Class A) by appointment to this position. I am willing and able to operate motor vehicles and equipment when required.
- C. No, I do not possess a current and valid Commercial Driver's License (CDL - Class A).

Minimum Qualifications Information

Screen-Out Element as it should appear in the JOA

The ability to successfully perform the work of a Heavy Mobile Equipment Mechanic, BB-5803-00 is the ability to perform without more than normal supervision a range of technical corrective and preventive maintenance, including inspecting, diagnosing, repairing, rebuilding, testing, and adjusting on major systems and components of specialized heavy-duty mobile vehicles, and equipment. Experience should include working with heavy construction and earthmoving equipment, aerial man-lifts, hydraulic mobile cranes, and class 8 trucks.

- [0] A. I know little or nothing about this.
- [1] B. I have had study or training in this.
- [2] C. I have used my knowledge or ability, but I have been closely supervised.
- [3] D. I have used my knowledge or ability on my own, under normal supervision.
- [4] E. I am consulted by other journeypersons in difficult situations, or I am called on to do unusually difficult jobs.

Job Elements per X-118C and Job Standard

| <u>Comp ID</u> | <u>Competency Name</u> |
|----------------|---|
| 63647 | Ability To Do The Work Of The Position Without More Than Normal Supervision |
| 63657 | Use of Measuring Instruments |
| 63663 | Ability To Use and Maintain Tools and Equipment |

63666 Trouble shooting

63675 Technical Practices (theoretical, precise, artistic)

63678 Knowledge of Equipment Assembly, Installation, Repair, etc.

63684 Ability To Interpret Instructions, Specifications, etc. (includes blueprint reading)

Task Statements / Assessment Question

| <u>ID</u> | <u>Task Statement</u> | <u>Comp. ID</u> | <u>Rating ID</u> | <u>Rating Scale Name</u> |
|-----------|---|-----------------|------------------|--------------------------|
| 20000 | Maintain, repair, and adjust hydraulic, electric, fiber optic, hybrid, and air controlled hydraulic controls on cranes, derricks, and aerial man lifts. | 63678 | 1 | Wage Grade (Default) |
| 20001 | Maintain, diagnose, repair, and adjust complex Fluid power systems and related components. | 63678 | 1 | Wage Grade (Default) |
| 20002 | Maintain, and repair the steering, suspension, braking, and drivetrain components of Class 4-8 trucks, electric brake and ABS air brake trailers. | 63678 | 1 | Wage Grade (Default) |
| 20003 | Maintain, and adjust crane and derrick overload protection and motion limiting systems. | 63678 | 1 | Wage Grade (Default) |
| 20004 | Maintain, and repair earth moving equipment and related attachments. | 63678 | 1 | Wage Grade (Default) |
| 20005 | Maintain, repair, and adjust stationary and mobile propane, diesel, and gas generators and their control management systems. | 63678 | 1 | Wage Grade (Default) |
| 20006 | Maintain, and repair aerial spacer carts, line stringing, and tensioning equipment. | 63678 | 1 | Wage Grade (Default) |
| 20007 | Maintain, and repair specialized equipment such as UTV's, Sno-cats, boats, or electric (battery) powered equipment. | 63678 | 1 | Wage Grade (Default) |
| 20008 | Ability to work independently and provide supervisor with possible courses of action as to the maximizing the use of available resources, efficiency and to meet the customers' operational needs. | 63675 | 1 | Wage Grade (Default) |
| 20009 | Apply knowledge of work shop safety rules, policies and regulations to establish and maintain a hazard free work place for myself and others. | 63675 | 1 | Wage Grade (Default) |
| 20010 | Use and understand hydraulic gauges and flow meters, dynamometers, dial indicators, calipers and other measuring devices to diagnose, and test, heavy-duty vehicles and mobile or stationary equipment. | 63657 | 1 | Wage Grade (Default) |
| 20011 | Use and understand electronic diagnostic operating systems and measuring instruments such as digital volt ohm meter and lab scopes to diagnose, maintain and repair heavy-duty vehicles, mobile and stationary equipment. | 63657 | 1 | Wage Grade (Default) |

| | | | |
|-------|---|-------|------------------------|
| 20012 | Utilize manufacturer technical repair manuals, schematics, and diagrams to perform heavy-duty vehicle or heavy mobile equipment troubleshooting, repair, and maintenance for electrical; class 4-8 steering and suspension systems; class 4-8 engine, drivetrain, and management systems; hydraulic/pneumatic braking systems; and fluid power systems. | 63684 | 1 Wage Grade (Default) |
| 20013 | Perform annual/semi-annual Regulatory and post maintenance inspections on Cranes, Derricks, and Aerial man lifts in compliance with ANSI/ASME/OSHA standards. | 63684 | 1 Wage Grade (Default) |
| 20014 | Read and interpret hydraulic, pneumatic and electrical schematics to include their commonly used symbols and the effects of flow, direction and paths. | 63684 | 1 Wage Grade (Default) |
| 20015 | Interpret information derived from the use of electronic diagnostic systems (e.g., J-Pro, Cummins Insite, Bosch, Can-Do and others) such as historical, pending, active faulty codes and live streamed data to diagnose and troubleshoot heavy equipment related systems. | 63684 | 1 Wage Grade (Default) |
| 20016 | Operate shop equipment such as gas and electric welders, stationary and mobile column equipment lifts, forklifts, carry decks, jib and overhead cranes, hand tools, air and electric tools, hydraulic presses, hose crimping machines and basic computer skills. | 63663 | 1 Wage Grade (Default) |
| 20017 | Utilize safety devices such as Fall protection and Fall arrest. | 63663 | 1 Wage Grade (Default) |
| 20018 | Operate fuel-polisher and hydraulic filter carts to remove contamination in equipment fuel and fluid power systems. | 63663 | 1 Wage Grade (Default) |
| 20019 | Apply advanced diagnostic techniques, measuring devices and theory to identify deficiencies in high pressure and extra-high pressure hydraulic systems. | 63666 | 1 Wage Grade (Default) |
| 20020 | Diagnose for repair the electric, fiber optic, hybrid, and air controlled hydraulic controls on cranes, derricks, and aerial man lifts. | 63666 | 1 Wage Grade (Default) |
| 20021 | Diagnose malfunctioning crane and derrick overload protection and motion limiting systems. | 63666 | 1 Wage Grade (Default) |
| 20022 | Diagnose earth moving equipment and related attachments for repair. | 63666 | 1 Wage Grade (Default) |
| 20023 | Diagnose aerial spacer carts, line stringing, and tensioning equipment for repair. | 63666 | 1 Wage Grade (Default) |
| 20024 | Diagnose crane, derrick and aerial man-lift devices when hydraulic load supporting components drift while power plant is off. | 63666 | 1 Wage Grade (Default) |
| 20025 | Diagnose stationary and mobile propane, diesel, and gas generators and their control management systems. | 63666 | 1 Wage Grade (Default) |
| 20026 | Diagnose for repair the steering, suspension, braking, and drivetrain components of Class 4-8 trucks, electric brake trailers, and 10,000 lb. + (plus) GVWR trailers. | 63666 | 1 Wage Grade (Default) |

Ratings Scale To Be Used

| Scale I | Scale Name |
|---------|------------|
|---------|------------|

| | |
|--|------------------------|
| | 1 Wage Grade (Default) |
|--|------------------------|

| Scale Response Options |
|------------------------|
|------------------------|

| |
|---|
| [0] A. I know little or nothing about this. |
|---|

| |
|--|
| [1] B. I have had study or training in this. |
|--|

| |
|---|
| [2] C. I have used my knowledge or ability, but I have been closely supervised. |
|---|

| |
|---|
| [3] D. I have used my knowledge or ability on my own, under normal supervision. |
|---|

| |
|--|
| [4] E. I am consulted by other journeypersons in difficult situations, or I am called on to do unusually difficult jobs. |
|--|

Sources Used for this Job Analysis

| Source ID | Source Description |
|-----------|--------------------|
|-----------|--------------------|

| | |
|---|--|
| 2 | Agency position documentation (e.g., position descriptions, performance standards, training materials) |
|---|--|

| | |
|---|---|
| 4 | Agency assessment(s) for the position (e.g., assessment questionnaire template) |
|---|---|

| | |
|---|---|
| 5 | Classification and/or qualification standards |
|---|---|

Signatures

SME Name (if applicable)

X _____

Supervisor Name

Robert W. Harkleroad, Jr.

X _____

HRS Name

Diane Golden

X _____

From: Bowlby, Wilson J (BPA) - HA-1
Sent: Tuesday, June 21, 2022 7:40 AM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Subject: JA # 2
Attachments: Approved_JA_-_J01024_BL-5803-00_NSFm.pdf

Thank you,

Wilson

Wilson Bowlby

Staffing Specialist | Human Resources Service Center

BONNEVILLE POWER ADMINISTRATION

U.S. DEPARTMENT OF ENERGY

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BPA JOB ANALYSIS WORKSHEET

Section 1: Administrative Information

Human Resources Specialist: Donnamarie Duerre

Subjects Matter Expert: Wayne Harkleroad

Selecting Official: (b)(6)

NOTE: This Job Analysis will be used for multiple vacancies. The selecting official will be the Manager where the vacant position is being filled.

| | | | |
|---|--|--|--|
| Date: September 16, 2019 Job Code: J01024 Position Title: Heavy Mobile Equipment Mechanic Foreman I Series/Grade: BL-5803-00 | FOR CATEGORY RATING: BQ Category Range: 90-100 WQ Category Range: 80-89 Q Category Range: 70-79 | Question Types: MC- Multiple Choice LA-Long Answer* YN-Yes No | TF-True False MAMC-Multiple Answer Multiple Choice SA-Short Answer* AA-Applicant Assessment |
|---|--|--|--|

SELECTIVE FACTORS BELOW:

Selective factors are SCREEN-OUT ELEMENTS, required when the person starts the job. Characteristics of a selective factor: 1) It requires extensive training or experience to develop, 2) Essential for successful performance on the job, meaning if an individual does not have the selective factor, they cannot perform the job, 3) Usually focused on a 'technical' competency/KSA, and 4) Cannot be learned on the job in a 'reasonable' amount of time. If the question/topic does not meet these criteria, use the question for rating and ranking (in Section 2 of this form) instead of a Selective Factor.

Commercial Driver's License required: Question #1 (164132)

DRIVING: Applicants must possess at appointment, and maintain thereafter, a valid U.S. State issued Commercial Driver's License (CDL- Class A) in order to drive and operate U.S. government owned and leased vehicles and equipment. If selected, you will be required to provide a copy of your non-employment driving abstract dated within the last 90 days, and covering the previous 36-months to prove you have good indication of driving.

1. Yes, I possess a current, valid Commercial Driver's License (CDL - Class A) and have 3 years of a good driving record. I am willing and able to operate motor vehicles and equipment when required
2. Yes, I will possess a current, valid Commercial Driver's License (CDL - Class A) by appointment to this position and I do have 3 years of a good driving record. I am willing and able to operate motor vehicles and equipment when required.
3. No, I do not possess a current and valid Commercial Driver's License (CDL - Class A); or I do not have 3 years of a good driving record.

Continues on Page 2 through 6.

[http://www.opm.gov/policy-data-oversight/classification-qualifications/Job Qualification System for trades and labor occupations, Handbook X-1118-C](http://www.opm.gov/policy-data-oversight/classification-qualifications/Job%20Qualification%20System%20for%20trades%20and%20labor%20occupations,%20Handbook%20X-1118-C)
http://www.opm.gov/policy-data-oversight/hiring-authorities/competitive-hiring/deo_handbook.pdf

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**HR: See Question Point Value Guidance document to ensure consistent practices are followed.

BPA JOB ANALYSIS WORKSHEET

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|----------------------|---|-----------|--|---|
| Job Element 1 | Ability To Lead Or Supervise (Screen-out Element) Job Element #73 | MC | <p>Question # 2 (SCREEN-OUT) QIDX: 192201</p> <p>BL-5803, Supervise or lead all corrective and preventative maintenance; troubleshoot, diagnose, maintain, repair, and modification of heavy duty vehicles, mobile equipment, and all systems (safety, control & functional).) Experience in your self-rating must be reflected in your resume. Failure to meet this screen out will result in an ineligible rating.</p> <p>A. Experience gained Supervising complex heavy mobile mechanic work, including: complete aerial device overhaul and repair, troubleshoot malfunctions, inspection and certifications; determine the type and extent of repair, preventative, and corrective maintenance on a variety of heavy mobile vehicles and equipment and all associated safety, control and functional systems. I provide training and guidance to other mechanics; apply my knowledge gained and complete my work without supervision.</p> <p>B. Experience gained leading a team performing complex heavy mobile equipment mechanic work, including: aerial device repair including troubleshoot malfunctions, determine the type and extent of repair required, and preventative and corrective maintenance on a variety of heavy mobile vehicles and equipment and all associated safety, control and functional systems. I am called on by other mechanics for advice on complex tasks. I apply my own knowledge gained and complete my work with occasional supervisor review.</p> <p>C Experience gained leading others in work as a Heavy Mobile Equipment Mechanic, such as: preventive maintenance, removing worn or defective parts, and replacing with new or rebuilt assemblies on heavy mobile vehicles and equipment. I apply my own knowledge to determine the cause of malfunctions with review by my supervisor after I have completed assigned tasks.</p> <p>D. Experience gained performing preventive maintenance, removing worn or defective parts and replacing with new or rebuilt assemblies on heavy mobile vehicles and equipment. I received help from more experienced mechanics on more complex tasks to determine the cause of malfunctions.</p> <p>E. My experience is less than that reflected in the above statements.</p> | <p>4 pts</p> <p>3 pts</p> <p>2 pts</p> <p>1 pts</p> <p>0 pts</p> |
|----------------------|---|-----------|--|---|

[http://www.opm.gov/policy-data-oversight/classification-qualifications/Job Qualification System for trades and labor occupations, Handbook X-1118-C](http://www.opm.gov/policy-data-oversight/classification-qualifications/Job%20Qualification%20System%20for%20trades%20and%20labor%20occupations,%20Handbook%20X-1118-C)
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BPA JOB ANALYSIS WORKSHEET

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|----------------------|--|-----------|--|--|
| Job Element 2 | Knowledge of Equipment Assembly, Installation, Repair, etc. Job Element 2-E | MC | <p>Question # 3 (192146): Maintain, repair, and adjust hydraulic, electric, fiber optic, hybrid, and air controlled hydraulic controls on cranes, derricks, and aerial man lifts.</p> <p>Question # 4 (157077): Maintain, diagnose, repair, and adjust complex Fluid power systems and related components.</p> <p>Question # 5 (192148): Maintain, and repair the steering, suspension, braking, and drivetrain components of Class 4-8 trucks, electric brake and ABS air brake trailers.</p> <p>Question # 6 (192152): Maintain, and adjust crane and derrick overload protection and motion limiting systems.</p> <p>Question # 7 (192167): Maintain, and repair earth moving equipment and related attachments.</p> <p>Question # 8 (192169): Maintain, repair, and adjust stationary and mobile propane, diesel, and gas generators and their control management systems.</p> <p>Question # 9 (192171): Maintain, and repair aerial spacer carts, line stringing, and tensioning equipment.</p> <p>Question # 10 (192354) Maintain, and repair specialized equipment such as UTV's, Sno-cats, boats, or electric (battery) powered equipment.</p> | |
| Job Element 3 | Technical Practices (theoretical, precise, artistic) Job Element 25-E | AA | <p>Question # 11 (157192): Ability to work independently and provide supervisor with possible courses of action as to the maximizing the use of available resources, efficiency and to meet the customers' operational needs.</p> <p>Question # 12 (157086): Apply knowledge of work shop safety rules, policies and regulations to establish and maintain a hazard free work place for myself and others.</p> | |
| Job Element 4 | Use of Measuring Instruments Job Element 60 | AA | <p>Question #13 (192183): Use and understand hydraulic gauges and flow meters, dynamometers, dial indicators, calipers and other measuring devices to diagnose, and test, heavy-duty vehicles and mobile or stationary equipment.</p> <p>Question # 14 (192355) Use and understand electronic diagnostic operating systems and measuring instruments such as digital volt ohm meter and lab scopes to diagnose, maintain and repair heavy-duty vehicles, mobile and stationary equipment.</p> | |

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BPA JOB ANALYSIS WORKSHEET

| | | | | |
|----------------------|---|-----------|---|--|
| Job Element 5 | Ability To Interpret Instructions, Specification, etc. (Includes blueprint reading) Job Element 75-A | AA | <p>Question # 15 (192365): Utilized manufacturer technical repair manuals, schematics, and diagrams to perform heavy-duty vehicle or heavy mobile equipment troubleshooting, repair, and maintenance for electrical; class 4-8 steering and suspension systems; class 4-8 engine, drivetrain, and management systems; hydraulic/pneumatic braking systems; and fluid power systems.</p> <p>Question # 16 (192357) Performed annual/semi-annual Regulatory and post maintenance inspections on Cranes, Derricks, and Aerial man lifts in compliance with ANSI/ASME/OSHA standards.</p> <p>Question # 17 (192359) Read and interpret hydraulic, pneumatic and electrical schematics to include their commonly used symbols and the effects of flow, direction and paths.</p> <p>Question #18 (192366) Interpret information derived from the use of electronic diagnostic systems (e.g., J-Pro, Cummins Insite, Bosch, Can-Do and others) such as historical, pending, active faulty codes and live streamed data to diagnose and troubleshoot heavy equipment related systems.</p> | |
| Job Element 6 | Ability To Use and Maintain Tools and Equipment Job Element 81 | AA | <p>Question #19 (192368) Operate shop equipment such as gas and electric welders, stationary and mobile column equipment lifts, forklifts, carry decks, jib and overhead cranes, hand tools, air and electric tools, hydraulic presses, hose crimping machines and basic computer skills</p> <p>Question # 20 (170530): Utilize safety devices such as Fall protection and Fall arrest.</p> <p>Question # 21 (170531): Operate fuel-polisher and hydraulic filter carts to remove contamination in equipment fuel and fluid power systems.</p> | |

[http://www.opm.gov/policy-data-oversight/classification-qualifications/Job Qualification System for trades and labor occupations, Handbook X-1118-C](http://www.opm.gov/policy-data-oversight/classification-qualifications/Job%20Qualification%20System%20for%20trades%20and%20labor%20occupations,%20Handbook%20X-1118-C)
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BPA JOB ANALYSIS WORKSHEET

| | | |
|----------------------|--|--|
| Job Element 7 | Trouble shooting Job Element 96 | AA <p>Question # 22 (157085): Apply advanced diagnostic techniques, measuring devices and theory to identify deficiencies in high pressure and extra-high pressure hydraulic systems.</p> <p>Question #23 (192150): Diagnose for repair the steering, suspension, braking, and drivetrain components of Class 4-8 trucks, electric brake trailers, and 10,000 lb. + (plus) GVWR trailers.</p> <p>Question #24 (192151): Diagnose for repair the electric, fiber optic, hybrid, and air controlled hydraulic controls on cranes, derricks, and aerial man lifts.</p> <p>Question #25 (192165): Diagnose malfunctioning crane and derrick overload protection and motion limiting systems.</p> <p>Question #26 (192168): Diagnose earth moving equipment and related attachments for repair.</p> <p>Question #27 (192170): Diagnose stationary and mobile propane, diesel, and gas generators and their control management systems.</p> <p>Question #28 (192172): Diagnose aerial spacer carts, line stringing, and tensioning equipment for repair.</p> <p>Question #29 (192369) Diagnose specialized equipment such as UTV's, Sno-cats, boats, electric (battery) powered equipment and other all-terrain equipment.</p> <p>Question #30 (192370) Diagnose crane, derrick and aerial man-lift devices when hydraulic load supporting components drift while power plant is off.</p> |
|----------------------|--|--|

[http://www.opm.gov/policy-data-oversight/classification-qualifications/Job Qualification System for trades and labor occupations, Handbook X-1118-C](http://www.opm.gov/policy-data-oversight/classification-qualifications/Job%20Qualification%20System%20for%20trades%20and%20labor%20occupations,%20Handbook%20X-1118-C)
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BPA JOB ANALYSIS WORKSHEET

SIGNATURES for J01024 BL-5803-00 NSFM Heavy Mobile Equipment Mechanic Foreman I Job Analysis

When you sign this form, you acknowledge that the information provided in this form accurately describes critical duties of the position and only includes Job Elements that are important and needed upon entry to the position at the specified grade level.

Selecting Official: Signature: _____ Date _____

Subject Matter Expert: Signature: _____ Date 09.24.19

Human Resources Specialist: Signature: _____ Date _____

[http://www.opm.gov/policy-data-oversight/classification-qualifications/Job Qualification System for trades and labor occupations, Handbook X-1118-C](http://www.opm.gov/policy-data-oversight/classification-qualifications/Job%20Qualification%20System%20for%20trades%20and%20labor%20occupations,%20Handbook%20X-1118-C)
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**HR: See Question Point Value Guidance document to ensure consistent practices are followed.

From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Sent: Tuesday, June 21, 2022 11:13 AM
To: Bowlby, Wilson J (BPA) - HA-1
Subject: Cov F1 position
Attachments: Cov Job Announcement Number.docx

Wilson

I put all the info in a word doc as far as changes go. Hopefully it makes sense.

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

Competencies

NOTE: This Job Analysis will be used for multiple vacancies. The selecting official will be the Manager where the vacant position is being filled.

Date: September 16, 2019

Job Code: J01024

Position Title: Heavy Mobile Equipment Mechanic

Foreman I

Series/Grade: BL-5803-00

FOR CATEGORY RATING:

BQ Category Range: 90-100

WQ Category Range: 80-89

Q Category Range: 70-79

Question Types: TF-True False

MC- Multiple Choice MAMC-Multiple Answer Multiple Choice

LA-Long Answer* SA-Short Answer*

YN-Yes No AA-Applicant Assessment

SELECTIVE FACTORS BELOW:

Selective factors are SCREEN-OUT ELEMENTS, required when the person starts the job. Characteristics of a selective factor: 1) It requires extensive training or experience to develop, 2) Essential for successful performance on the job, meaning if an individual does not have the selective factor, they cannot perform the job, 3) Usually focused on a 'technical' competency/KSA, and 4) Cannot be learned on the job in a 'reasonable' amount of time. If the question/topic does not meet these criteria, use the question for rating and ranking (in Section 2 of this form) instead of a Selective Factor.

Commercial Driver's License required: Question #1 (164132)

DRIVING: Applicants must possess at appointment, and maintain thereafter, a valid U.S. State issued Commercial Driver's License (CDL- Class A) in order to drive and operate U.S. government owned and leased vehicles and equipment. If selected, you will be required to provide a copy of your nonemployment driving abstract dated within the last 90 days, and covering the previous 36-months to prove you have good indication of driving.

1. Yes, I possess a current, valid Commercial Driver's License (CDL - Class A) and have 3 years of a good driving record. I am willing and able to operate motor vehicles and equipment when required

2. Yes, I will possess a current, valid Commercial Driver's License (CDL - Class A) by appointment to this position and I do have 3 years of a good driving record. I am willing and able to operate motor vehicles and equipment when required.

3. No, I do not possess a current and valid Commercial Driver's License (CDL - Class A); or I do not have 3 years of a good driving record.

Job Element 1 Ability To Lead Or

Supervise

(Screen-out Element)

Job Element #73

MC Question # 2 (SCREEN-OUT) QIDX: 192201

BL-5803, Supervise or lead all corrective and preventative maintenance; troubleshoot, diagnose, maintain, repair, and modification of heavy duty vehicles, mobile equipment, and all systems (safety, control & functional).) Experience in your self-rating must be reflected in your resume. Failure to meet this screen out will result in an ineligible rating.

A. Experience gained Supervising complex heavy mobile mechanic work, including: complete aerial device overhaul and repair, troubleshoot malfunctions, inspection and certifications; determine the type and extent of repair, preventative, and corrective maintenance on a variety of heavy mobile vehicles and equipment and all associated safety, control and functional systems. I provide training and guidance to other mechanics; apply my knowledge gained and complete my work without supervision.

B. Experience gained leading a team performing complex heavy mobile equipment mechanic work, including: aerial device repair including troubleshoot malfunctions, determine the type and extent of repair required, and preventative and corrective maintenance on a variety of heavy mobile vehicles and

equipment and all associated safety, control and functional systems. I am called on by other mechanics for advice on complex tasks. I apply my own knowledge gained and complete my work with occasional supervisor review.

C Experience gained leading others in work as a Heavy Mobile Equipment Mechanic, such as: preventive maintenance, removing worn or defective parts, and replacing with new or rebuilt assemblies on heavy mobile vehicles and equipment. I apply my own knowledge to determine the cause of malfunctions with review by my supervisor after I have completed assigned tasks.

D. Experience gained performing preventive maintenance, removing worn or defective parts and replacing with new or rebuilt assemblies on heavy mobile vehicles and equipment. I received help from more experienced mechanics on more complex tasks to determine the cause of malfunctions.

E. My experience is less than that reflected in the above statements.

4 pts

3 pts

2 pts

1 pts

0 pts

Job Element 2 Knowledge of
Equipment Assembly,
Installation, Repair, etc.

Job Element 2-E

MC Question # 3 (192146): Maintain, repair, and adjust hydraulic, electric, fiber optic, hybrid, and air controlled hydraulic controls on cranes, derricks, and aerial man lifts.

Question # 4 (157077): Maintain, diagnose, repair, and adjust complex Fluid power systems and related components.

Question # 5 (192148): Maintain, and repair the steering, suspension, braking, and drivetrain components of Class 4-8 trucks, electric brake and ABS air brake trailers.

Question # 6 (192152): Maintain, and adjust crane and derrick overload protection and motion limiting systems.

Question # 7 (192167): Maintain, and repair earth moving equipment and related attachments.

Question # 8 (192169): Maintain, repair, and adjust stationary and mobile propane, diesel, and gas generators and their control management systems.

Question # 9 (192171): Maintain, and repair aerial spacer carts, line stringing, and tensioning equipment.

Question # 10 (192354) Maintain, and repair specialized equipment such as UTV's, Sno-cats, boats, or battery powered equipment.

Job Element 3 Technical Practices
(theoretical, precise,
artistic)

Job Element 25-E

AA Question # 11 (157192): Ability to work independently and provide supervisor with possible courses of action as to the maximizing the use of available resources, efficiency and to meet the customers' operational needs.

Question # 12 (157086): Apply knowledge of work shop safety rules, policies and regulations to

establish and maintain a hazard free work place for myself and others.

Job Element 4 Use of Measuring
Instruments

Job Element 60

AA Question #13 (192183): Use and understand hydraulic gauges and flow meters, dynamometers, dial indicators, calipers and other measuring devices to diagnose, and test, heavy-duty vehicles and mobile or stationary equipment.

Question # 14 (192355) Use and understand electronic diagnostic operating systems and measuring instruments such as digital volt ohm meter and lab scopes to diagnose, maintain and repair heavy-duty

vehicles, mobile and stationary equipment.

Job Element 5 Ability To Interpret

Instructions,

Specification, etc.

(Includes blueprint
reading)

Job Element 75-A

AA Question # 15 (192365): Utilized manufacturer technical repair manuals, schematics, and diagrams to perform heavy-duty vehicle or heavy mobile equipment troubleshooting, repair, and maintenance for electrical; class 4-8 steering and suspension systems; class 4-8 engine, drivetrain, and management systems; hydraulic/pneumatic braking systems; and fluid power systems.

Question # 16 (192357) Performed annual/semi-annual Regulatory and post maintenance inspections on Cranes, Derricks, and Aerial man lifts in compliance with ANSI/ASME/OSHA standards.

Question # 17 (192359) Read and interpret hydraulic, pneumatic and electrical schematics to include their commonly used symbols and the effects of flow, direction and paths.

Question #18 (192366) Interpret information derived from the use of electronic diagnostic systems (e.g., J-Pro, Cummins Insite, Bosch, Can-Do and others) such as historical, pending, active faulty codes and live streamed data to diagnose and troubleshoot heavy equipment related systems.

Job Element 6 Ability To Use and

Maintain Tools and

Equipment

Job Element 81

AA Question #19 (192368) Operate shop equipment such as gas and electric welders, stationary and mobile column equipment lifts, forklifts, carry decks, jib and overhead cranes, hand tools, air and electric tools, hydraulic presses, hose crimping machines and basic computer skills

Question # 20 (170530): Utilize safety devices such as Fall protection and Fall arrest.

Question # 21 (170531): Operate fuel-polisher and hydraulic filter carts to remove contamination in equipment fuel and fluid power systems.

Job Element 7 Trouble shooting

Job Element 96

AA Question # 22 (157085): Apply advanced diagnostic techniques, measuring devices and theory to identify deficiencies in high pressure and extra-high pressure hydraulic systems.

Question #23 (192150): Diagnose for repair the steering, suspension, braking, and drivetrain components of Class 4-8 trucks, electric brake trailers, and 10,000 lb. + (plus) GVWR trailers.

Question #24 (192151): Diagnose for repair the electric, fiber optic, hybrid, and air controlled hydraulic controls on cranes, derricks, and aerial man lifts.

Question #25 (192165): Diagnose malfunctioning crane and derrick overload protection and motion limiting systems.

Question #26 (192168): Diagnose earth moving equipment and related attachments for repair.

Question #27 (192170): Diagnose stationary and mobile propane, diesel, and gas generators and their control management systems.

Question #28 (192172): Diagnose aerial spacer carts, line stringing, and tensioning equipment for repair.

Question #29 (192369) Diagnose specialized equipment such as UTV's, Sno-cats, boats, electric (battery) powered equipment and other all-terrain equipment.

Question #30 (192370) Diagnose crane, derrick and aerial man-lift devices when hydraulic load supporting components drift while power plant is off.

Eligibilities

Veterans' Preference:

Do you claim Veterans' Preference?

1. NV - No Preference Claimed
2. NP - No Preference.
3. SSP - 0-point Sole Survivorship Preference
4. TP - 5-point preference based on active duty in the U.S Armed Forces
5. CP - 10-point preference based on a compensable service-connected disability of 10 percent or more, but less than 30 percent
6. CPS - 10-point preference based on a compensable service-connected disability of 30 percent or more.
7. XP - 10-point preference for non-compensable disability or a Purple Heart
8. XP - 10 point preference based on widow/widower or parent of a deceased veteran, or spouse or parent of a disabled veteran

Interagency Career Transition Assistance Plan (ICTAP) (ICTAP):

Are you a current or former federal employee displaced from a position in a federal agency, other than the Department of Energy?

If yes, confirm:

- you are located in the same local commuting area as the vacancy;
- you are applying to a position that is at or below the grade level of the position from which you were or will be separated;
- you are applying to a position that does not have greater promotion potential than the position from which you were or will be separated; AND
- your last performance rating of record is at least fully successful or equivalent.

For more information on eligibility visit: <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/federal-employees/ictap/>

Check the REQUIRED DOCUMENTS section in the job announcement for instructions to support your eligibility to apply for this vacancy.

1. Yes
2. No

Preferences

Choose Locations:

Select the location(s) you want to be considered for. You must choose at least one location.

1. Kent, Washington United States

Lowest Acceptable Grade:

Select the lowest grade you are willing to accept for this position.

1. 00

Series:

Select the series you want to be considered for. You must choose at least one series.

1. 5803 - Heavy Mobile Equipment Mechanic

Nepotism:

Do any of your relatives work for the agency to which you are applying? If so, please list any applicable names below. Please enter N/A in the text box, if not Applicable. (Include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister).

[Enter your response here]

Questions 1 for all Merit Promotion JOAs:

Instructions: To provide the hiring manager an opportunity to consider your accomplishments, you may submit/attach copies of your performance appraisals and/or incentive award justification as part of your application by uploading these documents into USA Staffing.

All current Federal employees must have at least a fully successful or equivalent performance rating or higher, to be considered for competitive placement. Competitive Federal employees who have a current unacceptable performance rating will be excluded from consideration.

1. I am a current Federal employee, my last performance rating was fully successful (meets expectations) or equivalent, or higher.
2. I am a current Federal employee; my last performance rating was unacceptable (fails to meet expectations).

3. I am a new Federal employee and have not received a performance rating as of the date of this application.
4. I am not a Federal employee; however, I will consider attaching my recent performance appraisal from my employer for consideration.
5. I am not a Federal employee, and I do not have any performance documentation to submit for consideration.

Question 2 for all Merit Promotion JOAs:

Have you received awards or been recognized as part of your annual performance appraisal for work that was based on one or more of the competencies described in this vacancy announcement?

1. Yes
2. No

Political Conversion Question:

Are you currently serving or have served in the last five (5) years in a Political Appointment in the Federal Government?

1. Yes
2. No

Political Conversion Branch:

Please list the title, agency and dates of the appointments

[Enter your response here]

Job Announcement Number: 22-BPA-30558-11542543-DE

OVERVIEW

Job Title: Heavy Mobile Equipment Mechanic Foreman I

Department: Department of Energy

Agency: Bonneville Power Administration

Open & Closing Dates: Saturday, June 18, 2022 to Monday, June 27, 2022

Salary: \$57.34 to \$57.34 / Per Hour

Pay Scale & Grade: GS-00

Locations:

1 vacancy in the following location:
Kent, Washington

Remote Job: No

Telework Eligible: No

Travel Required: 25% or less, You may be expected to travel for this position.

Relocation Expenses Reimbursed: Yes, You may qualify for reimbursement of relocation expenses in accordance with agency policy.

I did not know this was an option. In the past it was always not. Management did not want to pay for it. Being that the word May is used I would assume it is an option?

Appointment Type:

Permanent

Work Schedule:

Full-time

Service: Competitive

Promotion Potential: None

Job Family (Series): 5803 - Heavy Mobile Equipment Mechanic

Supervisory Status: No

Security Clearance: Not Required

Drug Test: Yes

Position Sensitivity And Risk: Non-sensitive (NS)/Low Risk

Trust Determination Process: Credentialing, Suitability/Fitness

SUMMARY

Summary:

The Heavy Mobile Equipment Mechanic Foreman I (FIELD) is responsible for the safe and efficient operation of a field garage with a crew of one or more employees. The incumbent is a working leader who must possess the technical qualifications and knowledge required to perform all duties and tasks described in the Heavy Mobile Equipment Mechanic Job Standard.

LEARN MORE ABOUT THIS AGENCY

Marketing Message:

The Bonneville Power Administration is a nonprofit federal power marketing administration based in the Pacific Northwest. Although BPA is part of the U.S. Department of Energy, it is self-funding and covers its costs by selling its products and services. BPA markets wholesale electrical power from 31 federal hydroelectric projects in the Northwest, one nonfederal nuclear plant and several small nonfederal power plants.

Marketing Link:

<http://www.bpa.gov/news/AboutUs/Pages/default.aspx>

THIS JOB IS OPEN TO

Hiring Paths:

- The public

DUTIES

Duties:

Executive Order (EO) 14043 requires Federal employees to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work), subject to such exceptions as required by law. At this time, EO 14043 is subject to a preliminary nationwide injunction. Although this injunction may ultimately be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action at this time to implement or enforce EO 14043's requirement that employees must be fully vaccinated against COVID-19. However, as Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing,

travel, and quarantine, the selectee(s) for this position will be required to submit information about his/her vaccination status.

Providing a knowing and willful false statement on either DOE's COVID-19 Vaccination Form prior to starting or when providing proof of vaccination in DOE's vaccination tracking system once onboard is punishable by fine and/or imprisonment (18 U.S.C. 1001) and will result in termination from Federal service.

As a Heavy Mobile Equipment Mechanic Foreman I, you will:

Work Leadership:

- Assign duties. Plans and schedules daily work assignments to ensure maximum utilization of resources and achievement of priority work within guidelines established by the Fleet Maintenance Manager.
- Maintain discipline. Assists supervisor in establishing standards of performance and conduct, ensuring employees' compliance with those standards as well as with administrative rules, regulations, and procedures. Counsels employees to ensure compliance.
- Enforce Safety Rules. Instructs subordinates in safety rules and safe work practices, including proper use of tools and equipment, safe driving techniques, fire prevention, evacuation procedures, and general housekeeping practices. Responsible for organizing and conducting regular safety meetings. Insures that work areas are free from safety hazards and that subordinates follow safe work practices as prescribed by regulations, laws, and standard shop practices. Investigates all accidents involving subordinates and completes required reports accurately and promptly.
- Perform, Reviews, and Inspect Work. Performs productive work and reviews and inspects work of subordinates to ensure the safety and reliability of repairs.
- Responsible for Quantity and Quality of Specific Tasks. Responsible for timely, efficient, and safe work production of all Heavy Mobile Equipment Mechanic work performed in the Vehicle Maintenance Garage and at field sites.

Planning and Scheduling:

- Coordinate work schedules with other craft supervisors and managers to avoid delays, meet deadlines, and satisfy priorities. Prepares and coordinates short-range work plans to accomplish workload, including preparation of time and material cost estimates. May work with commercial vendors to meet workload requirements. Recommends and evaluates purchase of new tools and equipment required to maintain high standards of quality and efficiency.

Administrative:

- Review Employees' Performance and Recommends Personnel Actions. Continuously evaluates employees' performance and initiates proper actions to provide job satisfaction, improve working skills, resolve employee problems, develop a cohesive team, and

improve employee conduct. The incumbent recommends administrative actions to the supervisor.

- Identify, Plan, and Implement Training. Orients new employees to the work unit and explains nature and purpose of work programs. Provides on-the-job training to improve skills and efficiency. Recommends external training to provide additional theory and skills required to maintain craft proficiency or supervisory advancement.
- Reports and Records. Prepares and forwards required documents relating to work progress, materials, field purchases, and equipment. Incumbent reports problems to the supervisor relating to work, materials, safety, or personnel when these are of a nature requiring action by higher authority or referral to other offices of the Administration. Ensures all accidents are reported immediately to the supervisor by providing a complete and accurate account of the accident. The Foreman I is responsible for accountability and serviceability of all tools and equipment assigned to their respective garage and/or service truck(s).

REQUIREMENTS

Requirements:

- Position is subject to initial pre-employment Drug Testing and random drug testing thereafter.
- This position requires a pre-employment medical exam, at BPA expense, prior to appointment due to the physical requirements of the position.
- When you apply you will be asked a series of questions to determine your eligibility for employment and your qualification for this position specifically. You must answer all of these questions completely and truthfully.
- Apprentices in the last year of the program are encouraged to submit an application to indicate duty locations for which they want to be considered for permanent placement. **We do not have an Apprenticeship program.**
- You must be a United States Citizen.
- A preliminary background check must be completed before a new employee can begin work. Current Federal employees or other individuals with an existing completed background investigation may not be required to undergo another background check.
- Must be familiar with and adhere to the safety practices of the BPA Accident Prevention Manual and OSHA regulations applicable to this position.
- If exposed to health hazards, the employee is required to have periodic physical examinations as prescribed by competent medical authority at BPA expense. (Employees may work in close proximity to substances, such as: asbestos, acids, PCB's pesticides, mercury solvents, etc., which may have effect on health unless prescribed handling procedures are followed.)
- Subject to call for emergency work at any time.
- Must possess and maintain a US Motor Vehicle Operator Authorization (i.e., driver's license) and interstate Commercial Driver's License (CDL), including current DOT medical card with applicable endorsement to meet Federal and State requirements. Good Driving Record is required. Traffic citations indicating poor driving habits may disqualify

applicants. Failure to maintain a valid CDL and medical card and Operator authorization may be cause for removal from Federal service.

- Within 1 year after appointment be certified for First Aid and CPR and maintain certification thereafter.
- Operate motorized equipment, e.g., pickup trucks up to ½-ton capacity, vans, or flatbed trucks. Must be able to operate, for test and inspection only, all BPA and GSA motorized vehicles and work equipment.
- Must wear protective apparel such as respirators when required for worker safety.
- Must provide tools common to the trade. (Minimum tool list attached.) Omit this, BPA provides all the tools for the HMEM's.
- Overnight travel up to 25% of the time is required.

Qualifications:

In order to qualify for this position, your resume must provide sufficient experience and/or education, knowledge, skills, and abilities, to perform the duties of the specific position for which you are being considered. Your resume is the key means we have for evaluating your skills, knowledge, and abilities, as they relate to this position. Therefore, we encourage you to submit a thorough resume that directly relates to this position.

Applicants must meet the requirements of the Office of Personnel Management (OPM) Job Qualification System for Trades and Labor Occupations (X-118C). Although a specific length of time and experience is not required for most trade and labor occupations, you must show through experience and training that you possess the quality level of knowledge and skill necessary to perform the duties of the position at the level for which you are applying. Qualification requirements emphasis is on the quality of experience, not necessarily the length of time. Your qualifications will be evaluated on the basis of your level of knowledge, skills, abilities and/or competencies in the job elements and screen out listed below. This job has a screen-out factors which will be used to determine minimum eligibility for this job. Applicants who do not receive a minimum of two points on this screen-out element(s) will be found ineligible.

The screen-out element for this position is: Ability to Lead or Supervise. Failure to meet this Screen out Element will result in an ineligible rating.

In addition to the screen-out element you will be evaluated on the following Job Elements through your resume and responses to the on-line assessment questionnaire:

- Ability To Interpret Instructions, Specifications, etc. (includes blueprint reading)
- Ability To Lead Or Supervise
- Ability To Use and Maintain Tools and Equipment
- Knowledge of Equipment Assembly, Installation, Repair, etc.
- Technical Practices (theoretical, precise, artistic)
- Trouble shooting

- Use of Measuring Instruments

If your knowledge and ability in the **SCREEN OUT** factor above is not sufficient, you will receive no further consideration. In preparing your application, describe in detail the experience and training which you have had that specifically prepared you for this job and to perform the duties described for this job. Experience should be clearly described and documented in your resume. The qualifications reviewer will not assume performance of such duties by Job Titles alone.

This position has a selective placement factor, failure to meet this requirement(s) will result in an ineligible rating.

- Must possess a current valid U.S. motor vehicle operator's license from state of residence and interstate Commercial Driver's License (CDL), including current DOT medical card with applicable endorsement to meet Federal and State requirements.
- Operate motor vehicles, including 1-1/2 ton pickups, sedans, snowmobiles, or van-type trucks. May be required to pull trailers for the transportation of instruments and equipment needed to perform tasks.
- Possess and maintain a valid Department of Transportation (DOT) Physical Card.
- Operate motor vehicles, including 1-1/2 ton pickups, sedans, van type trucks, and forklifts. Be certified to operate specialized equipment, if assigned to use.

WORKING CONDITIONS:

- Work is performed both indoors and outdoors. When indoors, is frequently exposed to drafts, changing temperatures, and noise. The incumbent may sometimes work in inclement weather, mud or snow, wet or icy areas and may be exposed to irritation or discomfort from dust, heat, fumes, and hard damp floors or ground. May work on parts cleaning systems which contain dirt, oil or grease. The work environment may include exposure to hazardous materials; proper respiratory apparatus and protective apparel shall be worn when hazardous substances are being handled.
- To reduce the dangers and irritations from the above conditions, the Foreman I follows prescribed safety practices and uses safety equipment such as protective ear devices, hard hats, hard-toe shoes, respirators, and protective clothing. Some of these safety items may be uncomfortable to wear or use and may have to be worn or used for long periods.

PHYSICAL CONDITIONS: **This should be headed different. Maybe "Job Duties".**

- Corrects deficiencies on all major components and subsystems on all heavy and light duty vehicles and equipment, special purpose vehicles and equipment, OTR vehicles and trailers, i.e. engine, power train, hydraulic, suspension, steering, brake, electrical and electronic. This includes, but not limited to; bulldozers, road graders, rollers, earth moving equipment; front-end loaders, backhoes, power shovels, mobile cranes, aerial lifts, large transmission line maintenance vehicles, fuel dispensing trucks, fire trucks, class 6, 7 and 8 OTR trucks, air and electric brake trailers, light duty equipment, forklifts, generators, UTVs, boats and snowmobiles. Performs inspections of vehicles and equipment.
- Utilizes scientific diagnostic equipment to diagnose and correct malfunction of internal and external parts of equipment and vehicles; repairs or replaces power train components, brakes, suspension and steering problems.
- Utilizes advanced diagnostic techniques and theory to isolate and correct problems in high pressure and extra-high pressure hydraulic systems.
- Uses technical schematics and drawings as required for trouble-shooting and maintenance of equipment.
- Uses tools and work equipment such as electric arc and gas welding equipment and mechanical tools.
- Drives 35% of the time in all weather conditions.

"Experience" refers to paid and unpaid experience. Examples of qualifying unpaid experience may include: volunteer work done through National Service programs (such as Peace Corps and AmeriCorps); as well as work for other community-based philanthropic and social organizations. Volunteer work helps build critical competencies, knowledge, and skills; and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

CTAP/ICTAP candidates: To be considered "well qualified" you must meet all of the requirements as described in this section.

You must meet ALL qualifications and eligibility requirements by the closing date of this announcement.

Education:

There is no substitution of education for experience for Federal Wage Grade (WG) positions.

Additional Information:

- The U.S. Department of Energy fosters a diverse and inclusive workplace and is an Equal Opportunity Employer.
- This job opportunity announcement may be used to fill additional similar vacancies across DOE.
- For general information on government-wide Telework policies visit: www.telework.gov
- Information on how to create a federal resume
 - <https://www.usa.gov/government-jobs>

- <https://www.usajobs.gov/Help/how-to/account/documents/resume/>
- <https://www.youtube.com/watch?v=8YX7o1PBoFk>

EEO Policy: <http://www.usajobs.gov/eeo>

Reasonable Accommodation Policy: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Telework: www.telework.gov

Selective Service Registration: <http://www.sss.gov/>

BPA strives to ensure a safe, positive, inclusive work environment, supported by Leadership Behaviors. For more information on Leadership Behaviors visit:
www.bpa.gov/goto/LeadershipBehaviors

We also understand the importance of work/life balance and offer a variety of programs and policies designed to create more flexible, responsive work environments supportive of commitments to community, home and family members. BPA also supports employees' overall wellness through its Be Well program, which helps employees adopt healthier lifestyles and feel better about their work/life balance. The program supports five key areas of life: career, community, financial, physical and social.

Benefits Link:

https://help.usajobs.gov/index.php/Pay_and_Benefits

HOW YOU WILL BE EVALUATED

How You Will Be Evaluated:

The Department of Energy uses an application tracking system to evaluate the responses you provide in the applicant assessment questionnaire to place you into an initial quality category via OPM's Category Rating procedures. These categories are "Best Qualified", "Well Qualified", and "Qualified. Then, the HR Office and/or Subject Matter Expert (SME) will conduct a quality review of your application and supporting documentation to ensure you have been placed into the appropriate quality category.

Your application is rated based on the extent and quality of your experience, education (when applicable), and training as described in your resume and applicant assessment. Your credentials are measured against the established duties of the position at the grade level(s) being advertised.

If your resume is incomplete or does not support the responses you provided in your online questionnaire, or if you fail to submit all required documentation before the vacancy closes, you may be rated 'ineligible', 'not qualified', or your score may be adjusted accordingly

Once the application process is complete, your resume and supporting documentation will be used to determine whether you meet the job qualifications. If you are minimally qualified for this job, your responses to the self-assessment questions (True/False, Yes/ No, Multiple Choice questions) will be evaluated and you will be placed into one of three pre-defined quality categories under Category Rating procedures. These categories are "Best Qualified", "Well Qualified", and "Qualified. If you rate yourself higher than is supported by your application

materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

Your qualifications will be evaluated on the following competencies (knowledge, skills, abilities and other characteristics):

- Ability To Interpret Instructions, Specifications, etc. (includes blueprint reading)
- Ability To Lead Or Supervise
- Ability To Use and Maintain Tools and Equipment
- Knowledge of Equipment Assembly, Installation, Repair, etc.
- Technical Practices (theoretical, precise, artistic)
- Trouble shooting
- Use of Measuring Instruments

Application of Veterans' Preference: If you are a preference eligible candidate, you will be listed at the top of whichever quality category your rating places you in. CP/CPS veterans are placed at the top of the highest category for all positions except professional and scientific positions at GS-9 and higher.

Career Transition Assistance Programs: To receive selection priority for this position, you must: 1) meet the eligibility criteria; and 2) be rated "well-qualified", which is defined as scoring 85.0 or higher.

To preview the Assessment Questionnaire, click
<https://apply.usastaffing.gov/ViewQuestionnaire/11542543>

REQUIRED DOCUMENTS

Required Documents:

To apply for this position, you **MUST** provide a complete application package which includes:

- Your **RESUME** showing all relevant work experience (paid and unpaid) including: duties performed; full name and address of the each employer; start and end dates (month/day/year); work schedule (part-time, full-time, number of hours if intermittent); salary; and any completed education and training (program title, subject area, number of hours completed, and completion date).
- **Cover Letter**, *optional*, expressing additional information not covered in your resume.
- **Transcripts**, *if specific educational requirements are indicated in this job announcement*. Unofficial transcripts or any report listing institution, course title, credits earned (semester or quarter hour) and final grade is acceptable. It is your responsibility to provide adequate proof that you meet the educational requirements.
- **Veterans' Preference documentation**, *if applicable*, DD-214 Member Copy 4 showing type of discharge/character of service; current active duty members- certification of

expected discharge or release from active duty under honorable conditions dated within 120 days; SF-15 Form and related documentation; VA letter. For more information visit the [USAJOBS Help Center](#) & OPM CHCOC website for [VOW](#) information.

- **Career Transition Assistance Program/Interagency Career Transition Assistance Program documentation, if applicable** (e.g., Certification of Expected Separation, Reduction-In-Force Separation Notice, or Notice of Proposed Removal; SF-50 that documents the RIF separation action; and most recent performance appraisal.) For more information see the [OPM Guide to Career Transition](#).

Failure to submit any of the above mentioned required documents may result in loss of consideration due to an incomplete application package. It is your responsibility to ensure all required documents have been submitted.

HOW TO APPLY

How To Apply:

Please read the entire announcement and all the instructions before you begin an application. To apply for this position, you must complete the initial online application, to include submission of the required documentation specified in the **Required Documents** section. A complete application package must be submitted by **11:59 PM (EST) on the announcement closing date** to receive consideration.

The application process is as follows:

1. You must have a **login.gov** account to sign into USAJOBS:
<https://www.usajobs.gov/Help/how-to/account/>.
2. To begin the application process in USAJOBS, click the **Apply Online** button.
3. Answer the questions presented in the application and attach all required and supporting documentation.
4. You must click the **Submit Application** button prior to 11:59 pm (ET) on the announcement closing date.

You may update your application, including supporting documentation, at any time during the announcement open period by returning to your USAJOBS account, select Update Application: <https://my.usajobs.gov/Account/Login>. This option will no longer be available once the announcement has closed.

To verify the status of your application, during and after the announcement open period, log into your USAJOBS account; applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each application status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

If you need help with login.gov or USAJOBS (e.g., account access, Resume Builder) visit the USAJOBS Help Center: <https://www.usajobs.gov/Help/>

If you experience difficulty applying on USAJOBS, after clicking the Apply Online button, or you are experiencing a significant hardship hindering your ability to apply online, the Agency Contact listed in the announcement can assist you during normal business hours. If you receive any system error messages, take screenshots if possible, to aid technical support.

Agency Contact Information:

Questions About This Job:

Wilson Bowlby
5032303117
wjbowlby@bpa.gov

Agency Information:

Bonneville Power Administration
P.O. Box 3621
Portland , OR 97208

Next Steps:

Once your online application is submitted you will receive a confirmation notification by email. The status of your application will be updated in USAJOBS as it is evaluated.

You can check the status by logging into USAJOBS. You may also sign up to receive automatic emails anytime the status of your application changes by logging into your USAJobs Account and editing the Notification Settings.

You will be contacted directly if an interview is required.

Please check that your USAJOBS profile contact information is current and correct each time you apply to a job--this will ensure we are able to contact you as quickly as possible.

In addition to changing your status online, we will send you e-mail notifications at each major step in the process, to include: application received, eligible or not eligible, referred or not referred, selected or not selected.

From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Sent: Thursday, June 23, 2022 9:03 AM
To: Bowlby, Wilson J (BPA) - HA-1
Subject: RE: [EXTERNAL] Review "JOA Review, 30558-MP, 5803-00" for Request 22-BPA-30558 has been recalled

Thanks

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Thursday, June 23, 2022 8:55 AM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: RE: [EXTERNAL] Review "JOA Review, 30558-MP, 5803-00" for Request 22-BPA-30558 has been recalled

Hi Wayne,

This is just an automated email. It's ok to disregard it.

Thank you,

Wilson

Wilson Bowlby
Staffing Specialist | Human Resources Service Center
BONNEVILLE POWER ADMINISTRATION
U.S. DEPARTMENT OF ENERGY
bpa.gov | P 503-230-3117 | F 503-230-3816


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Career Opportunities:
BPA Opportunities: careers.bpa.gov
DOE Energy: <http://energy.gov/jobs/career-opportunities>
USAJOBS: <https://www.usajobs.gov>

Program Inquiries:
Disabled Persons (Schedule A): schedulea@bpa.gov
Veterans: veterans@bpa.gov
Contract Positions: Supplaborjobs@bpa.gov

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Thursday, June 23, 2022 8:54 AM
To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Subject: FW: [EXTERNAL] Review "JOA Review, 30558-MP, 5803-00" for Request 22-BPA-30558 has been recalled

What does this mean?

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: usastaffingoffice@opm.gov <usastaffingoffice@opm.gov>
Sent: Wednesday, June 22, 2022 9:01 PM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: [EXTERNAL] Review "JOA Review, 30558-MP, 5803-00" for Request 22-BPA-30558 has been recalled

Review Type: **Job Opportunity Announcement (JOA)**
Review Name: **JOA Review, 30558-MP, 5803-00**
Due Date: **6/21/2022**

Vacancy Number: **11542542**
Position Information: **Heavy Mobile Equipment Mechanic Foreman I, GS-5803-00**
Request Number(s): **22-BPA-30558**

The above review has been recalled for the following reason:
Automatically recalled. Past Due.

This notification is for your information.

If you have any questions, please contact Wilson Bowlby at wjbowlby@bpa.gov or 5032303117.

Note: This is an automated email message. Please do not reply.

USA Staffing® System

From: Bowlby,Wilson J (BPA) - HA-1
Sent: Thursday, June 30, 2022 10:47 AM
To: Harkleroad Jr,Wayne (BPA) - NSFM-BELL
Subject: RE: Announcement Posted: Heavy Mobile Equipment Mechanic Foreman I, BL-5803-00 (NSFM) - Kent, WA

Hi Wayne,

I apologize, but I've been really busy with a variety of things on my plate.

I will build the new assessment today and send it to you. As soon as I hear back from you, I'll upload it to our program.

Thank you,

Wilson

Wilson Bowlby

Staffing Specialist | Human Resources Service Center

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U.S. DEPARTMENT OF ENERGY

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Career Opportunities:

BPA Opportunities: careers.bpa.gov

DOE Energy: <http://energy.gov/jobs/career-opportunities>

USAJOBS: <https://www.usajobs.gov>

Program Inquiries:

Disabled Persons (Schedule A): schedulea@bpa.gov

Veterans: veterans@bpa.gov

Contract Positions: Supplaborjobs@bpa.gov

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From: Harkleroad Jr,Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>

Sent: Thursday, June 30, 2022 7:37 AM

To: Bowlby,Wilson J (BPA) - HA-1 <wjlbowlby@bpa.gov>

Subject: RE: Announcement Posted: Heavy Mobile Equipment Mechanic Foreman I, BL-5803-00 (NSFM) - Kent, WA

Wilson

Tried calling.

Where are we at with this?
Give me a call.

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Sent: Wednesday, June 29, 2022 7:50 AM
To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Subject: RE: Announcement Posted: Heavy Mobile Equipment Mechanic Foreman I, BL-5803-00 (NSFM) - Kent, WA

No, not really. The task statements for the Journeyman and the Foreman 1 should be about the same.
The only real difference between the two is the leadership or supervisory role the Foreman has to perform which is covered in the screen out question.

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Wednesday, June 29, 2022 7:29 AM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: RE: Announcement Posted: Heavy Mobile Equipment Mechanic Foreman I, BL-5803-00 (NSFM) - Kent, WA

Hi Wayne,

I'm going to speak with my two colleagues that worked on these job analysis pieces today to see what we can do.

Regarding the attached analysis, are there any task statements that you see would need to be removed for the Foreman I?

Thank you,

Wilson

Wilson Bowlby
Staffing Specialist | Human Resources Service Center
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USAJOBS: <https://www.usajobs.gov>

Program Inquiries:

Disabled Persons (Schedule A): schedulea@bpa.gov

Veterans: veterans@bpa.gov

Contract Positions: Supplaborjobs@bpa.gov

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>

Sent: Tuesday, June 28, 2022 4:26 PM

To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>

Subject: RE: Announcement Posted: Heavy Mobile Equipment Mechanic Foreman I, BL-5803-00 (NSFM) - Kent, WA

Did you make any head way on the changes today?

Wayne Harkleroad

Bonneville Power Administration

HMEM F3 – East Region/NSFM-BELL/Spokane

Cell # (b)(6)

From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL

Sent: Tuesday, June 28, 2022 7:45 AM

To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>

Subject: RE: Announcement Posted: Heavy Mobile Equipment Mechanic Foreman I, BL-5803-00 (NSFM) - Kent, WA

Wilson

Can you give me a call about this.

Wayne Harkleroad

Bonneville Power Administration

HMEM F3 – East Region/NSFM-BELL/Spokane

Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>

Sent: Monday, June 27, 2022 3:33 PM

To: ADL_HA_ALL <adl_ha_all@bpa.gov>

Cc: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>; Quesenberry, Beverly G (BPA) - HI-1 <bxquesenberry@bpa.gov>; Clow, Michelle A (CONTR) - H-1 <maclow@bpa.gov>; Jaquez, Ernesto (BPA) - DE-1 <ejaquez@bpa.gov>; HR Help <hrhelp@bpa.gov>; Diversity <diversity@bpa.gov>; Special Emphasis Programs/OCREEO <sep@bpa.gov>; disabilityprogram@hq.doe.gov

Subject: Announcement Posted: Heavy Mobile Equipment Mechanic Foreman I, BL-5803-00 (NSFM) - Kent, WA

Heavy Mobile Equipment Mechanic Foreman I, BL-5803-00 (NSFM) - Kent, WA

22-BPA-30558-11552530-MP: [LINK](#)

22-BPA-30558-11552532-DE: [LINK](#)

OPEN: 06/28/2022 (Tomorrow)

CLOSE: 07/08/2022

Thank you,

Wilson

Wilson Bowlby

Staffing Specialist | Human Resources Service Center

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Sent: Friday, July 1, 2022 9:48 AM
To: Bowlby, Wilson J (BPA) - HA-1; Jones, Jessica A (BPA) - HA-1
Subject: RE: HMEM Foreman I Preview

Jessica

I was going to call you and talk about this but I do not see a phone number to call.

After looking over the email from USA jobs for the F1 HMEM, it states a CDL is required for this position. All true but it does not state what type of CDL. This position requires a Class A CDL.

It is also written for the Journeyman position that way also I noticed. Sorry Wilson I should have caught this yesterday.

I would assume that these (F1 HMEM and Journeyman HMEM) positions should state that.

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Friday, July 1, 2022 7:19 AM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: HMEM Foreman I Preview

Hi Wayne,

I thought I'd reach out to let you know that both of the MP and DE announcements for the HMEM Foreman I have been updated. The assessment reflects what we had talked about as well.

If you're in today, my teammate Jessica Jones (jjones2@bpa.gov, 360-360-3809) is backing me up and she has a heads up about the Foreman I position too, so please reach out to her for the posting.

Thank you and I hope that you have a great Fourth of July weekend!

Wilson

Wilson Bowlby
Staffing Specialist | Human Resources Service Center
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DOE Energy: <http://energy.gov/jobs/career-opportunities>

USAJOBS: <https://www.usajobs.gov>

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Veterans: veterans@bpa.gov

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Sent: Monday, July 11, 2022 8:00 AM
To: Bowlby, Wilson J (BPA) - HA-1
Subject: RE: Cov hires

Thanks

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Monday, July 11, 2022 7:39 AM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: RE: Cov hires

Hi Wayne,

Will do!

Hope that this week is a good one for you!

Thank you,

Wilson

Wilson Bowlby
Staffing Specialist | Human Resources Service Center

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Monday, July 11, 2022 7:32 AM
To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Subject: RE: Cov hires

Please do.

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Monday, July 11, 2022 7:29 AM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: RE: Cov hires

Good morning Wayne,

It looks like the Journeyman position has 6 applicants on the MP side and 9 on the DE side.

For the Foreman I position, there are 2 on the MP side and 3 on the DE side.

With these numbers, if you would like to advertise for an additional 5 days, I can definitely do this.

Thank you,

Wilson

Wilson Bowlby
Staffing Specialist | Human Resources Service Center

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>

Sent: Monday, July 11, 2022 6:33 AM

To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>

Subject: Cov hires

Good morning Wilson

Where are we at with our numbers on the two postings?

Wayne Harkleroad

Bonneville Power Administration

HMEM F3 – East Region/NSFM-BELL/Spokane

Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1
Sent: Monday, July 25, 2022 8:41 AM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Subject: RE: Covington Position for HMEM's

You're very welcome, Wayne!

Thank you,

Wilson

Wilson Bowlby

Staffing Specialist | Human Resources Service Center

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Monday, July 25, 2022 8:40 AM
To: Bowlby, Wilson J (BPA) - HA-1 <wjwbowlby@bpa.gov>
Subject: RE: Covington Position for HMEM's

Thanks Wilson

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Monday, July 25, 2022 8:32 AM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: RE: Covington Position for HMEM's

Hi Wayne,

I apologize for that!

I just saw your IM.

I'm glad that you are able to review the resumes.

You'll see the others today.

Thank you,

Wilson

Wilson Bowlby

Staffing Specialist | Human Resources Service Center

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Monday, July 25, 2022 7:40 AM
To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Subject: RE: Covington Position for HMEM's

Figured out the resume thing.

Wayne Harkleroad

Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Sent: Monday, July 25, 2022 6:52 AM
To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Subject: RE: Covington Position for HMEM's

Good morning Wilson
How do I see the resumes on USA jobs now with this newer system.
Also, I do not see the journeymen position listings yet?

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Friday, July 22, 2022 12:52 PM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>; Thompson, Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>
Subject: RE: Covington Position for HMEM's

Hi Wayne,

I understand and again, I apologize.

Yes, you'll get a list to review and if any questions happen to come up, I'll be here to field them.

Thank you,

Wilson

Wilson Bowlby
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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>

Sent: Thursday, July 21, 2022 8:05 AM

To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>; Thompson, Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>

Subject: RE: Covington Position for HMEM's

Well I find this terribly disappointing Wilson. Is there not a way to do some kind of continuation or something?

Again, I feel like not only me but BPA as a whole has been let down by HR in the hiring process. The system is screwed to say it kindly. I could go on and on with a rant from hell but I will not.

So I assume I will get to look at all the applicants?

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>

Sent: Wednesday, July 20, 2022 3:08 PM

To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>; Thompson, Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>

Subject: RE: Covington Position for HMEM's

Hi Wayne,

Unfortunately, I wasn't able to extend them, but I did take a preliminary look at the applicants and there are some promising ones.

I'll work towards having certificates issued by the end of the week.

Thank you,

Wilson

Wilson Bowlby

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>**Sent:** Monday, July 18, 2022 8:50 AM**To:** Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>; Thompson, Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>**Subject:** RE: Covington Position for HMEM's

Any news on this Wilson?

Wayne Harkleroad

Bonneville Power Administration

HMEM F3 – East Region/NSFM-BELL/Spokane

Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>**Sent:** Friday, July 15, 2022 9:01 AM**To:** Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>; Thompson, Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>**Subject:** RE: Covington Position for HMEM's

You're very welcome, Wayne!

Thank you,

Wilson

Wilson Bowlby

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>

Sent: Friday, July 15, 2022 8:57 AM

To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>; Thompson, Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>

Subject: RE: Covington Position for HMEM's

Ok thanks

Wayne Harkleroad

Bonneville Power Administration

HMEM F3 – East Region/NSFM-BELL/Spokane

Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>

Sent: Friday, July 15, 2022 8:56 AM

To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>; Thompson, Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>

Subject: RE: Covington Position for HMEM's

Hi Wayne,

Yes, I did and that's why I'm talking with our super user about it.

Thank you,

Wilson

Wilson Bowlby

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>

Sent: Friday, July 15, 2022 8:54 AM

To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>; Thompson, Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>

Subject: RE: Covington Position for HMEM's

Well I am not seeing it nor are other people. I know of 2 other people that are not seeing either.
Did you go on their website and look for it like an applicant might?

Wayne Harkleroad

Bonneville Power Administration

HMEM F3 – East Region/NSFM-BELL/Spokane

Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>

Sent: Friday, July 15, 2022 8:51 AM

To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>; Thompson, Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>

Subject: RE: Covington Position for HMEM's

Hi Wayne,

It's a little odd that it's not showing the 16th because in the program, it is showing it:

| | |
|---|---|
| Open Date * | Close Date * |
| <input type="text" value="07/01/2022"/> | <input type="text" value="07/16/2022"/> |

Thank you,

Wilson

Wilson Bowlby

Staffing Specialist | Human Resources Service Center

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>**Sent:** Friday, July 15, 2022 8:49 AM**To:** Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>; Thompson, Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>**Subject:** RE: Covington Position for HMEM's

Wilson

I looked again this morning and I do not see them in USA jobs.

From what I can tell they have not been on USA jobs since Monday the 11th. The end of their 10 day run.

Wayne Harkleroad

Bonneville Power Administration

HMEM F3 – East Region/NSFM-BELL/Spokane

Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>**Sent:** Friday, July 15, 2022 7:50 AM**To:** Thompson, Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>; Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>**Subject:** RE: Covington Position for HMEM's

Hi Tim,

I definitely will!

Thank you,

Wilson

Wilson Bowlby

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From: Thompson,Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>**Sent:** Friday, July 15, 2022 7:50 AM**To:** Bowlby,Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>; Harkleroad Jr,Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>**Subject:** RE: Covington Position for HMEM's

Thank you Wilson, let us know how it goes.

I appreciate it!

Tim

From: Bowlby,Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>**Sent:** Friday, July 15, 2022 7:46 AM**To:** Thompson,Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>; Harkleroad Jr,Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>**Subject:** RE: Covington Position for HMEM's

Hi Tim,

In the program, I show that it's been extended, but when I release it, I don't see the dates change in the live link.

I'll need to connect with our super user to see if there's an issue with extending announcements.

Thank you,

Wilson

Wilson Bowlby

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From: Thompson,Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>

Sent: Friday, July 15, 2022 7:41 AM

To: Harkleroad Jr,Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>; Bowlby,Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>

Subject: RE: Covington Position for HMEM's

Hi Wilson,

I was just talking with Wayne this morning and was wondering if we were going to be able to get that extension for the open HMEM positions.

Please let us know when you can and thank you!

Tim

From: Harkleroad Jr,Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>

Sent: Thursday, July 14, 2022 6:35 AM

To: Bowlby,Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>

Cc: Thompson,Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>

Subject: Covington Position for HMEM's

Wilson

After our conversation on Skype yesterday, I checked this morning and they are still not back on USA jobs.

From what I here (people that are possibly trying to apply), Monday was the last day it was posted and it was supposed to be extended 5 more days from then.

With the few number of applicants that have applied during the first ten days and the lack of being extended like it was supposed to, I am having doubts on how successful we are being at recruiting for these positions. I know stuff happens but seriously, these positions are hard enough to fill without these SNAFU's.

So I ask what is being done about all of this?

I personally would like to see them re-posted for an additional 10 days to hopefully make up for this.

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Sent: Wednesday, July 27, 2022 10:48 AM
To: Bowlby, Wilson J (BPA) - HA-1
Subject: RE: [EXTERNAL] Review "Certificate Review, 30559-DE, 5803-00" is pending for Request 22-BPA-30559

Ok thanks

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Wednesday, July 27, 2022 10:47 AM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: RE: [EXTERNAL] Review "Certificate Review, 30559-DE, 5803-00" is pending for Request 22-BPA-30559

Hi Wayne,

My fingers are crossed!

Also, I just received the ok on your DE cert for the Foreman I position, so I'll be sending over the list here shortly.

Thank you,

Wilson

Wilson Bowlby
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Program Inquiries:

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Veterans: veterans@bpa.gov
Contract Positions: Supplaborjobs@bpa.gov

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Wednesday, July 27, 2022 10:46 AM
To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Subject: RE: [EXTERNAL] Review "Certificate Review, 30559-DE, 5803-00" is pending for Request 22-BPA-30559

Me too

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Wednesday, July 27, 2022 10:45 AM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: RE: [EXTERNAL] Review "Certificate Review, 30559-DE, 5803-00" is pending for Request 22-BPA-30559

Hi Wayne,

That's great to hear!

I hope that the interviews go well!

Thank you,

Wilson

Wilson Bowlby
Staffing Specialist | Human Resources Service Center
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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Wednesday, July 27, 2022 10:44 AM
To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Subject: RE: [EXTERNAL] Review "Certificate Review, 30559-DE, 5803-00" is pending for Request 22-BPA-30559

Seems to be working now. Must have been a glitch of some sort.
Thanks

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Tuesday, July 26, 2022 4:00 PM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: RE: [EXTERNAL] Review "Certificate Review, 30559-DE, 5803-00" is pending for Request 22-BPA-30559

Hi Wayne,

Are you able to see their assessments?

Thank you,

Wilson

Wilson Bowlby

Staffing Specialist | Human Resources Service Center

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Tuesday, July 26, 2022 3:55 PM
To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Subject: FW: [EXTERNAL] Review "Certificate Review, 30559-DE, 5803-00" is pending for Request 22-BPA-30559

Wilson
On these all I get is the contact info and resume.

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: usastaffingoffice@opm.gov <usastaffingoffice@opm.gov>
Sent: Monday, July 25, 2022 3:45 PM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: [EXTERNAL] Review "Certificate Review, 30559-DE, 5803-00" is pending for Request 22-BPA-30559

Review Type: **Applicant List**
Review Name: **Certificate Review, 30559-DE, 5803-00**
Due Date: **8/24/2022**

Vacancy Number: **11552615**
Position Information: **Heavy Mobile Equipment Mechanic, BB-5803-00**
Request Number(s): **22-BPA-30559**

Click on the link below or copy and paste the URL into your browser's address bar to access this Review.
<https://usastaffing.gov/HiringManager/ReviewApplicantList/ViewReview/95356/11552615?tenant=GOV>

If you have any questions, please contact Wilson Bowlby at wjbowlby@bpa.gov or 5032303117.

Note: This is an automated email message. Please do not reply.

USA Staffing® System

From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Sent: Thursday, August 18, 2022 6:16 AM
To: Bowlby, Wilson J (BPA) - HA-1; Jones, Jessica A (BPA) - HA-1
Subject: RE: (b)(6)

Good Morning Wilson/Jessica
Could you give me a call, got a couple of questions about USA Staffing procedures.

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Monday, August 1, 2022 7:31 AM
Subject: (b)(6)

Good morning,

I hope that you had a very nice weekend!

(b)(6)

While I'm out of the office, I've sent a thorough pass down to my teammate, **Jessica Jones** (p: 360-360-8309, e: jaiones2@bpa.gov) and our **HR Help** team (p: 503-230-3230, e: hrhelp@bpa.gov).

Please do not hesitate to reach out to either Jessica (primary POC) or our HR Help team (secondary POC) during this time.

Thank you for being great to work with and I look forward to working with you once I return the office.

Take care,

Wilson

Wilson Bowlby

Human Resources Specialist | Human Resources Service Center

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Sent: Wednesday, August 24, 2022 7:29 AM
To: Bowlby, Wilson J (BPA) - HA-1
Subject: RE: (b)(6)

Wilson

I have made my picks.

Steve Cox for the HMEM spot and Nick DeFilippi for the HMEM F1 position.

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wj.bowlby@bpa.gov>
Sent: Monday, August 1, 2022 7:31 AM
Subject: (b)(6)

Good morning,

I hope that you had a very nice weekend!

(b)(6)

While I'm out of the office, I've sent a thorough pass down to my teammate, **Jessica Jones** (p: 360-360-8309, e: jaones2@bpa.gov) and our **HR Help** team (p: 503-230-3230, e: hrhelp@bpa.gov).

Please do not hesitate to reach out to either Jessica (primary POC) or our HR Help team (secondary POC) during this time.

Thank you for being great to work with and I look forward to working with you once I return the office.

Take care,

Wilson

Wilson Bowlby

Human Resources Specialist | Human Resources Service Center

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From: Bowlby, Wilson J (BPA) - HA-1
Sent: Thursday, August 25, 2022 1:31 PM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Subject: Certification form for selectees
Attachments: Certification of Federal Hiring Principles Form.pdf

Hi Wayne,

I hope that all has been well on your end and it's great to see that you were able to make a couple of selections!

For your selectees, if you could, please both sign and return the attached certification form. Once I receive it back, I'll send a request to our internal auditor so that both can be validated.

Thank you,

Wilson

Wilson Bowlby

Staffing Specialist | Human Resources Service Center

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CERTIFICATION OF FEDERAL HIRING PRINCIPLES

Merit Systems Principles, Prohibited Personnel Practices, Nepotism, Misuse of Position, and Loss of Impartiality are basic standards that govern the management of the executive branch workforce and serve as the foundation for Federal civil service in the recruitment and hiring process. Together, these laws and regulations establish how the Federal workforce should be managed.

MERIT SYSTEM PRINCIPLES

All Federal hiring must be done in accordance with the Merit System Principles. The Merit System Principles applicable to recruitment and hiring are as follows ([5 U.S.C. § 2301\(b\)](#)):

- 1) Recruitment should be from qualified individuals from appropriate sources in an endeavor to achieve a work force from all segments of society, and selection and advancement should be determined solely on the basis of ability, knowledge, and skills, after fair and open competition which assures that all receive equal opportunity.
- 2) All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or disability, and with proper regard for their privacy and constitutional rights.

Further, Selecting Officials are prohibited from discriminating based on race, political affiliation, or religious beliefs of any employee or applicant ([5 CFR § 4.2](#)), and provide that Selecting Officials cannot “...make any inquiry concerning the race, political affiliation, or religious beliefs of any such employee, eligible, or applicant...No discrimination shall be exercised, threatened, or promised by any person in the executive branch of the Federal Government against or in favor of any employee in the competitive service, or any eligible or applicant for a position in the competitive service because of his race, political affiliation, or religious beliefs, except as may be authorized or required by law.”

NEPOTISM, MISUSE OF POSITION, AND LOSS OF IMPARTIALITY

A DOE Federal employee cannot advocate to other Federal employees or contractors about employment of a relative, including a child's summer internship, nor contact any individual in his/her office or any other DOE office regarding vacancies for employment for relatives. This includes such actions as dropping off a resume, affirmatively soliciting a position for the relative, or engaging in any action that advances the interests of the relative.

NEPOTISM

The Nepotism statute ([5 U.S.C. § 3110\(b\)](#)) is design to prevent favoritism and conflict of interest so that hiring decisions are based solely on merit rather than relationship, and provide that a “public official may not appoint, employ, promote, advance, or advocate for appointment, employment, promotion, or advancement, in or to a civilian position in the agency in which he is serving or over which he exercises jurisdiction or control any individual who is a relative of the public official. An individual may not be appointed, employed, promoted, or advanced in or to a civilian position in an agency if such appointment, employment, promotion, or advancement has been advocated by a public official, serving in or exercising jurisdiction or control over the agency, who is a relative of the individual.”

MISUSE OF POSITION

The Misuse of Position regulations ([5 CFR § 2635.702](#)) ensure that Federal employees do not use their official position for private gain, and provide that an: “employee shall not use his public office for his own private gain or for the private gain of friends, relatives, or persons with whom the employee is affiliated in a nongovernmental capacity, including nonprofit organizations of which the employee is an officer or member, and persons with whom the employee has or seeks employment or business relations.”

LOSS OF IMPARTIALITY

The Loss of Impartiality regulations ([5 CFR § 2635.502](#)) ensure that Federal employees remain impartial in the performance of their official duties, and provide that an: “an employee knows a particular matter involving specific parties is likely to have a direct and predictable effect on the financial interest of a member of their household, or knows a person with whom they have a covered relationship or represents a party to such matter, and where the employee determines the circumstances would cause a reasonable person with knowledge of the relevant facts to question their impartiality in the matter, the employee should not participate in the matter unless they informed the agency designee of the appearance problem and received authorization from the agency designee.”

PROHIBITED PERSONNEL PRACTICES (PPP)

Violations of Merit Systems Principles, Nepotism, Misuse of Position, and Loss of Impartiality may result in one or more of the following PPPs. Additionally, a DOE Federal employee who has the authority to take, direct others to take, recommend, or approve any personnel action is prohibited from engaging in the following PPPs related to recruitment and hiring ([5 U.S.C. §2302\(b\)](#)):

- 1) Discriminate for or against any employee or applicant for employment--
 - (A) On the basis of race, color, religion, sex, or national origin, as prohibited under section 717 of the Civil Rights Act of 1964 ([42 U.S.C. §2000e-16](#));
 - (B) On the basis of age, as prohibited under sections 12 and 15 of the Age Discrimination in Employment Act of 1967 ([29 U.S.C. §§631, 633a](#));
 - (C) On the basis of sex, as prohibited under section 6(d) of the Fair Labor Standards Act of 1938 ([29 U.S.C. §206\(d\)](#));
 - (D) On the basis of handicapping condition, as prohibited under section 501 of the Rehabilitation Act of 1973 ([29 U.S.C. §791](#)); or
 - (E) On the basis of marital status or political affiliation, as prohibited under any law, rule, or regulation;
- 4) Deceive or willfully obstruct any person with respect to such person's right to compete for employment;
- 5) Influence any person to withdraw from competition for any position for the purpose of improving or injuring the prospects of any other person for employment;
- 6) Grant any preference or advantage not authorized by law, rule, or regulation to any employee or applicant for employment (including defining the scope or manner of competition or the requirements for any position) for the purpose of improving or injuring the prospects of any particular person for employment; and
- 7) Appoint, employ, promote, advance, or advocate for appointment, employment, promotion, or advancement, in or to a civilian position any individual who is a relative (as defined in [5 U.S.C. §3110\(a\)\(3\)](#)) of such employee if such position is in the agency in which such employee is serving as a public official (as defined in [5 U.S.C. §3110\(a\)\(2\)](#)) or over which such employee exercises jurisdiction or control as such an official.

PENALTIES FOR VIOLATIONS

A DOE employee who commits a violation of any of these statutes or regulations is subject to disciplinary action, up to and including, monetary fines and removal from Federal service.

- 1) Violations of Merit Systems Principles and Prohibited Personnel Practices include reprimanding, suspending, demoting, or removing the offender from Federal employment; prohibiting the offender from working for the Federal Government for up to 5 years; and imposing a fine of up to \$1,000 in accordance with 5 U.S.C. § 1215(a)(3).
- 2) Violations of Nepotism are subject to disciplinary action, including removal from the Federal service.
 - a. An individual appointed, employed, promoted, or advanced in violation of the Nepotism statute is not entitled to pay and such hires are subject to removal from the Federal service in accordance with 5 U.S.C. § 3110(c).

b. Actions for the benefit of a minor child(ren) or spouse may also be subject to the criminal provisions under [18 U.S.C. § 208](#).

- 3) Violations of Misuse of Position and Loss of Impartiality conduct is subject to disciplinary action up to and including removal of the from Federal service.

SELECTION AND HIRING ACTION(S)

| | | | |
|-------------------|--|----------------|--|
| Announcement #: | | Parenthetical: | |
| Certificate(s) #: | | Series: | |
| Position Title: | | Grade: | |

CERTIFICATION OF SERVICING HR SPECIALIST

Having read the above information, I certify that I have not discriminated against any applicants for employment on the basis of political affiliation, race, color, religion, national origin, sex, marital status, age, or disability. I have also checked the list of eligibles, and if applicable, indicated if there are any relatives of DOE employees.

| | |
|------------|--|
| Name: | |
| Signature: | |
| Date: | |

CERTIFICATION OF SELECTING OFFICIAL

Having read the above information, I acknowledge these regulations and agree that I have not, in any way, used my position as a DOE Federal employee to influence the selection of candidates for the above-referenced position or discriminated against any applicants. Further, as the Selecting Official, I certify that:

- 1) I have been advised by the HR office that the selectee(s) have been reviewed for relatives of DOE employees based on their answers to the USA Staffing question disclosing the relatives indicated by the applicants;
- 2) I did not misuse my position as a Federal employee to advocate or advance the appointment, employment, promotion, or advancement of a relative;
- 3) I was not approached or influenced by a DOE employee to hire a relative; and
- 4) I did not make my selection on the basis of political affiliation, race, color, religion, national origin, sex, marital status, age, or disability; and
- 5) I did not discriminate against any applicants for employment on the basis of political affiliation, race, color, religion, national origin, sex, marital status, age, or disability.

| | |
|------------|--|
| Name: | |
| Signature: | |
| Date: | |

JANUARY 2022 V.1

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VISIT Us: [HCnet.doe.gov](#)



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From: Bowlby, Wilson J (BPA) - HA-1
Sent: Tuesday, August 30, 2022 8:43 AM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Subject: RE: Certification form for selectees

You're very welcome, Wayne!

Thank you,

Wilson

Wilson Bowlby

Staffing Specialist | Human Resources Service Center

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Tuesday, August 30, 2022 8:36 AM
To: Bowlby, Wilson J (BPA) - HA-1 <wjwbowlby@bpa.gov>
Subject: RE: Certification form for selectees

Ok thanks for the update Wilson

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Monday, August 29, 2022 2:29 PM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: RE: Certification form for selectees

Hi Wayne,

I plan on making offers first thing tomorrow morning for both selectees.

Thank you,

Wilson

Wilson Bowlby

Staffing Specialist | Human Resources Service Center

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Monday, August 29, 2022 1:05 PM
To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Subject: RE: Certification form for selectees

Wilson

My Manager wants to know has these offers been extended to the candidates?

Wayne Harkleroad

Bonneville Power Administration

HMEM F3 – East Region/NSFM-BELL/Spokane

Cell # (b)(6)

From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Sent: Friday, August 26, 2022 8:57 AM
To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Subject: RE: Certification form for selectees

Curiosity question.
How long if you had to guess will it take these guys to start?

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Thursday, August 25, 2022 1:31 PM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: Certification form for selectees

Hi Wayne,

I hope that all has been well on your end and it's great to see that you were able to make a couple of selections!

For your selectees, if you could, please both sign and return the attached certification form. Once I receive it back, I'll send a request to our internal auditor so that both can be validated.

Thank you,

Wilson

Wilson Bowlby
Staffing Specialist | Human Resources Service Center

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to, FOIA or Privacy Act. Any use, distribution, copying or other disclosure by any other person is strictly prohibited. If you have received this e-mail in error, please notify the sender.

From: Bowlby, Wilson J (BPA) - HA-1
Sent: Wednesday, September 7, 2022 6:54 AM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Subject: RE: ACTION REQUIRED: Submit Onboarding Requirements for Cox, Steven M.

You're very welcome, Wayne!

Thank you,

Wilson

Wilson Bowlby

Staffing Specialist | Human Resources Service Center

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Wednesday, September 7, 2022 6:42 AM
To: Bowlby, Wilson J (BPA) - HA-1 <wjwbowlby@bpa.gov>
Subject: RE: ACTION REQUIRED: Submit Onboarding Requirements for Cox, Steven M.

Ok thanks.

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Wednesday, September 7, 2022 6:35 AM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: RE: ACTION REQUIRED: Submit Onboarding Requirements for Cox, Steven M.

Hi Wayne,

This date isn't a concrete date. It's a forecasted date and not set in stone.

The date won't be solidified until Personnel Security clears Steven, so I wouldn't worry too much about it.

Thank you,

Wilson

Wilson Bowlby

Staffing Specialist | Human Resources Service Center

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Wednesday, September 7, 2022 5:54 AM
To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Subject: FW: ACTION REQUIRED: Submit Onboarding Requirements for Cox, Steven M.

Wilson

We need to talk about this start date of 9/26.

Wayne Harkleroad

Bonneville Power Administration

HMEM F3 – East Region/NSFM-BELL/Spokane

Cell # (b)(6)

From: Workflow Connection Support <workflowconnectionsupport@bpa.gov>
Sent: Tuesday, September 6, 2022 4:06 PM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Cc: Smith, Kayla M (CONTR) - NSFM-FSB-2 <ksmith@bpa.gov>
Subject: ACTION REQUIRED: Submit Onboarding Requirements for Cox, Steven M.

Harkleroad Jr, Wayne (BPA) - NSFM-BELL has selected candidate Cox, Steven M. to fill the position of Heavy Mobile Equipment Mechanic. He/she has a tentative start date of 9/26/2022. If this is an external hire, the candidate is currently undergoing the employee screening process (personnel security screening and drug and/or medical testing, as required). If this is an existing employee taking a new position, drug and/or medical screening may also be in process if required.

To ensure scheduling of all work required to onboard the new employee or move an existing employee, the Submit Onboarding Requirements task must be completed using the link below and following the instructions provided here:

- Click on the "View Details" link below to open the Submit Onboarding Requirements task.

[View Details](#)

- If the new employee will need a dedicated workspace or an existing employee will need to move to a different, dedicated workspace and Space Management services are required to facilitate that move, answer "Yes" to the question.
- If you answer "Yes" you will then be prompted to specify the location (facility, building, floor, area and workstation ID) of the new workspace.

Note: If you answer "No" to the question, a move request will NOT be generated for the employee and a desk phone and/or phone number will not be assigned.

- Specify the mail stop code (i.e., routing code) for new employees and indicate the new mail stop code for existing employees, if mail will be delivered to a different physical location.
- Once all required information is complete, click the Submit button.

Note: If computer equipment or software is needed please submit the appropriate request through the [Service Management Portal \(SMP\)](#). See the [IT Service Desk](#) Knowledge Articles below for additional guidance:

- [HARDWARE REQUESTS: Using Service Management Portal](#)
- [SOFTWARE REQUESTS: Using Service Management Portal](#)

From: Bowlby, Wilson J (BPA) - HA-1
Sent: Wednesday, September 21, 2022 10:24 AM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL; Smith, Kayla M (CONTR) - NSFM-FSB-2
Cc: Thompson, Tim (BPA) - NSF-FSB-2
Subject: RE: Covington HMEM new hires

You're very welcome and (b)(6)

Thank you,

Wilson

Wilson Bowlby

Staffing Specialist | Human Resources Service Center

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Wednesday, September 21, 2022 10:16 AM
To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>; Smith, Kayla M (CONTR) - NSFM-FSB-2 <ksmith@bpa.gov>
Cc: Thompson, Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>
Subject: Covington HMEM new hires

Wilson

As you and I talked, (b)(6)

If you need anything regarding the two new hires contact Kayla Smith and if need be she can reach me.

We are shooting for November 6th pay period or later to bring them on at the same time.

Thanks for all your help Wilson

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Sent: Friday, November 18, 2022 1:39 PM
To: Bowlby, Wilson J (BPA) - HA-1
Subject: RE: HMEM Update

You too

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Friday, November 18, 2022 1:37 PM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: RE: HMEM Update

You're very welcome, Wayne!

Have a nice weekend when it starts!

Thank you,

Wilson

Wilson Bowlby
Staffing Specialist | Human Resources Service Center

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Friday, November 18, 2022 1:36 PM
To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Subject: RE: HMEM Update

Ok thanks

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Friday, November 18, 2022 1:35 PM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: RE: HMEM Update

Hi Wayne,

It is.

Once they've been cleared, I'm sure that they'll want to put a two weeks' notice in. At this point, I feel like lining a start date for next month will be it.

Thank you,

Wilson

Wilson Bowlby
Staffing Specialist | Human Resources Service Center
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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Friday, November 18, 2022 1:33 PM
To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Subject: RE: HMEM Update

Is that is last hurdle they have to jump through?
If so, how long till they get to come on board?

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Friday, November 18, 2022 1:30 PM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: RE: HMEM Update

Hi Wayne,

I know both had their physicals scheduled, so it shouldn't too much longer before I hear from Occupational Health on them.

Thank you,

Wilson

Wilson Bowlby
Staffing Specialist | Human Resources Service Center

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Friday, November 18, 2022 1:28 PM
To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Subject: RE: HMEM Update

Any news?

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Thursday, November 10, 2022 2:22 PM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Cc: Thompson, Tim (BPA) - NSF-FSB-2 <tithompson@bpa.gov>
Subject: RE: HMEM Update

You're very welcome, Wayne and I'll be sure to keep you posted.

Thank you,

Wilson

Wilson Bowlby
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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Thursday, November 10, 2022 2:21 PM
To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Cc: Thompson, Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>
Subject: RE: HMEM Update

Thanks for the update

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Thursday, November 10, 2022 1:49 PM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: HMEM Update

Hi Wayne,

I hope that your week has been going well!

I wanted to let you know that we're just waiting on the results from both Nicholas's and Steve's physicals.

I'll follow up with you as soon as they come in from Occ Health.

Thank you,

Wilson

Wilson Bowlby
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From: Bowlby, Wilson J (BPA) - HA-1
Sent: Tuesday, January 3, 2023 2:41 PM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Cc: Thompson, Tim (BPA) - NSF-FSB-2
Subject: RE: (b)(6)

Hi Wayne,

Steve cleared the last hurdle for the pre-employment processes today, so now I'm just waiting on him to confirm a start date with me. He said that he'll call me in the morning with his answer.

Thank you,

Wilson

Wilson Bowlby

Staffing Specialist | Recruitment and Placement (HA)

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Tuesday, January 3, 2023 6:48 AM
To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Cc: Thompson, Tim (BPA) - NSF-FSB-2 <tjthompson@bpa.gov>
Subject: RE: (b)(6)

Thanks

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Sent: Tuesday, January 3, 2023 6:46 AM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: RE: (b)(6)

Good morning Wayne,

I'm back in the office now and will let you know what I find out about Steve this week.

Hope you had a good holiday.

Thank you,

Wilson

Wilson Bowlby

Staffing Specialist | Recruitment and Placement (HA)

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From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Friday, December 23, 2022 8:44 AM
To: Bowlby, Wilson J (BPA) - HA-1 <wjbowlby@bpa.gov>
Subject: RE: (b)(6)

Thanks Wilson

I assume you are talking about Steve Cox?

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Bowlby, Wilson J (BPA) - HA-1 <wjibowlby@bpa.gov>
Sent: Friday, December 23, 2022 7:56 AM
Subject: (b)(6)

Good morning,

I hope that your week has been going well!

I wanted to reach out this morning to let you know that I'll be (b)(6) During this time, I will log in from time to time to see if the clearances for your new hire had come in and if so, I'll work with them to set a start date. You'll definitely be cc'd on the final offer letters as well.

Thank you and Happy Holidays!

Wilson

Wilson Bowlby
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From: Schneider,Robert W (BPA) - TFSF-BELL
Sent: Tuesday, February 21, 2023 8:31 AM
To: Harkleroad Jr,Wayne (BPA) - NSFM-BELL
Subject: RE: Bell F1 Pos

Thank you
Mr. Harkleroad

From: Harkleroad Jr,Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Tuesday, February 21, 2023 7:44 AM
To: Schneider,Robert W (BPA) - TFSF-BELL <rwschneider@bpa.gov>
Subject: Bell F1 Pos

Your paperwork has been received. I will be in touch to schedule the interview.

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Schneider,Robert W (BPA) - TFSF-BELL
Sent: Wednesday, February 22, 2023 3:57 PM
To: Harkleroad Jr,Wayne (BPA) - NSFM-BELL
Subject: RE: Bell F1 pos

Works for me Mr. Harkleroad

From: Harkleroad Jr,Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Wednesday, February 22, 2023 11:59 AM
To: Schneider,Robert W (BPA) - TFSF-BELL <rwschneider@bpa.gov>
Subject: Bell F1 pos

With all the training and meetings going on around BPA for the next few weeks, how does March 22nd at Bell work? It is a Wednesday.

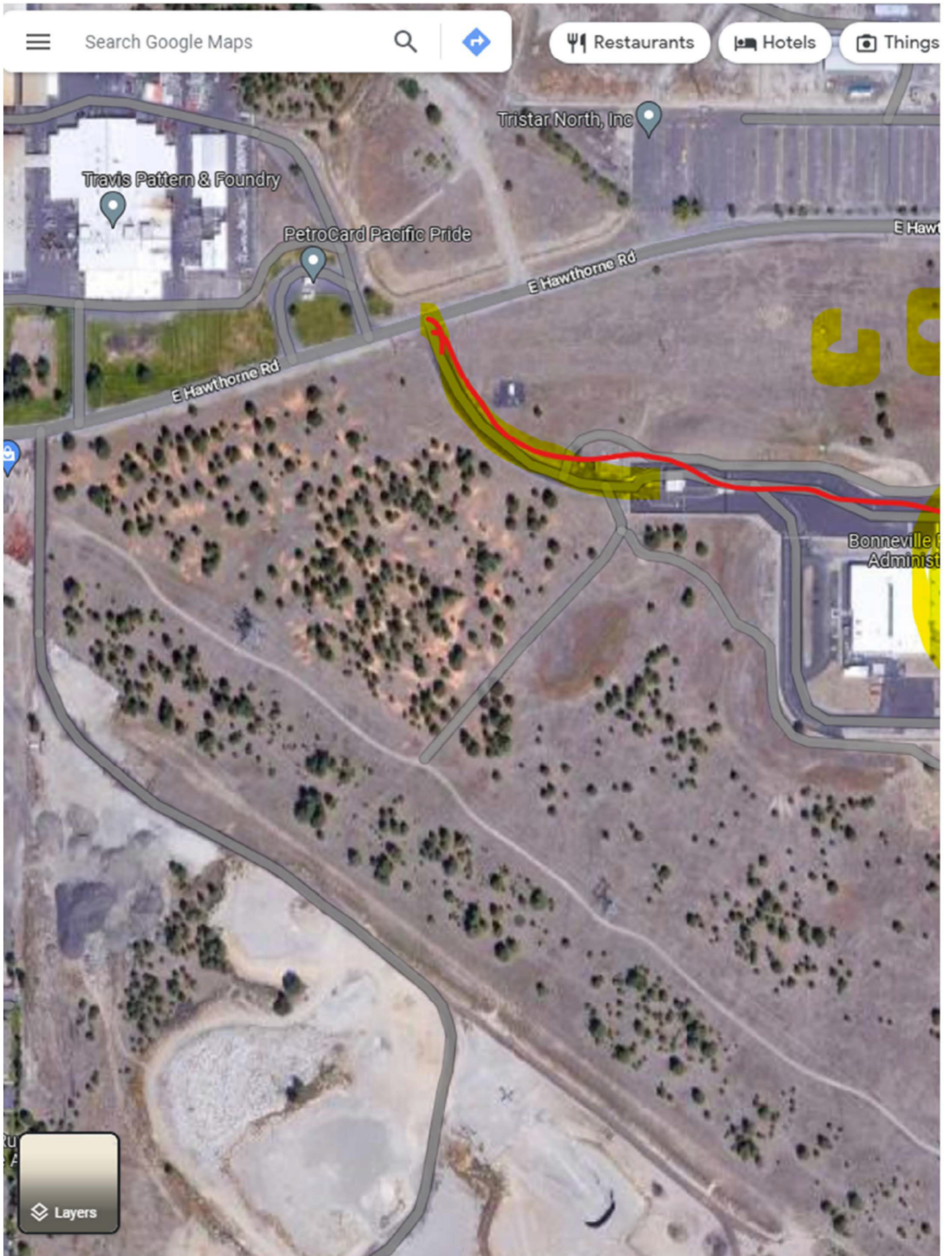
Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Sent: Wednesday, March 15, 2023 10:43 AM
To: Schneider, Robert W (BPA) - TFSF-BELL
Subject: Bell F1

Here is the schedule for the interviews.

1400-1530 Bob

I have reserved a conference room for March 22nd. Reminder for when you come into GOB (next to Munro Control Center) to scan your badge on the first door, 2nd door scan badge and put in 4 digit pin. Just sit in the lobby and I will come and get you when we are ready.



Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Sent: Monday, March 27, 2023 1:32 PM
To: Anderson, Kasey L (CONTR) - NSF-FSB-2; Anger, Larry F (BPA) - NSFM-BELL; Atwood, Jay W (BPA) - NSFM-PASCO; Bjorklund, Chad M (BPA) - NSFP-FSB-1; Bledsoe, Donnie R (BPA) - NSFM-REDMOND; Bucklin, Charley W (BPA) - NSFM-KALISPELL; Cinqualbres, Daniel L (BPA) - NSFM-OLYMPIA; Combs, Pete J (BPA) - NSFM-NORTH BEND; Cox, Steven M (BPA) - NSFM-COVINGTON; Cox, Troy M (BPA) - NSFM-FSB-2; De Fillipi, Nicholas G (BPA) - NSFM-COVINGTON; Duncan, James J (BPA) - NSFM-SCHULTZ; Eaton, Aaron A (BPA) - NSFP-FSB-1; Fauver, Shauna J (BPA) - NSFE-FSB-2; Haley, Edwin W (BPA) - NSFM-IDAHO FALLS; Harkleroad Jr, Wayne (BPA) - NSFM-BELL; Hayden, Desery E (BPA) - NSFM-FSB-1; Herpst, Rocky W (BPA) - NSFM-FSB-1; Hyatt, Randall F (BPA) - NSFM-PASCO; Johnson, Christopher C (BPA) - NSFM-SNOHOMISH; Kong, Vanny (CONTR) - NSF-FSB-2; Lee Jr, John W (BPA) - NSFE-FSB-2; Leetch, Rodney D (BPA) - NSFP-FSB-1; Masterson, Cody W (CONTR); Maxwell, Stacy K (BPA) - NSFP-FSB-1; McNulty, Kenneth A (BPA) - NSFP-FSB-1; Miner, Matthew W (CONTR) - NSFM-FSB-1; Moe, Andrew G (BPA) - NSFM-CHEMAWA; Moffat, Steven R (BPA) - NSFE-FSB-2; Musgrove, Ross Y (CONTR) - NSFM-FSB-1; Neely, Don (BPA) - NSFM-FSB-2; Nelson, Alan V (BPA) - NSFM-KALISPELL; Niemi, Douglas C (BPA) - NSFE-FSB-2; Proctor, James J (BPA) - NSFM-ALVEY; Race, Jason L (BPA) - NSFM-BELL; Rhoads, TJ (BPA) - NSFE-FSB-2; Rohrbach, Michael F (CONTR) - NSFP-FSB-1; Santon, Patrick C (CONTR) - NSFE-FSB-1; Slack, Jonathan S (BPA) - NSFE-FSB-2; Smith, Kayla M (CONTR) - NSFM-FSB-2; Smith, Timothy J (BPA) - NSFM-REDMOND; Soffe, Scott A (BPA) - NSFM-FSB-1; Syvertsen, Chris D (CONTR) - NSFM-FSB-1; Taylor, Glenn E (BPA) - NSFM-OLYMPIA; Thompson, Tim (BPA) - NSF-FSB-2; Tracht, Matthew D (BPA) - NSFM-GRAND COULEE; Troike, Duane S (BPA) - NSFM-KALISPELL; Turner, Benjamin L (BPA) - NSFM-THE DALLES; Wagner, Jeffrey M (BPA) - NSFM-THE DALLES; Whiteaker I, Curtis H (CONTR); Wickward, Edwin L (BPA) - NSFM-BELL; Wommack, Eric L (BPA) - NSFM-PASCO; Young, Michele D (CONTR) - NSFE-FSB-2; Schneider, Robert W (BPA) - TFSF-BELL
Subject: Bell HMEM Foreman I position

To All

I would like to thank the candidates who applied and interviewed for the Foreman I position at Bell. After considerable thinking and discussions on the pool of candidates, I have selected Bob Schneider for the position. Bob has served BPA well as a HMEM and LEO in the Bell District and will be a great addition to Fleet in the coming years with his knowledge and expertise.
Welcome aboard Bob.

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Sent: Thursday, May 11, 2023 8:50 AM
To: Schneider, Robert W (BPA) - TFSF-BELL
Subject: FW: Position Change/Energized Access - Schneider, Robert W

Done

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Wimer, Justin C (BPA) - TOZ-AMPN-1 <JCWimer@bpa.gov> **On Behalf Of** Substation Operations Group
Sent: Thursday, May 11, 2023 7:18 AM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Cc: Substation Operations Group <subops@bpa.gov>; Schneider, Robert W (BPA) - TFSF-BELL <rwschneider@bpa.gov>
Subject: Position Change/Energized Access - Schneider, Robert W

Greetings,

Substation Operations has received notification of a personnel change for **Schneider, Robert W**. In accordance with [CIP-004-6 - Cyber Security - Personnel & Training](#), Table R4, and [Rules of Conduct Handbook \(ROCH\)](#), section 4.7.2.2, Substations Operations is required to verify the permit holder still requires energized access.

If access is still required, please complete the [Energized Facilities Access Request \(BPA F 6500.11e\)](#) and submit to Substation Operations within seven **(7) calendar days** from the date of this email. If a completed access request is not received by the deadline, Substations Operations will determine access is no longer needed, and energized access will be revoked.

Please ensure the Statement of Need is completed in section 3. Need for Permit/Access. The comments entered in the Statement of need must be specific and outline the justification for access. Per the ROCH, sections 5.1 and 5.2., it is the responsibility of the Manager or COR approving the Energized Facilities Access Request to demonstrate that:

- 1) The Substation Entry Permit holder has a need to perform duties in or around energized facilities; or
- 2) The Electrical Worker Permit holder has a business need to perform, supervise/manage functions on or around energized facilities.

Thank you in advance for your immediate attention to this request. Please contact Substation Operations if you have questions regarding this information.

Thank you,

Substation Operations
BONNEVILLE POWER ADMINISTRATION
[Substation Operations Group - TOZ](#) | P 360-418-2304

From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Sent: Thursday, June 1, 2023 6:01 AM
To: Brindos, Monica B (BPA) - TFBT-TRLR
Cc: Schneider, Robert W (BPA) - TFSF-BELL
Subject: RE: Class A/B UST operator training and exam

Please do.
Thanks Monica

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Brindos, Monica B (BPA) - TFBT-TRLR <mbrindos@bpa.gov>
Sent: Wednesday, May 31, 2023 5:00 PM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Cc: Schneider, Robert W (BPA) - TFSF-BELL <rwschneider@bpa.gov>
Subject: RE: Class A/B UST operator training and exam

Here is the information for the course. I can get Bob signed up if you would like...[Washington Class A/B - Team Account - UST Training](#)

Thanks!

Monica Brindos
Management and Program Analyst
Technical Training Center
Bonneville Power Administration
Office: 360-418-2265
Cell: (b)(6)
mbrindos@bpa.gov

From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Wednesday, May 31, 2023 8:39 AM
To: Brindos, Monica B (BPA) - TFBT-TRLR <mbrindos@bpa.gov>
Cc: Schneider, Robert W (BPA) - TFSF-BELL <rwschneider@bpa.gov>
Subject: Class A/B UST operator training and exam

Monica
Bob Schneider is the new Foreman I at Bell and needs this training for the fuel island here at Bell.
Here is what Matt Tracht took a few years ago but I do not see the course code now to sign up for.

I also looked in the BPA Approved Certification and License list and did not see any listing.

Any thoughts?

Training Summary

Course Detail

Select OK to return to the previous page.

| | | | |
|-------------------|---|-----------------|------------|
| Course Name | Class A/B UST Operator Trg | | |
| Course Code | 011142 | | |
| Session Nbr | 0004 | Start Date/Time | 08/01/2017 |
| Description | Class A/B UST Operator Training and Exam | | |
| | Underground Storage Tank Class A/B training, Followed with the C Required by the Department of Ecology for all Operators. | | |
| Training Facility | Self-Study Training | Cost | 150.00 |
| Prerequisites | None | | |

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell (b)(6)

From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL
Sent: Thursday, June 1, 2023 2:09 PM
To: Neely, Don (BPA) - NSFM-FSB-2
Cc: Schneider, Robert W (BPA) - TFSF-BELL
Subject: RE: New hires and floor hoist

Yeah, Bob did it years ago when I did the overhead crane training for the Bell complex. Back when the Training department was going to have the HMEM F3's do it for all of BPA.

Luckily that went to the wayside.

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Neely, Don (BPA) - NSFM-FSB-2 <deneely@bpa.gov>
Sent: Thursday, June 1, 2023 8:07 AM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Cc: Schneider, Robert W (BPA) - TFSF-BELL <rwschneider@bpa.gov>
Subject: RE: New hires and floor hoist

Is Bob good on overhead crane ?

From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Wednesday, May 31, 2023 2:31 PM
To: Neely, Don (BPA) - NSFM-FSB-2 <deneely@bpa.gov>
Cc: Schneider, Robert W (BPA) - TFSF-BELL <rwschneider@bpa.gov>
Subject: RE: New hires and floor hoist

Don
Can you send the same info to Bob Schneider at Bell.

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell # (b)(6)

From: Neely, Don (BPA) - NSFM-FSB-2 <deneely@bpa.gov>
Sent: Monday, March 6, 2023 9:57 AM
To: De Fillipi, Nicholas G (BPA) - NSFM-COVINGTON <NGDeFillipi@bpa.gov>; Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Cc: Cox, Steven M (BPA) - NSFM-COVINGTON <SMCox@bpa.gov>
Subject: RE: New hires and floor hoist

I will send the test and video link tomorrow when I'm in the office, for some reason I haven't been able to access my H drive this morning.

From: De Fillipi, Nicholas G (BPA) - NSFM-COVINGTON <NGDeFillipi@bpa.gov>
Sent: Thursday, March 2, 2023 6:38 AM
To: Neely, Don (BPA) - NSFM-FSB-2 <deneely@bpa.gov>; Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Cc: Cox, Steven M (BPA) - NSFM-COVINGTON <SMCox@bpa.gov>
Subject: RE: New hires and floor hoist

Don,

Just wanted to let you know that we received the packets.

Thanks,

Nick De Fillipi, Nicholas G (BPA)

From: Neely, Don (BPA) - NSFM-FSB-2 <deneely@bpa.gov>
Sent: Tuesday, February 21, 2023 8:56 AM
To: De Fillipi, Nicholas G (BPA) - NSFM-COVINGTON <NGDeFillipi@bpa.gov>; Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Cc: Cox, Steven M (BPA) - NSFM-COVINGTON <SMCox@bpa.gov>
Subject: RE: New hires and floor hoist

Training packets are in the mail, when you receive them shoot me an email and I will send you the training video link and test.

From: De Fillipi, Nicholas G (BPA) - NSFM-COVINGTON <NGDeFillipi@bpa.gov>
Sent: Tuesday, February 21, 2023 6:12 AM
To: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>; Neely, Don (BPA) - NSFM-FSB-2 <deneely@bpa.gov>
Cc: Cox, Steven M (BPA) - NSFM-COVINGTON <SMCox@bpa.gov>
Subject: RE: New hires and floor hoist

Don,

Nick De Fillipi
Home: (b)(6)
Business: 253-638-3751
Work Cell: (b)(6)

Steve Cox
Home: (b)(6)
Business: 253-638-3751

Thanks,

Nick De Fillipi, Nicholas G (BPA)

From: Harkleroad Jr,Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Sent: Friday, February 17, 2023 12:06 PM
To: Neely,Don (BPA) - NSFM-FSB-2 <deneely@bpa.gov>
Cc: De Fillipi,Nicholas G (BPA) - NSFM-COVINGTON <NGDeFillipi@bpa.gov>; Cox,Steven M (BPA) - NSFM-COVINGTON <SMCox@bpa.gov>
Subject: RE: New hires and floor hoist

De Fillipi,Nicholas G (BPA) - NSFM-COVINGTON

Heavy Mobile Equip Mech Foreman I

| | | | | |
|---------------|----------------------|-------------|-------------------------------------|------------------|
| General | Organization | Phone/Notes | Member Of | E-mail Addresses |
| Phone numbers | | | | |
| Business: | <input type="text"/> | Home: | <input type="text"/> | |
| Business 2: | <input type="text"/> | Home 2: | <input type="text"/> | |
| Fax: | <input type="text"/> | Mobile: | <input type="text" value="(b)(6)"/> | |

| | | | | |
|-------------------------------------|----------------------|-------------|-------------------------------------|------------------|
| Cox,Steven M (BPA) - NSFM-COVINGTON | | | | |
| Heavy Mobile Equipment Mechanic | | | | |
| General | Organization | Phone/Notes | Member Of | E-mail Addresses |
| Phone numbers | | | | |
| Business: | <input type="text"/> | Home: | <input type="text"/> | |
| Business 2: | <input type="text"/> | Home 2: | <input type="text"/> | |
| Fax: | <input type="text"/> | Mobile: | <input type="text" value="(b)(6)"/> | |
| Assistant: | <input type="text"/> | Pager: | <input type="text"/> | |

Thanks

Wayne Harkleroad
Bonneville Power Administration
HMEM F3 – East Region/NSFM-BELL/Spokane
Cell #

From: Neely,Don (BPA) - NSFM-FSB-2 <deneely@bpa.gov>
Sent: Friday, February 17, 2023 8:52 AM
To: Harkleroad Jr,Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>
Subject: RE: New hires and floor hoist

I'll take care of it. Do you have their contact info so I can figure out their schedule.

From: Harkleroad Jr, Wayne (BPA) - NSFM-BELL <rharkleroadjr@bpa.gov>

Sent: Thursday, February 16, 2023 1:32 PM

To: Neely, Don (BPA) - NSFM-FSB-2 <deneely@bpa.gov>

Subject: New hires and floor hoist

Don

I have 2 new guys up here in Covington and was wondering on getting them trained up on floor lifts.

Wayne Harkleroad

Bonneville Power Administration

HMEM F3 – East Region/NSFM-BELL/Spokane

Cell # (b)(6)

From: Schneider,Robert W (BPA) - NSFM-BELL
Sent: Monday, August 14, 2023 8:16 AM
To: Brindos,Monica B (BPA) - TFBT-TRLR
Cc: Harkleroad Jr,Wayne (BPA) - NSFM-BELL
Subject: RE: UST training

Good morning, Monica
I have completed the training
Thank You

Bob Schneider
HMEM FR1 Spokane
NSFM
Office: (509)468-3070
Mobile: (b)(6)
Email: rwschneider@bpa.gov

From: Brindos,Monica B (BPA) - TFBT-TRLR <mbrindos@bpa.gov>
Sent: Thursday, August 10, 2023 5:14 PM
To: Schneider,Robert W (BPA) - NSFM-BELL <rwschneider@bpa.gov>
Subject: UST training

Hey Bob,
You should have receive an email from 360 Training again for your UST training link...

Hope you have/had a great weekend!

PS – let me know when you complete the training and I will go into Hrmis and add it to your training history.

Monica Brindos
Management and Program Analyst
Technical Training Center
Bonneville Power Administration
Office: 360-418-2265
Cell: (b)(6)
mbrindos@bpa.gov