



Department of Energy

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

FREEDOM OF INFORMATION ACT/PRIVACY PROGRAM

April 8, 2014

In reply refer to: D-B1

Ted Sickinger
The Oregonian
1320 SW Broadway
Portland, OR 97201

Revised - FOIA #BPA-2013-01407-F

Dear Mr. Sickinger:

This is a final response to your request for Bonneville Power Administration (BPA) records under the Freedom of Information Act (FOIA), 5 U.S.C. § 552.

You requested:

“All emails to and from Steve Wright between January 1, 2010, to final date of employment that mentions the Office of Inspector General, (OIG), the U.S. Office of Personnel Management (OPM) or DOE Human Capital, or any inquiries, reviews and investigations into BPA hiring and promotion practices.”

Response:

We have located 26 pages of material responsive to your request. We are releasing 19 pages in full and releasing 7 pages with some non-responsive information removed and others with redactions under Exemption 6 of the FOIA.

Exemption 6 protects information in “personnel and medical files and similar files” when the disclosure of such information “would constitute a clearly unwarranted invasion of personal privacy” (5 U.S.C. § 552(b)(6)). Exemption 6 requires balancing the public interest in the information against the individual privacy interest at issue. Here, we assert this exemption to redact either names of spouses, personal email addresses or name, and in some cases, organizational codes, manager names and other information that could be used to identify employees who have submitted EEO or other employment related complaints. We find that their personal privacy outweighs that of public interest in this information and therefore redact it under Exemption 6.

The Freedom of Information Act generally requires the release of all government records upon request. However, FOIA permits withholding certain, limited information that falls under one or more of nine statutory exemptions (5 U.S.C. §§ 552(b)(1-9)).

Pursuant to Department of Energy FOIA regulations at 10 C.F.R. § 1004.8, you may administratively appeal this response in writing within 30 calendar days. If you choose to appeal, please include the following:

- (1) The nature of your appeal - denial of records, partial denial of records, lack of responsive records, or denial of fee waiver;
- (2) Any legal authorities relied upon to support the appeal; and
- (3) A copy of the determination letter.

Clearly mark both your letter and envelope with the words "FOIA Appeal," and direct it to the following address:

Director, Office of Hearings and Appeals:
Department of Energy
1000 Independence Avenue SW
Washington DC 20585-1615

I appreciate the opportunity to assist you. If you have any questions, please contact Kim Winn, FOIA Public Liaison, at 503- 230-5273.

Sincerely,

/s/Christina J. Munro
Christina J. Munro
Freedom of Information/Privacy Act Officer

Enclosure



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- (2) Any legal authorities relied upon to support the appeal; and
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1000 Independence Avenue SW
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Sincerely,

/s/Christina J. Munro
Christina J. Munro
Freedom of Information/Privacy Act Officer

Enclosure

To: Decker, Anita J - K-7[ajdecker@bpa.gov]
Cc: Leathley, Kimberly A - N-4[kaleathley@bpa.gov]
From: Wright, Stephen J - A-7
Sent: Thur 10/6/2011 11:36:11 PM
Subject: RE: HC-11's response to BPA's corrective action plan - HCMAP

What is our reaction to this?

-----Original Message-----

From: Decker, Anita J - K-7
Sent: Thursday, October 06, 2011 1:08 PM
To: Wright, Stephen J - A-7
Cc: Leathley, Kimberly A - N-4
Subject: Re: HC-11's response to BPA's corrective action plan - HCMAP

Got it.

Anita Decker
Chief Operating Officer
Bonneville Power Administration

On Oct 5, 2011, at 4:02 PM, "Wright, Stephen J - A-7" <sjwright@bpa.gov> wrote:

>
>
>

> From: Wheeler, Tiffany [mailto:Tiffany.Wheeler@hq.doe.gov]
> Sent: Wednesday, October 05, 2011 1:02 PM
> To: Fox, Roy B - NH-1; Tran, Margaret M - NHI-1; Wright, Stephen J - A-7
> Cc: Matthews-Williams, Kim; Clark, Vivian; Venuto, Kenneth; Bonilla, Sarah; Parent, Melissa L - NHO-1; Mantei, Charles T - NHI-1
> Subject: RE: HC-11's response to BPA's corrective action plan - HCMAP

> I forgot to include the attachment.

> *****

> Tiffany M. Wheeler
> Human Capital Policy Division (HC-11)
> O - 202-586-8481
> F - 202-586-8528
> tiffany.wheeler@hq.doe.gov<mailto:tiffany.wheeler@hq.doe.gov>
> [cid:image001.jpg@01CC8378.0CD21330]<http://www.jobs.energy.gov/>
> Providing quality service is our business. Please let us know if we've hit the mark by completing a short comment card<http://www.surveymethods.com/EndUser.aspx?F8DCB0AAFD9A9AFF3>.

>
>
> From: Wheeler, Tiffany
> Sent: Wednesday, October 05, 2011 4:00 PM
> To: Fox, Roy; 'Tran, Margaret M - NHI-1'; sjwright@bpa.gov
> Cc: Matthews-Williams, Kim; Clark, Vivian; Venuto, Kenneth; Bonilla, Sarah; 'Parent, Melissa L - NHO-1'; Mantei, Charles T - NHI-1
> Subject: HC-11's response to BPA's corrective action plan - HCMAP

> Good Afternoon Mr. Wright, attached you will find our response to BPA's corrective action plan for the Human Capital Management Accountability Program Audit that was conducted in August 2010.

>

> Please contact me if there are any questions.

>

>

> Tiffany M. Wheeler

> Human Capital Policy Division (HC-11)

> O - 202-586-8481

> F - 202-586-8528

> tiffany.wheeler@hq.doe.gov<mailto:tiffany.wheeler@hq.doe.gov>

> [cid:image001.jpg@01CC8378.0CD21330]<<http://www.jobs.energy.gov/>>

> Providing quality service is our business. Please let us know if we've hit the mark by completing a short comment card<<http://www.surveymethods.com/EndUser.aspx?F8DCB0AAFD89A9AFF3>>.

>

>

> <image001.jpg>

> <BPA Corrective Action Plan.pdf>

4. Talent Management #18

While we understand that BPA has a system that maintains position descriptions, the evaluation statements must be included with each PD in the event of a third party review. During the HCMAP Team's review, the team was not able to access all related evaluation statements. Those that they were able to view were very vague, generic, and did not provide a true evaluation of the position.

5. Talent Management #20

In reviewing the non-competitive promotions actions based on accretion of duties, the HCMAP team could not validate that the requirements of BPA's Personnel Letter was applied. BPA must be able to provide adequate documentation to ensure compliance with basic merit system principles.

6. Talent Management #21

There were noted cases in which timely notices of results were not issued. Under hiring reform, agencies are now required to notify applicants at several key steps in the recruitment process: 1) when the application is received; 2) if applicant is determined qualified or not qualified; 3) if their application was referred to the selecting official and 4) when a selection has been made. We encourage BPA to continue its effort to automate the hiring process as directed by the President's Hiring Reform Memorandum of May 2010.

7. Talent Management Case #2

Upon completion of the review of the Account Specialist/Differential, BPA must submit any request for variation to the Human Capital Policy Office (HC-11) for review and dissemination to OPM if necessary.

8. Talent Management Case #4

While BPA used the "Pilot Hiring Process" for the Manager of Employee Relations, GS-201-14 position, the 10 point veteran applicant should not have been subjected to the "Pilot Hiring Process." Veterans must always be afforded full and proper consideration in the recruitment process. Even though both veteran applicants were reviewed and found to meet the minimum qualifications, they should have been placed at the top of the selection certificate. We require an additional review and discussion of this case as it appears one applicant is due priority consideration (if not both). In addition, the selection from this case resulted in a potential illegal appointment because the individual who was selected would not have been within reach if the certificate had been properly rated and ranked. As a result, the selection for this case is invalid.

As outlined in the HCFAP Report, BPA's Human Resources Office must comply with all required actions to ensure compliance with the Office of Personnel Management's (OPM) regulatory requirements and DOE policy. Failure to comply with these requirements will result in loss of Delegated Examining Authority.

Should you have questions or need clarification on this matter, please contact Tiffany Wheeler at (202) 586-8481, or by email at Tiffany.Wheeler@hq.doe.gov.

cc: Roy Fox

To: Decker, Anita J (BPA) - K-7 [ajdecker@bpa.gov]
From: Wright, Stephen J (BPA) - A-7
Sent: Mon 11/7/2011 5:11:46 AM
Subject: Re: HCM FY11 Q4 BOB Report

Is there an attachment to this. If so I am having trouble seeing it on the IPAD.

On Nov 6, 2011, at 8:53 AM, "Decker, Anita J (BPA) - K-7" <ajdecker@bpa.gov> wrote:

A quick BOB update. This past week we had an update on HCM. Sometimes we forget how far we've come and sometimes the frustration of the day over shadows significant progress behind the scenes. Such can be the case with HCM who is and has raised their game this past year. I think you'll appreciate reading this. I know I did.

HCM is really focusing on Time to Hire this year. I think it's safe to say that it is one of their WIGs - Wildly Important Goals! One of the key actions you'll be hearing more about will be the requirement for hiring managers to complete some standard training when they initiate the hiring action. This isn't in place yet, and you will hear more, but this is an important part of improving the process that the BOB supports and will need your support to your managers as well when it goes into action. Like Transmission focused on TPIP - IBS is bringing its full force of attention to HCM in support of gains in this area.

Non-Responsive



Until next update -
Anita

**Alignment of BPA's Performance Management System with intent of
Interim DOE O 331.1C, Employee Performance Management and Recognition Program**

Supplement to DOE HCM Comments provided on 25 January 2010

BPA's current performance management and recognition system is consistent with the direction of the DOE on performance management, as articulated in the Interim Order. While we do use separate systems for our employees and managers, both systems align employee performance goals with the strategic objectives of the agency to drive business outcomes. The manager system uses 5 rating levels, as does that in the order. Elements are written at the Meets Expectation level or what we refer to as Successful Performance. BPA's system explicitly links to BPA's core values (3 sub elements) and to BPA's organizational goals (up to 12 sub elements in the 4 categories of our strategy map). All elements are deemed critical, as in the DOE system.

The employee system uses 3 rating levels with elements written at the Meets Expectation level. Elements address technical and behavioral performance, both critical elements. A third critical element addresses safety. A manager may choose to add additional elements (either critical or non-critical). Within this system, plans for hourly supervisors must also contain an additional critical element covering leadership, management and supervision.

BPA's system does include a required critical element addressing safety for all (managers and employees). Elements for both managers and employees are to be written using SMART goals and require employee involvement and two-way communication in the development of performance standards. In addition at least one mid-year progress review is required for all BPA employees and managers.

Our recognition system is closely tied to BPA and individual performance. BPA uses Success Share (agency level outcomes), Team Share (business unit outcomes) and individual performance awards (performance appraisal outcomes). The recognition pool for the individual performance awards is limited to 1.25% of base payroll with the majority (75%) to be used for individual awards tied to ratings. Only employees rated Meets Expectations (and have at least 50% of critical elements rated Significantly Exceeds) or higher are eligible. The balance of the pool (25%) is used to recognize noteworthy accomplishments throughout the year for both individuals as well as celebrations for group and project accomplishments.

The current system clearly meets OPM standards, as evidenced by our employee PAAT score of 88 in FY 09. Inclusion in **DOE O 331.1C** would distract management and employees from critical work. As mentioned in the previous submission it would be duplicative of investments BPA has recently made in implementing BPA's current fully adequate system and deliver no apparent incremental business value for BPA's rate payers. In addition, it would require unnecessary negotiation of terms with several bargaining units.

Lastly, BPA considers performance management to be part of the core day-to-day business of the agency that falls within the Administrator's delegations and authorities.

To: Decker, Anita J (BPA) - K-7[ajdecker@bpa.gov]; Wright, Stephen J (BPA) - A-7[sjwright@bpa.gov]
Cc: Fox, Roy B (BPA) - NH-1[rbfox@bpa.gov]; Drummond, William K (BPA) - D-7[wkdrummond@bpa.gov]
From: Leathley, Kimberly A (BPA) - N-4
Sent: Thur 3/22/2012 10:45:01 PM
Subject: RE: MANAGER/SUPERVISOR PARTICIPATION IN THE GEAR PILOT SURVEY

Great work Anita!

From: Decker, Anita J (BPA) - K-7
Sent: Thursday, March 22, 2012 3:34 PM
To: Wright, Stephen J (BPA) - A-7
Cc: Leathley, Kimberly A (BPA) - N-4; Fox, Roy B (BPA) - NH-1; Drummond, William K (BPA) - D-7
Subject: Re: MANAGER/SUPERVISOR PARTICIPATION IN THE GEAR PILOT SURVEY

Had a great conversation with Sarah. She apologized that this went out prior to our meeting. She is comfortable that what we are doing is aligned with GEAR. No follow up action required.

Roy, your handout was very helpful!

More to come when I do my trip summary.
Anita
Anita Decker
Chief Operating Officer
Bonneville Power Administration
503.230.5105
ajdecker@bpa.gov

From: Decker, Anita J (BPA) - K-7
Sent: Thursday, March 22, 2012 09:20 AM
To: Wright, Stephen J (BPA) - A-7
Cc: Leathley, Kimberly A (BPA) - N-4; Fox, Roy B (BPA) - NH-1; Drummond, William K (BPA) - D-7
Subject: FW: MANAGER/SUPERVISOR PARTICIPATION IN THE GEAR PILOT SURVEY

Steve,

On Monday Sarah sent me an e-mail saying 'they' thought we should be included in this. I sent her a note back that I'd like to discuss and looked forward to seeing her Thursday (today). This came out this morning, unbeknownst to me until just now. I've sent the below message to Mike and Sarah.

You have the delegated authority from the Secretary to operate our performance mgmt systems/practices. The processes we follow effectively follow most all of the GEAR elements already and Roy has provided me an outline demonstrating as much that I will be talking with Sarah about. I also

realize that the message earlier was from the Secretary which could compel that we have to follow suit since the delegation is from the Secretary. Nonetheless, I don't appreciate how this is being handled by DOE HCM and wanted to give you a heads up.

Will keep you posted.
Anita

From: Decker, Anita J (BPA) - K-7
Sent: Thursday, March 22, 2012 9:15 AM
To: 'Michael.Kane@hq.doe.gov'; 'Bonilla, Sarah'
Subject: FW: MANAGER/SUPERVISOR PARTICIPATION IN THE GEAR PILOT SURVEY

Mike and Sarah,
This was sent to all BPA managers today. We have not agreed to be in the pilot and managers have no context for what this is. I am disappointed that this action was taken without prior notice or discussion. That has not been the practice of our working relationship here to fore and I look forward to talking about it later today.
Anita

From: Supervisory Performance Culture Survey [mailto:SURVEY@LISTSERV.ENERGY.GOV] **On Behalf Of** Kern, Thomas (CONTR)
Sent: Thursday, March 22, 2012 8:11 AM
To: SURVEY@LISTSERV.ENERGY.GOV
Subject: MANAGER/SUPERVISOR PARTICIPATION IN THE GEAR PILOT SURVEY

To All Executives, Managers, and Supervisors

Yesterday, the Secretary issued a memorandum to all employees announcing that the Department is one of five Federal agencies participating in the Goals-Engagement-Accountability-Results (GEAR) Pilot. Shortly after, Mike Kane, the Department's Chief Human Capital Officer, issued a follow-on memorandum to all Heads of Departmental Elements, Resource Managers, and Human Resources Directors providing more detail on the initial implementation of the GEAR Pilot which principally includes improving the frequency and effectiveness of performance-based feedback from managers/supervisors to employees. Continuing with our outreach and communications efforts, this e-mail is to all executives, managers and supervisors of record throughout the Department.

All organizational elements except for NNSA are expected to participate in the Pilot. We

will start the Pilot in this FY-12 performance cycle, and we expect it to run through the FY-13 performance cycle. This effort is focused on building upon many things we already do to improve the performance-based culture of the Department to maximize mission success. In his memorandum, the Secretary explained what he meant by a performance-based culture. He also asked all employees (including NNSA) to complete a brief online survey to help us gauge where we are today in our performance-based culture. We will use the information gleaned from the survey over the next few weeks to conduct a number of employee focus groups to gain a better understanding of the reasons behind the survey results. Soon, we will be asking for volunteers from throughout the Department (including NNSA) to participate in these focus groups.

You may have already completed the employee survey. If you did, we greatly appreciate your input. We also want your input from a manager and/or supervisor perspective. So, we ask that you take a few minutes and use this link to complete a very brief anonymous, online survey: <http://www.surveymethods.com/EndUser.aspx?88ACC0DA80C9DADE8A>. The questions are similar but slightly different because they come at performance management from a manager and/or supervisor point of view. We will use the information gleaned from this survey and the employee survey over the next few weeks to conduct a number of manager (only) focus groups (including NNSA).

Thanks for your cooperation and participation.

Kenneth T. Venuto

Director, Office of Human Capital Management

Office of the Chief Human Capital Officer

From: Decker, Anita J (BPA) - K-7
Sent: Monday, March 26, 2012 7:07 AM
To: Wright, Stephen J (BPA) - A-7; Drummond, William K (BPA) - D-7; Leathley, Kimberly A (BPA) - N-4; Buttress, Larry D (BPA) - NJ-3; Fox, Roy B (BPA) - NH-1; Silverstein, Brian L (BPA) - T-DITT2; Delwiche, Gregory K (BPA) - P-6; Meadows, Karen L (BPA) - PE-1; Mainzer, Elliot E (BPA) - S-7
Subject: DOE Visit March 2012.doc

General notes from my DC trip. There are a few follow up items for Larry Buttress and Roy Fox. I will also send a note to Godfrey and John Hairston re: Bill Valdez coming out when I follow up with Roy.

Please let me know if you have any questions.



DOE Visit March 2012.doc

DOE Visit
March 22, 2012

Non-responsive



Sarah Bonilla, Deputy HCM: went over what BPA is doing on improving our performance mgmt efforts compared to the GEAR pilot DOE is implementing. Sarah was impressed with the actions we are taking and that they align with GEAR. Talked about the changes to the student program that OPM is driving. We requested DOE include a specific call out in the MOU between DOE and OPM. Sarah is not opposed to doing so, but right now OPM isn't effectively moving forward with the MOU. She advised BPA to continue as last year for this coming student season as there will not be something in effect this year between DOE and OPM. She does appreciate our needs for a more localized process and I think she will be supportive as this moves forward.

We also talked about the five tier rating system and PIPs. There is another instrument that is out in place after the PIP that does require someone to get to Meets or Satisfactory Performance. I have a copy for HCM. It's a PAC, Performance Assistance Checklist. This tool can be used for anyone who is not meeting performance but who may not be fully failing. It is also a 90 day tool.

Action Items:

1. Send progress sheet format for SES.
2. Send Executive Action from BPA's Diversity Action Plan

Non-responsive



From: Leathley, Kimberly A (BPA) - N-4
Sent: Friday, April 20, 2012 11:55 AM
To: Wright, Stephen J (BPA) - A-7; Decker, Anita J (BPA) - K-7; Fox, Roy B (BPA) - NH-1
Cc: Burns, Susan L (BPA) - NHQ-1
Subject: RE: Copy of letter delivered to Peter DeFazio

Roy, Susan and I will take this.

From: Wright, Stephen J (BPA) - A-7
Sent: Friday, April 20, 2012 11:43 AM
To: Decker, Anita J (BPA) - K-7; Leathley, Kimberly A (BPA) - N-4; Fox, Roy B (BPA) - NH-1
Subject: FW: Copy of letter delivered to Peter DeFazio

For your action as appropriate

From: (b) (6)
Sent: Friday, April 20, 2012 10:15 AM
To: 'The.Secretary@hq.doe.gov'; Wright, Stephen J (BPA) - A-7
Subject: Copy of letter delivered to Peter DeFazio

Dear Sir,

I will start this letter with the facts as I feel that they may be of significant interest to you. The administrative department of Bonneville Power Administration and its proxies has engaged in the violation of no less than two federal laws.

During the application process for the hiring of new federal employees direct questions regarding prior workplace accidents and injuries were asked on a supplemental questionnaire, in writing, of applicants. This is a violation of the Americans with disabilities Act. The ADA is specific in its limitations of this kind of questioning until an offer of employment has been extended. Even at the appropriate time, the information is required by the ADA to be filed separately from all other personnel information. The question in and of itself is a clear violation of the ADA.

This irregularity alone is cause for the announcement to be recalled and reissued with a corrected supplemental questionnaire that does not violate the ADA.

Also during the same hiring process, BPA placed into service a new supplemental questionnaire. (The question violating the ADA remained unchanged) This new questionnaire was completed by all applicants to the Bonneville Power Electrical Apprenticeship program. This new questionnaire was not approved by the Office of Management and Budget as required by the Paperwork Reduction Act of 1995 for any federal agency attempting to gather information from 10 or more people. In addition the prior version of the supplemental questionnaire was approved by the OMB (#1910-1100) and was available on the BPA jobs website in electronic version during the application process. Anyone who downloaded and used the OMB approved form from the BPA site had their supplemental questionnaire graded by the questions on the unapproved form, this had the direct result of exclusion of individuals that would have otherwise been referred to the selecting official. It should be noted that there was no indication on any level that BPA had placed into service a "new" questionnaire.

In addition, BPA has applied Merit Promotion standards to the positions being filled, in the announcements for the apprenticeships there were listed eligible applicants but in no location was the announcement listed as a Merit promotion position, a parallel application was open to students only. This subtle change had the effect of Veterans being denied the addition of preference points to the score of the OPM aptitude test and also being denied the hiring preference they would have been eligible for based on their service. My understanding of OPM rules is that the announcement type must be clearly identified. I have asked direct questions to BPA on this and have received no answer.

I am a 9 year employee of BPA with 17+ years of Federal service, I have always performed at "above expectations" and I have been recognized for this multiple times. I have attempted to resolve this and prior issues within my chain of command in BPA. BPA has proven to be arbitrary in the application of its own policies, standards and federal laws, now and in the past (I can provide multiple examples). In each case direct questions on the application of policy and law have been ignored or deflected, any explanation that does come back includes a significant amount of spin and/or intimidation. I have been informed that while it is my right to pursue further action on this and other grievances, the result of doing so would brand me as a "troublemaker". The implication that being viewed as a troublemaker would make my current or any future job here at BPA more difficult is clear to me.

In closing I ask that you take an active role in ensuring that BPA and its administrators adhere to its own policy and to federal law in an open and forthcoming manner. If you have any questions please contact me.

Thank you for your time and your service

To: Decker, Anita J (BPA) - K-7[ajdecker@bpa.gov]
From: Wright, Stephen J (BPA) - A-7
Sent: Thur 5/31/2012 11:17:41 PM
Subject: IG letter

I have one I need to hand to you to make sure it gets processed. Would be good to do this before you go.

From: Decker, Anita J (BPA) - K-7
Sent: Tuesday, July 24, 2012 10:56 AM
To: Wright, Stephen J (BPA) - A-7
Cc: Drummond, William K (BPA) - D-7
Subject: Fw: IG Letters
Attachments: IG Hotline Tracking Spreadsheet.xls

Steve,
Process in place to track.
Anita
Anita Decker
Chief Operating Officer
Bonneville Power Administration
503.230.5105
ajdecker@bpa.gov

----- Original Message -----

From: Sparks, Michael R (BPA) - DN-7
Sent: Tuesday, July 24, 2012 10:42 AM
To: Decker, Anita J (BPA) - K-7
Cc: Drummond, William K (BPA) - D-7; Falcon, April L (BPA) - DNP-7
Subject: RE: IG Letters

Anita,

Based on your request in early June, we set up the attached spreadsheet and April Falcon tracks the assignment and completion of responses to the IG.

Mike

-----Original Message-----

From: Decker, Anita J (BPA) - K-7
Sent: Monday, July 23, 2012 2:49 PM
To: Sparks, Michael R (BPA) - DN-7
Cc: Drummond, William K (BPA) - D-7
Subject: IG Letters

Mike,
This morning Steve had a couple of memos from the IG. The question that came up is what tracking mechanism you use to ensure a response or a no response is appropriately noted for each issue and how does Steve know each issue has been completed?

How is this managed in Internal Audit?

Thanks!

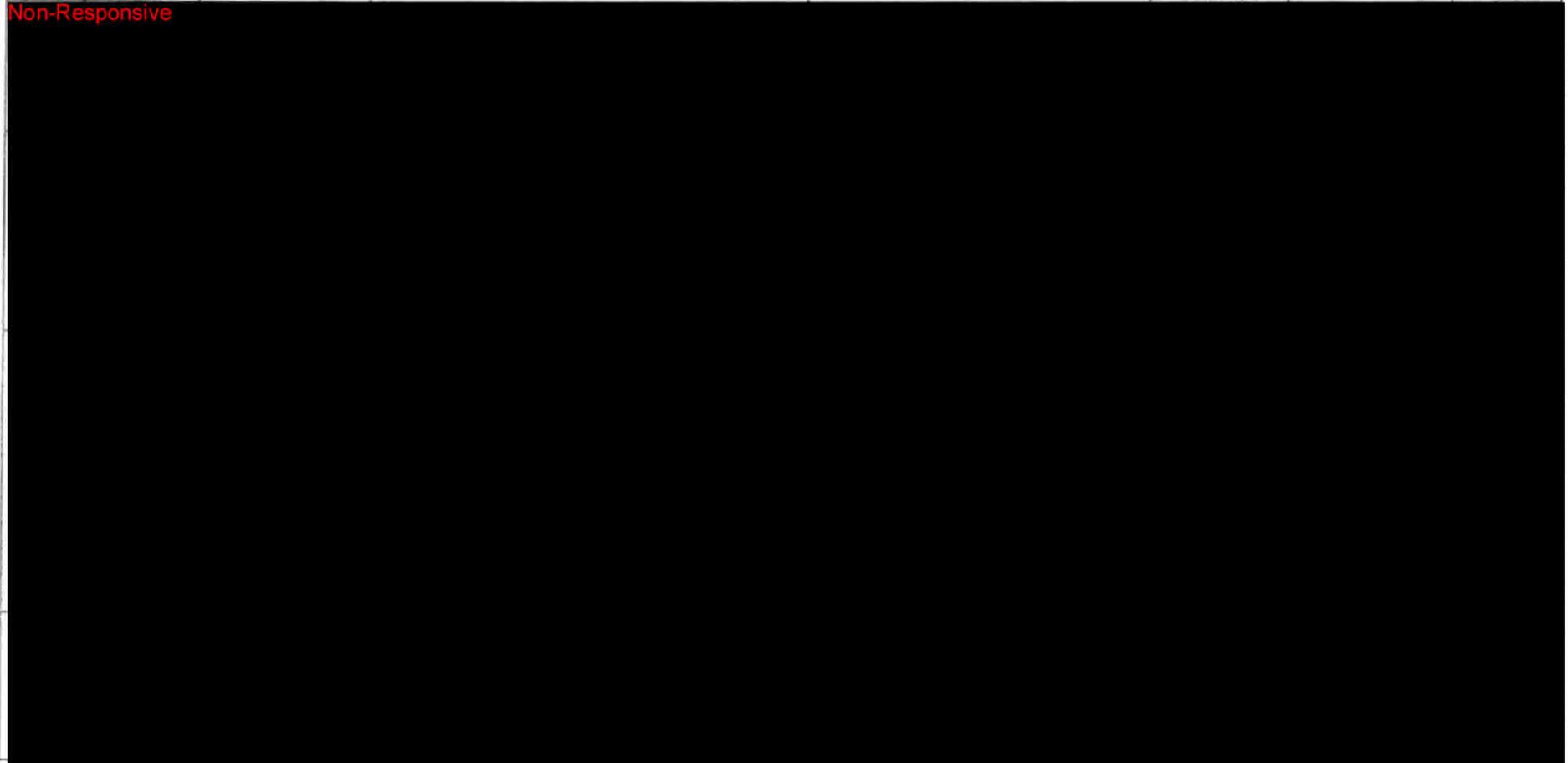
Anita

Anita Decker
Chief Operating Officer
Bonneville Power Administration
ajdecker@bpa.gov
503.230.5105

DOE IG HOTLINE REFERRALS TRACKING

BPA No.	IG Referral Date	IG Case Number	Statement of Allegation	IG Instructions for BPA	IG Response Due Date	Assigned to	Response Date
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Non-Responsive



From: Leathley, Kimberly A (BPA) - N-4
Sent: Thursday, August 09, 2012 3:13 PM
To: Decker, Anita J (BPA) - K-7; Wright, Stephen J (BPA) - A-7; Drummond, William K (BPA) - D-7
Subject: RE: Review of Bonneville Power Administration Human Resources Case Files
Attachments: image001.jpg

He told me the call was straight to the point - my impression is that it wasn't friendly but it wasn't adversarial either. This memo captures roughly what Roy told me about the conversation.

From: Decker, Anita J (BPA) - K-7
Sent: Thursday, August 09, 2012 2:52 PM
To: Wright, Stephen J (BPA) - A-7; Drummond, William K (BPA) - D-7
Cc: Leathley, Kimberly A (BPA) - N-4
Subject: FW: Review of Bonneville Power Administration Human Resources Case Files

Fyi. Roy had a phone call with David Amaral earlier today. I have not heard yet him how the call went.

Anita J. Decker
Chief Operating Officer
Bonneville Power Administration
aldecker@bpa.gov
ph 503.230.5105
fax 503.230.4018

From: Robinson, Loretta [mailto:Loretta.Robinson@hq.doe.gov]
Sent: Thursday, August 09, 2012 1:59 PM
To: Fox, Roy B (BPA) - NH-1
Cc: Amaral, David; Decker, Anita J (BPA) - K-7; Leathley, Kimberly A (BPA) - N-4; Venuto, Kenneth
Subject: Review of Bonneville Power Administration Human Resources Case Files

Good Afternoon Roy,

Per our discussion today, please find attached the memorandum from David Amaral outlining the details of the review we will be conducting of Bonneville Power Administration's HR cases, personnel actions, and associated documents. If you have any questions regarding this issue please do not hesitate to contact me.

Thanks,


Director,
Human Capital Policy Division
U. S. Dept. of Energy
(202) 586-9239

<http://humancapital.doe.gov/>



Providing quality service is our business. Please let us know if we've hit the mark by completing a short comment card

#8389-11-DE	Program Analyst, GS-343-9/11/12
#8707-11-DE	Interior Designer, GS-1008-12
#8896-11-DE	Supervisory IT Specialist, GS-2210-14
#9014-11-DE	Supervisory Public Affairs Specialist, GS-1035-14
#9181-11-DE	Data Systems Craftsman 1, BB-2610-00
#9085-11-DE	Heavy Mobile Equipment Supervisor, GS-1601-12
#9183-11-DE	Environmental Protection Specialist, GS-0028-09 (Selectee: J.Maslow)
#8938-11-DE	Fish and Wildlife Project Manager, GS-301-12
#9313-11DE	Management Analyst, GS-343-9/11
#9560-12-DE	Accountant, GS-510-9
#9617-12-DE	IT Specialist, GS-2210-13
#9887-12-DE	Fish and Wildlife Project Manager, GS-301-9/11/12
#9748-12-DE	Fishery Biologist, GS-482-9/11/12
#9863-12-DE	Supervisory Land Surveyor, GS-13
#Unknown	Operations Research Analyst, GS-11 (Selectee: N.Henshaw)
#Unknown	Human Resources Specialist, GS-201-11 (Selectee: C.Cione)

At a minimum, the information submitted for each case file must include:

- Position description, organization chart and evaluation statement
- Job analysis/rating criteria with pre-established cutoff scores identified
- Vacancy announcements
- Complete applicant listings with Veteran codes indicated
- Copies of applications for all certified candidates and all veteran candidates that applied
- Final selection certificates with manager selections indicated
- Copy of each SF-50 documenting the hire (and any associated correction actions)

The information must be organized in folders with identification labels, and hiring case files should be organized and tabbed to identify all requested documents. Upon receipt and review of this information, we may contact you for additional documentation or set up conference calls to obtain clarification on our findings. All required documents should be boxed and sent (by traceable means) not later than August 22, 2012 to:

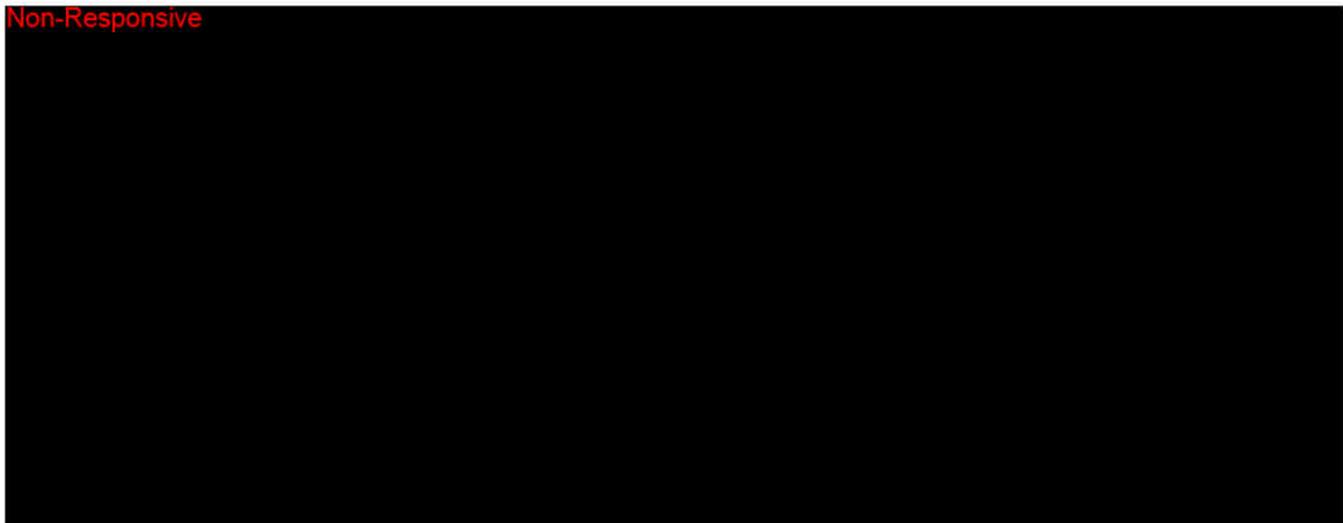
Department of Energy
 1000 Independence Ave., S.W.
 Ste. 4E-084
 Washington, D.C. 20585
 Attn: Loretta Robinson

If you have any questions or need any clarification of what information is required, you may contact me at (202) 586-0133 or Loretta Robinson of my staff at (202) 586-9239.

CC: Anita Decker, Bonneville Power Administration
Kim Leathley, Bonneville Power Administration, Internal Business Services
Kenneth Venuto, Office of Human Capital Management
Loretta Robinson, Human Capital Policy Division

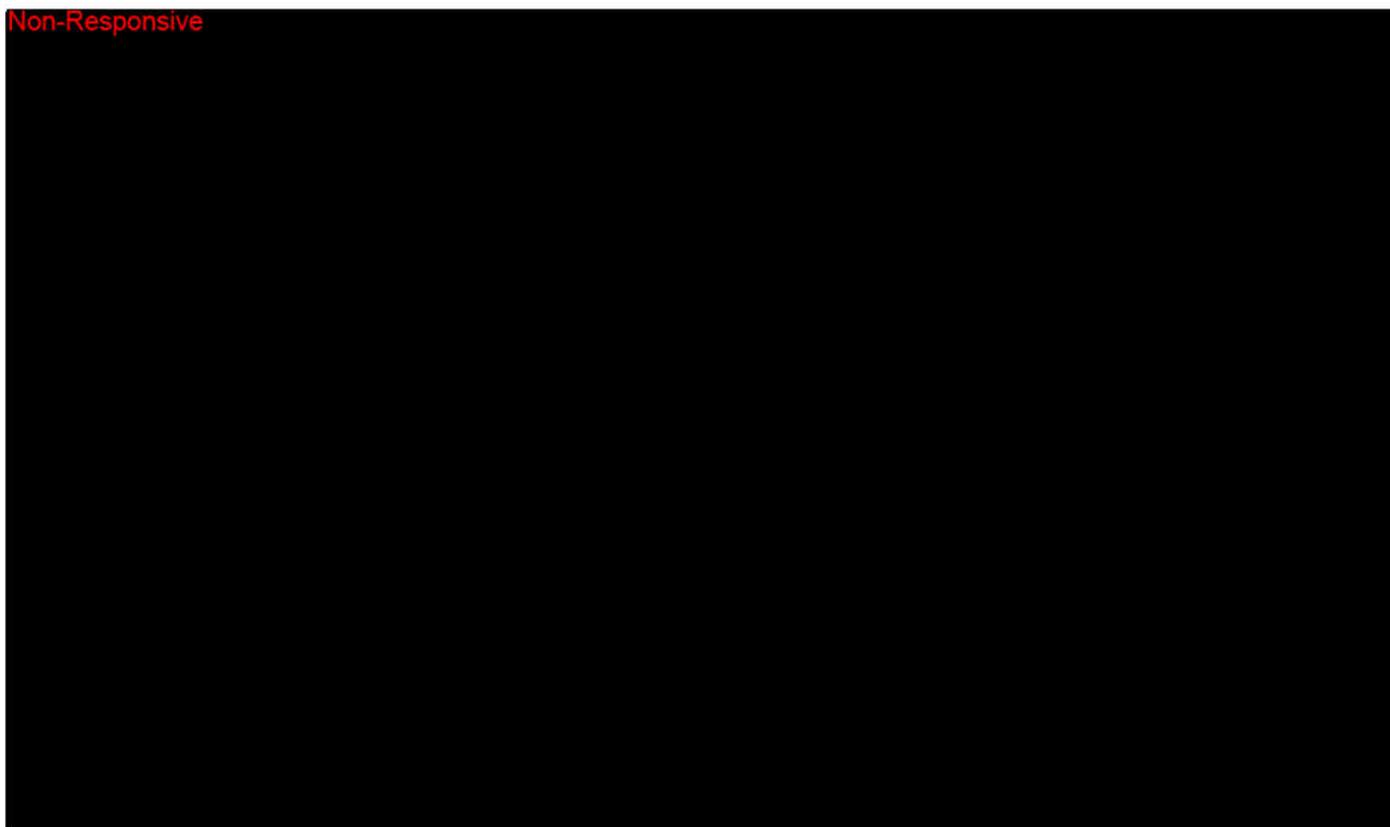
DOE Visit
July 31 - Aug 1, 2012

Non-Responsive



Sarah Bonilla, Acting Chief Human Capital Officer – SES performance planning will not roll out until November. There will be on-line training required that OPM is working on. Talked about SES positions within BPA and plans for recruiting. No guidance is available from OPM as yet on 2012 Awards or 2013 for planning purposes. Discussed recent reported concern on hiring practices – may hear from Dave Ameral or Loretta Robinson in office of policy.
Action Items: Review our Tuition Assistance and Advance Date of Hire/Superior Qualifications practices.

Non-Responsive



Non-Responsive

