



## Department of Energy

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

SECURITY AND CONTINUITY OF OPERATIONS

August 9, 2013

In reply refer to: NN-1

Patrick Barton

Ex 6

**FOIA #BPA-2013-01442-F**

Dear Mr. Barton:

Thank you for your request for records that you made to the Bonneville Power Administration (BPA), under the Freedom of Information Act (FOIA), 5 U.S.C. 552. Your request was received in this office on Tuesday, August 6, 2013, and has been assigned control number BPA-2013-01442-F. Please use this number in any correspondence with the Agency about your request.

**You requested the following:**

“All documents (manuals, memoranda, training materials, etc.) that provide instructions to hiring managers on how they are supposed to conduct their selection of candidates.

Also, all documents that provide instructions to HR personnel on how they are supposed to conduct their screening of candidates.”

We have reviewed your request and have determined that it addresses all of the criteria of a proper request under the FOIA, DOE, and BPA regulation that implements the FOIA at Title 10, Code of Federal Regulations, Part 1004.

Fees are being waived for this request.

BPA has twenty (20) working days to respond to your request. The due date for a response to you is Wednesday, September 4, 2013.

Please contact Kim Winn, FOIA Specialist, at 503-230-5273 with any questions about this letter.

Sincerely,

*For /s/Kim S. Winn*

Christina J. Munro

Freedom of Information/Privacy Act Officer



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SECURITY AND CONTINUITY OF OPERATIONS

September 4, 2013

In reply refer to: NN-1

Patrick Barton

Ex 6

### FOIA #BPA-2013-01442-F

Dear Mr. Barton:

Bonneville Power Administration (BPA) is taking an allowed ten working-day extension starting Tuesday, August 6, 2013, in order to complete your Freedom of Information Act request.

**You requested:**

"All documents (manuals, memoranda, training materials, etc.) that provide instructions to hiring managers on how they are supposed to conduct their selection of candidates.

Also, all documents that provide instructions to HR personnel on how they are supposed to conduct their screening of candidates."

The new target date for your response is Wednesday, September 18, 2013.

I appreciate the opportunity to assist you. Please contact our office at 503-230-7305 with any questions about this letter.

Sincerely,

*/s/Christina J. Munro*

Christina J. Munro

Freedom of Information/Privacy Act Officer