



Department of Energy

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

SECURITY AND CONTINUITY OF OPERATIONS

January 6, 2014

In reply refer to: NN-1

Debra Wecker

Ex 6

FOIA #BPA-2014-00122-F

Dear Ms. Wecker:

This is a final response to 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.

You requested the following:

“Request all documents pertaining to vacancy announcement (and cert list) for which I was hired. Vacancy was announced with a 12/14/2007 closeout date.”

Response:

BPA is releasing the enclosed documents with certain information withheld pursuant to Exemption 6 of the FOIA.

BPA asserts Exemption 6 for information which could reasonably be expected to constitute an unwarranted invasion of personal privacy if disclosed. The withheld information consists of the names of third party individuals. There is no public interest in the disclosure of this information because it does not shed any light on how BPA has performed its statutory duties. Therefore, the individual privacy interest outweighs the public interest in the disclosure of this information.

Pursuant to 10 CFR 1004.8, if you are dissatisfied with this determination, or the adequacy of the search, you may appeal this FOIA response in writing within 30 calendar days of receipt of a final response letter. The appeal should be made to the Director, Office of Hearings and Appeals, HG-1, Department of Energy, 1000 Independence Avenue, SW, Washington, DC 20585-1615. The written appeal, including the envelope, must clearly indicate that a FOIA Appeal is being made.

There are no fees associated with this request.

I appreciate the opportunity to assist you. Please contact Kim Winn, Government Information Specialist (FOIA/Privacy Act), at 503-230-5273 with any questions about this letter.

Sincerely,

/s/Christina J. Munro

Christina J. Munro

Freedom of Information/Privacy Act Officer

Enclosures: Responsive documents



Job Title/Series: Office Clerk, GS-303-5/6

Job Announcement Number: 004886-08-DE

Duty Location: Spokane, WA

Opening Date: 11/16/07

Closing Date: 12/14/07

**Salary range: GS-5- \$28,862 - \$37,519
GS-6- \$32,172 - \$41,823**

Organization: Transmission Services, Munro Control Center, Spokane Region - TOV

Who May Be Considered: Applications will be accepted from United States citizens.

The Bonneville Power Administration, headquartered in Portland, Oregon, is a Federal agency under the U.S. Department of Energy. BPA serves the Pacific Northwest through operating an extensive electricity transmission system and marketing wholesale electrical power at cost from federal dams, one non-federal nuclear plant and other nonfederal hydroelectric and wind energy generation facilities. BPA aims to be a national leader in providing high reliability, low rates consistent with sound business principles, responsible environmental stewardship and accountability to the region.

For information on BPA's Mission, Vision and Core Values, please click on the following link: [About BPA.](#)

Key Requirements:

- Pre-Appointment Background Investigation is Required.

This position is part-time with a 20 hour per week work schedule.

This is a permanent position.

The full performance level of this position is GS-06.

This position may be filled at the GS-05 or GS-06 level. **You must indicate on your application the grade level(s) for which you are applying.** Candidates hired at less than full-performance level may be promoted without further competition when assigned higher-level duties and meeting all qualification requirements

Major Duties: This position is located in the Munro Control Center (MCC). Duties include: Prepares correspondence and other typed materials using a personal computer and standard office software. Organizes and maintains reference materials including equipment documentation and correspondence. Assists the Control Center Assistant in property inventory for office equipment, computer equipment and furniture; and provides backup on ordering and purchasing supplies and equipments in support of the control center. Performs photocopying assignments and answers phone calls.

Qualifications:

You must have one year of specialized experience at a level close to the work of this job that has given you the particular knowledge, skills, and abilities required to successfully perform. Typically we would find this experience in work within this field or a field that is closely related.

Specialized Experience: Experience in administrative/clerical processes and procedures performing a variety of support functions related to travel, training, payroll, reports, preparing correspondence, etc., and/or other related organization processes utilizing word processing skills. To be creditable, the specialized experience must have been equivalent to at least the next lower grade level.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: For GS-5: Four (4) full years of education above high school. There is no substitution of education for specialized experience at the GS-6 level.

In addition, typing duties are performed on electronic systems such as word processors, electronic typewriters, personal

computers, workstations linked to a computer, and associated equipment such as printers, optical scanners, and modems. Duties of this position require typing skill at the level required under the competitive standard for typist positions - **40 wpm**. **You must indicate your typing speed under Proficiency Statement of the Supplemental Qualifications Statement for Office Clerk (attached).** (If e-mailing your application, you may type your name in the signature block of the certification form. If selected, you may be asked to provide a hand-written signature).

How Will You Be Evaluated

If qualified, ratings will be based on an evaluation of the quality and extent of experience, education, and training in relation to the knowledges, skills, and abilities identified on the attached **Supplemental Qualifications Statement for Office Clerk, GS-0303-5/6**. Applicants must submit the supplemental qualifications statement - failure to submit will result in a rating of not qualified.

VETERANS PREFERENCE: Five-point preference is given to those honorably separated veterans (this means an honorable or general discharge) who served on active duty (not active duty for training) in the Armed Forces: during any war (this means a war declared by Congress, the last of which was World War II); during the period April 28, 1952, through July 1, 1955; for more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976; during the Gulf War period beginning August 2, 1990, and ending January 2, 1992; or for more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; or in a campaign or expedition for which a campaign medal has been authorized, such as El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, and Haiti. You must submit a copy of your DD-214 (Member 4 copy of your discharge papers) with your application. You may be entitled to a 10-point veteran's preference if you are a disabled veteran or Purple Heart recipient or you are the widow, widower, or mother of a deceased veteran. You must submit a Standard Form 15 (SF-15) and documented proof of your claim to receive 10 pt. preference.

CAREER TRANSITION ASSISTANCE PROGRAM/INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM

(CTAP/ICTAP): Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. See Basis for Rating for definition of "well qualified". Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible. Note: For CTAP/ICTAP, well qualified for non-status applicants means an applicant who scores 85 points or higher prior to the addition of veteran's preference, if applicable. For additional information please refer to <http://www.opm.gov/>.

Other Information:

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#lci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

APPLICATION INFORMATION:

There is no specific required application form. There is specific information that you are required to submit. For further information on completing your application, please refer to the statement below "Required Information on Resumes."

- Applicants may, at their choice, submit a resume, the Optional Application for Federal Employment (OF 612), a copy of the obsolete Application for Federal Employment (SF 171), or any other written application format.
- All applications must contain sufficient information to determine eligibility for the position.

HOW TO APPLY:

Submit your application with supplemental information. It must be received with the application. Your application package should include the following:

1. Your resume, or other application, that fully describes your education and experience.
2. **Supplemental Qualifications Statement for Office Clerk, GS-303-5/6 (required – attached).**
3. **Self Certification of typing Speed (required – attached)**
4. College transcripts are required if substituting education for specialized experience at the GS-5 level (copies are acceptable).
5. If you are applying for consideration with 5-point veteran's preference, you must provide a copy of your DD-214 (Member 4).

6. If you are applying for consideration with 10-point veteran's preference, you must provide a copy of your DD-214 (Member 4), Standard Form 15 (Application for 10-Point Veteran Preference), and documented proof of claim as specified on SF-15. ([SF-15 form](#)).
7. All applicants are encouraged to complete and submit **BPA Form F3330-11e**, Applicant Disability, Race/National Origin and Gender Identification form (attached).

REQUIRED INFORMATION ON RESUME*:

1. Announcement number, title, and grade of the position for which you are applying.
2. Your full name, mailing address, and day and evening telephone number.
3. Your e-mail address (please provide if available – failure to provide will not effect the processing of your application.)
4. Country of citizenship.
5. High school attended which includes name of high school, location (city/state), and date of diploma or GED.
6. Work experience (Paid and non-paid experience related to the job for which you are applying. Include job title ((**YOU MUST INCLUDE SERIES AND GRADE IF FEDERAL JOB**), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (**including month and year**), salary, hours worked per week, salary).
7. Indicate if we may contact your current supervisor.
8. A list of other job related training, skills (for example, languages, tools, machinery, typing speed, etc.), certificates and licenses, honor societies, awards, professional membership, publications, leadership activities, performance awards, etc.

****Please note that if your resume or application does not provide all the information requested in the vacancy announcement, you may lose consideration.**

Forms Availability: All application materials may be obtained from all Bonneville Power Administration Human Resources offices @ 905 NE 11th Avenue, Portland, OR 97232), or by calling 503-230-3810, or 1-877-975-4272 . You may also download a copy of this announcement, including all forms from our website at <http://www.jobs.bpa.gov/>

If you have questions, you may call the Employment Center, 503-230-3810, or 1-877-975-4272.
Applicants should retain a copy of their application as BPA does not return applications or provide copies.

WHERE TO APPLY: If mailing your application, please send to the following address: Bonneville Power Administration, ATTN: Human Resources, Employment Center – NHR-1, PO Box 3621, Portland, OR, 97208-3621. If applications are delivered in person, they can be delivered to: Bonneville Power Administration, Human Resources, Employment Center, NHR-1, 905 NE 11th Avenue, Portland, OR 97232. **Please note that if you do not currently have a building access pass, and are hand-delivering your application, you will not be able to gain access into the building after 6 p.m.**

RECEIPT OF APPLICATION:

Your complete application must be by closing date no later than 12 midnight Pacific Time (PT) of the closing date to be accepted. Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin no later than 12 midnight PT.

Applicants will be notified of receipt of their application package.

Fax Applications: Faxed applications should be sent to 503-230-3149. Applicants are responsible for ensuring that application materials transmit successfully.

Email Applications: Applications should be sent as email attachments to: jobs@bpa.gov. The Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at BPA. Applicants who apply by email will receive an email confirmation. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully

Contact Information:

Human Resources -NHR-1
Phone: 1-877-975-4272
Fax: 503-230-3149
Internet: www.jobs.bpa.gov

Or Write:
Bonneville Power Administration
PO Box 3621
Portland OR 97208-3621

You will receive notification that we have received your application. This notification will also explain our process in more detail.

You may check the status of closed vacancy announcements on our website at:

http://www.jobs.bpa.gov/Job_Search/closedvacancies.cfm

Self Certification of Typing Speed:

The position that you are applying for has a requirement of a minimum typing speed of 40 words-per-minute. You are required to self-certify your ability to meet this requirement.

I certify that I can type a minimum of 40 words per minute.

Name

Date

This certification must be returned with your application. Thank you.

SUPPLEMENTAL QUALIFICATIONS STATEMENT

OFFICE CLERK, GS-0303-5/6

INSTRUCTIONS – READ CAREFULLY. The information requested on this form is needed to rate your qualifications. Fill out this form completely and accurately. The questions cover several skills and knowledges, especially regarding whether you received training or were working independently. Your failure to furnish the information in detail may result in an ineligible or lower numerical rating. In addition, previous employers may be contacted to verify dates, duties, and quality of work performed. **You must show the dates the experience/training/education was gained in the blank marked “FROM/TO” (E.G, 2/95 – 3/98)**

SKILL LEVEL DEFINITIONS. Use these skill levels where requested on the SUPPLEMENTAL QUALIFICATIONS FORM to identify your level of experience, training, and expertise in the various areas. Check the appropriate letter of the definition which BEST represents your performance level. If the experience examples in your application do not match the skill level you claim on this form, you will not receive any credit for that section of the form.

A – I am able to independently perform these tasks with a high degree of proficiency and confidence.

B – I consider myself an above-average performer of this function.

C – I am able to perform this function with minimal or no guidance.

D – I have completed formal and/or on-the-job training in this function or I have performed this task under close supervision.

E – I have been exposed to this function on a limited basis. I am aware of it but have not actually performed the duties myself.

	Element #1. Ability to manage the flow of administrative and clerical processes in an office	High Proficiency A	Above Average B	Average C	Formal or OJT D	Limited Exposure E	FROM/TO MO/YEAR
1	Initiate appointments for supervisors based on knowledge of his or her interests and commitments.						
2	Schedule appointments and meetings, and notify participants according to instructions						
3	Coordinate and arrange facilities and support accommodations						
4	Copy, collate, and compile material for meetings and informal training						
5	Independently assemble meeting agendas, record minutes, and prepare final report for dissemination						
6	Manages appointment schedules for multiple managers/supervisors with diverse functions.						
7	Distribute work to support personnel						
8	Screen mail or other items, which may be handled personally, referring the remainder to the appropriate staff members.						
9	Order office supplies and prepare service request forms (i.e. media services, ADP, and facilities requests)						
10	Prepare and maintain time and attendance records in accordance with established policies						
11	Responsible for all necessary travel arrangements (airline, rental car, hotel) based on knowledge of supervisor's preferences and in accordance with established policy and procedures.						
12	Prepare, review, and/or process travel vouchers for compliance with established policy and procedures.						
13	Establish and maintain subject matter and organization files in accordance with established guidelines.						

	Element #2. Ability to effectively communicate with others				Formal or OJT D	Limited Experience E	None/10 F
1	Provide routine information via EMAIL and phone; forward EMAIL/phone traffic as appropriate						
2	Communicate through EMAIL with clarity and using the appropriate tone						
3	Screen calls and EMAIL so that supervisor receives only those most appropriate and refer others to appropriate staff members						
4	Greet and screen visitors so that supervisor receives only those most appropriate and refer others to appropriate staff members						
5	Provide technical and non-technical information relating to the program responsibilities of the organization/office						
6	Establish and maintain internal and external networking channels to facilitate coordination and information flow, and effective working relationships						
7	Contact individuals in person or by phone to resolve discrepancies						
8	Maintain confidentiality, judgment, and diplomacy in contacts with external personnel and internal subordinates, peers, and superiors						
9	Communicate with disgruntled people with tact and diplomacy in order to maintain harmonious work relationships at all levels.						
	Element #3. Ability to research, assemble, and prepare reports	High Proficiency A	Above Average B	Average C	Formal or OJT D	Limited Experience E	None/10 F
1	Study source materials on rules, regulations or policies to maintain needed knowledge.						
2	Search for and provide necessary background information to enable supervisor or staff members to respond appropriately						
3	Research for data using Internet Search Engines (i.e. Yahoo, AltaVista, WebCrawler)						
4	Prepare a wide variety of recurring internal reports and documents from information obtained from the staff, files and other sources.						
5	Present data in visual form, i.e. charts, graphs, PowerPoint presentations						

	Element #4. Ability to compose and review correspondence	High Proficiency A	Above Average B	Average C	Formal or OJT D	Limited Exposure E	FROM/TO MO/YEAR
1	Compose correspondence based on knowledge of organization after being given general instructions						
2	Prepare routine non-technical acknowledgements or simple form letters						
3	Compose correspondence to offices within the organization relating to administrative support and general clerical functions such as letters of transmittal and acknowledgments.						
4	Layout format and spacing for tables, charts, or other illustrations in preparation for typing						
5	Edit correspondence/reports to clarify or adjust style or tone to fit intended audience						
6	Proofread by comparing typed material with source material and correcting or marking corrections as necessary.						
7	Review final correspondence and reports for proper format, completeness, spelling, punctuation, and grammar, enclosures/attachments, signatures, and adherence to established format.						

	Element #5. Skill in the administration of software, and office supplies and equipment	High Proficiency A	Above Average B	Average C	Formal or OJT D	Limited Exposure E	FROM/TO MO/YEAR
1	Operate word processing software (MS Word, Word Perfect, etc.)						
2	Operate spreadsheet software (Excel, Lotus, etc.)						
3	Operate database software (Access, etc)						
4	Operate EMAIL software (MS Outlook, etc)						
5	Use of an Enterprise System (integrated computer software package that supports complex applications; e.g. finance, purchasing, sales, and inventory)						
6	Operate office machines including high-speed copiers, printers, scanners, fax machines, personal digital assistants (i.e. Palm Pilot), etc						
7	Trouble shoot high-speed copiers, printers, scanners, fax machines, personal digital assistants (i.e. Palm Pilot), etc						
8	Maintain accountability for office communications, and supplies and equipment (i.e. cell phones, pagers, Palm Pilot, etc)						

	Element						
1	Build and maintain a close partnership with manager(s)						
2	Prioritize projects to meet fluctuating workload.						
3	Delegate work and assignments both up and down the management chain						
4	Participate as a member of the management team and influence decisions and policy						
5	Develop and prepare information for formal and informal training						
6	Train new employees in office operating procedures						
7	Clarify and interpret policy decision for staff and management						
8	Represent manager's position on policy, protocol, and office culture						
9	Act as manager's confidante and sounding board						
10	Make recommendations to managers on office procedures and secretarial resources						
11	Build and lead support staff (teambuilding, training, mentoring)						

APPLICANT DISABILITY, RACE/NATIONAL ORIGIN AND GENDER IDENTIFICATION
 (Please read the instructions and Privacy Act Statement before completing this form)

PRIVACY ACT STATEMENT

This data is being collected to plan and evaluate the agency's recruitment of persons with disabilities, minorities and women, and to help ensure that agency personnel practices meet the requirements of Federal law and regulation. The data you supply will be used for statistical analysis only. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.** Failure to provide this information will have no effect on the processing of your application for Federal employment. Individual personnel selections are not made based on this information.

Authority: Sections 1302, 3301, 3302, 3304 and 7201 of Title 5 of the U.S. Code, Section 2000e of Title 42 of the U.S. Code; and Section 791 of Title 29 of the U.S. Code.

1. Vacancy Announcement Number _____ | 2. Position Title, Series, Grade _____

3. Name (Last, First, Middle Initial) _____

5. Gender Male Female

6. SECTION A. DISABILITY STATUS

A person is disabled if he or she has a physical or mental impairment, which substantially limits one or more major life activities. Please read the disability descriptions below and then write the two-digit numeric code in the box above which best describes your disability, if any. If you have more than one disability, choose the one which results in the most substantial limitation.

- 01. I do not wish to identify my handicap status.
- 05. I do not have a disability

SPEECH/HEARING/VISION IMPAIRMENTS

- 13. Severe speech malfunction or inability to speak; hearing is normal (Examples: defects of articulation [unclear language sounds]; stuttering; aphasia [impaired language function]; laryngectomy [removal of the "voice box"]).
- 15. Hard of hearing (Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid).
- 16. Total deafness in both ears, with understandable speech.
- 17. Total deafness in both ears, and unable to speak clearly.
- 22. Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision (Restriction of the visual field to the extent that mobility is affected – "Tunnel vision").
- 23. Inability to read ordinary size print, not correctable by glasses (can read oversize print – use assisting devices such as glass or projector modifier).
- 24. Blind in one eye
- 25. Blind in both eyes (no usable vision, may have some light perception)

MISSING EXTREMITIES

- 27. One hand
- 28. One arm
- 29. One foot
- 32. One leg
- 33. Both hands or arms
- 34. Both feet or legs
- 35. One hand or arm *and* one foot or leg
- 36. One hand or arm *and* both feet or legs
- 37. Both hands or arms *and* one foot or leg
- 38. Missing both hands or arms *and* both feet or legs.

NONPARALYTIC ORTHOPEDIC IMPAIRMENTS (Because of chronic pain, stillness, or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body.)

- 44. One or both hands
- 45. One or both feet
- 46. One or both arms
- 47. one or both legs
- 48. Hip or pelvis
- 49. Back
- 57. Any combination of two or more parts of the body

PARTIAL PARALYSIS (Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)

- 61. One hand
- 62. One arm, any part
- 63. One leg, any part
- 64. Both hands
- 65. Both legs, any part
- 66. Both arms, any part
- 67. One side of the body, including one arm and one leg.
- 68. Three or more major parts of the body (arms and legs)

7. COMPLETE PARALYSIS (Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is complete loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)

- 70. One hand
- 71. Both hands
- 72. One arm
- 73. Both arms
- 74. One leg
- 75. Both legs
- 76. Lower half of body, including legs
- 77. One side of body, including one arm and one leg
- 78. Three or more major parts of body (arms and legs)

OTHER IMPAIRMENTS

80. Heart disease with no restriction or limitation of activity (*History of heart problems with complete recovery.*)
81. Heart disease with restriction or limitation of activity
82. Convulsive disorder (*e.g. epilepsy*)
83. Blood disease (*e.g. sickle cell anemia, leukemia, hemophilia*)
84. Diabetes
86. Pulmonary or respiratory disorders (*e.g. tuberculosis, emphysema, asthma*)
87. Kidney dysfunction (*e.g. if dialysis [Use of an artificial kidney machine is required]*)
88. Cancer (*a history of cancer with complete recovery*)
82. Cancer (*undergoing surgical and/or medical treatment*)
90. Mental retardation (*Chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(t) of Schedule A.*)
91. Mental or emotional illness (*A history of treatment for mental or emotional problems.*)
92. Severe distortion of limbs and/or spine (*e.g. dwarfism, severe distortion of the back*)
93. Disfigurement of face, hands, or feet (*e.g. distortion of features on skin, such as those caused by burns, gunshot injuries, and birth defects [gross facial birthmarks, club feet, etc.]*)
94. Learning disability (*A disorder in one or more of the processes involved in understanding, perceiving, or using language Or concepts [spoken or written]; e.g. dyslexia.*)
06. I have a disability, but it is not listed above: Describe below:

SECTION B. ETHNICITY AND RACE IDENTIFICATION: Specific Instructions: The two questions below are designed to identify your ethnicity and race. **Regardless of your answer to question 1, go to question 2.**

Question 1. Are you Hispanic or Latino? (*A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.*)

- Yes No

Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box(s). Check as many as apply.

RACIAL CATEGORY (Check as many as apply)	DEFINITION OF CATEGORY
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (<i>including Central America</i>), and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

In order for us to assess the effectiveness of our Recruitment efforts, please identify how you learned about this job by marking the appropriate box below:

Internet web-site

USAJOBS (<http://www.usajobs.opm.gov/>)

Bonneville Power Administration
(http://www.jobs.bpa.gov/Job_Search/index.aspx)

Other website (please specify) _____

Other (please specify) _____



* GS-05 Information

[Help](#) |

Job Opening

Posting Title: Office Clerk **Job Opening ID:** 4885
Job Opening Status: 110-Filled/Closed **Job Type:** Standard
Position Number: 00004386 Office Clerk
Business Unit: TRANS Transmission Business Line **Recruit Type:** Merit Promotion
Location: Spokane **VA#:** 004885-08
Department: TOV Munro Dispatch

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[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)
[View Applicants](#) [Screen Applicants](#) [Interview Schedule](#)

Manage Applicants

Display: All

Applicants								
Customize Find View All First 1-9 of 9								
	Applicant Name	ID	Veteran's Code	Applicant Type	Disposition	Resume	Last Updated	*Take Action
<input type="checkbox"/>	Ex 6		TP	Ext	Reject		02/08/2008 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Reject		02/08/2008 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Reject		02/08/2008 12:00AM	Select Action...
<input type="checkbox"/>			NV	Emp	Reject		02/08/2008 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Reject		02/08/2008 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Hired		02/04/2008 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Reject		12/27/2007 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Reject		12/27/2007 12:00AM	Select Action...
<input type="checkbox"/>			NV	Emp	Reject		11/01/2007 12:00AM	Select Action...

*Group Action:

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

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Bonneville Power Administration
Evaluation of Candidates List by Name

Job Opening #: 4885 Status: 110-Filled/Closed

Type: Merit Promotion

Job Code: J02100 GS - 0303 - 05 Office Clerk

Non-Competitive Other



Employee	Best Qualified	110 - Reject	OtherHired	NV	20.00
External Applicant	Does Not Meet Min Quals	110 - Reject	OtherHired	NV	0.00
External Applicant	Best Qualified	110 - Reject	OtherHired	NV	20.00
External Applicant	Does Not Meet Min Quals	110 - Reject	LowSal/Grd	NV	0.00
External Applicant	Does Not Meet Min Quals	110 - Reject	Lacks Exp	NV	0.00

Ex 6

End of Report

Job Requisition: 004885 Requisition Type: Merit Promotion
Announcement Opened: 11/16/2007 Announcement Closed: 12/14/2007
Job Code: J02100 Series/Grade/Title: 0303 05 Office Clerk
Type of Appointment: Regular
Organization: TOV Location: Spokane

Selection Certificate Standard Applied: Yes__ No__ Waiver Request: Yes__ No__ Date Waiver Granted: _____

	Total	Hispanic or Latino		White		Black		Asian		Non-Hispanic or Latino Native Hawaiian/Pacific Island		American Indian/Alaska Native		Two or More Races		Not Specified	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Applicants Received	7	0	0	1	4	0	0	0	1	0	0	0	0	0	0	0	1
Disabled	0																
Applicants Qualified	2	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Disabled	0																
Applicants Best Qualified	2	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Disabled	0																
Applicants Referred	2	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Disabled	0																
Applicants Selected	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disabled	0																

Position filled with: Internal Applicant: 0 External Applicant: 0

Prepared by _____ Date _____

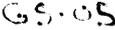
Compensable Veterans (CPS/CP) who are not BQ but being referred based on OPM DEU guidelines are being accounted for in the "Applicants Referred" and "Applicants Selected" rows and counts.

**Department of Energy - Bonneville Power Administration
DEU Certificate Summary**

Bureau of Field of Establishment:

Bonneville Power Administration
Human Resources
Delegated Examining Unit
Portland OR 97208

Issued To:

Certificate #: 4885-06-A1  **Requested:** **Issued:** 1/16/2008 **Expiration:** 2/15/2008
Business Unit: **EX 6** Transmission Business Line
Job: J01220 GS-0303-06 Office Clerk

Location	Openings
Spokane	1

Type of Appointment: Career-Conditional (Comp Perm)

Work Schedule: Full-time or Part-time Regular

Required Travel: None

Return certificate to: Talent Acquisition, NHQ-1

For more information contact: _____

Approved by: _____

To: Talent Acquisition, NHQ-1

As **required**, I am returning all original applications (and attachments) to Talent Acquisition.

I am requesting additional names because:
_____ the original certificate resulted in less than three available candidates per vacancy, OR
_____ there are now _____ additional vacancies.

Applicant Selected: _____ EOD: _____

_____ DO NOT NOTIFY APPLICANTS OF NON-SELECTION UNTIL _____ (Date)

_____ ADDITIONAL SELECTIONS WILL BE MADE BY _____ (Date). Do not notify applicants of non-selection at this time.

_____ I CERTIFY THAT REFERENCE CHECKING HAS BEEN COMPLETED ON THE SELECTEE (initial) FOR THIS POSITION.

Signature of Selecting Official

Date

**Department of Energy - Bonneville Power Administration
DEU Certificate Request**

Certificate #

Job Opening #

Status

Type

Jobcode

Action

Applicant

Name

Score

**Priority
Plcmt**

**Vets
Pref**

No cert issued

** GS-06 Information*

Job Opening

Posting Title: Office Clerk **Job Opening ID:** 4886
Job Opening Status: 110-Filled/Closed **Job Type:** Standard
Position Number: 00004386 Office Clerk
Business Unit: TRANS Transmission Business Line **Recruit Type:** Open Competition
Location: **VA#:** 004886-08-DE
Department: TOV Munro Dispatch

Save
 Clone
 Create New
 Previous Job Opening | Next Job Opening | [Job Opening List](#)

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)
[View Applicants](#)
 [Screen Applicants](#)
 [Interview Schedule](#)

Manage Applicants

Display: All

Applicants								
Customize Find View 20 First 1-38 of 38 Last								
<input type="checkbox"/>	Applicant Name	ID	Veteran's Code	Applicant Type	Disposition	Resume	Last Updated	*Take Action
<input type="checkbox"/>			NV	Ext	Reject		04/27/2008 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Reject		04/27/2008 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Reject		04/27/2008 12:00AM	Select Action...
<input type="checkbox"/>			TP	Ext	Reject		04/27/2008 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Reject		04/27/2008 12:00AM	Select Action...
<input type="checkbox"/>			NV	Oth	Reject		12/28/2007 12:00AM	Select Action...
<input type="checkbox"/>			NV	Oth	Reject		04/27/2008 12:00AM	Select Action...
<input type="checkbox"/>			NV	Oth	Reject		04/27/2008 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Reject		04/27/2008 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Reject		04/27/2008 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Reject		04/27/2008 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Reject		12/28/2007 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Reject		04/27/2008 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Reject		04/27/2008 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Reject		04/27/2008 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Reject		12/28/2007 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Reject		12/28/2007 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Reject		12/28/2007 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Reject		12/28/2007 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Reject		04/27/2008 12:00AM	Select Action...
<input type="checkbox"/>			NV	Emp	Reject		04/27/2008 12:00AM	Select Action...
<input type="checkbox"/>			TP	Ext	Reject		04/27/2008 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Reject		04/27/2008 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Reject		04/27/2008 12:00AM	Select Action...

Ex 6

<input type="checkbox"/>	Ex 6	NV	Ext	Reject		04/27/2008 12:00AM	Select Action...	
<input type="checkbox"/>		TP	Ext	Reject		04/27/2008 12:00AM	Select Action...	
<input type="checkbox"/>		NV	Ext	Reject		04/27/2008 12:00AM	Select Action...	
<input type="checkbox"/>		NV	Ext	Reject		12/28/2007 12:00AM	Select Action...	
<input type="checkbox"/>		NV	Ext	Reject		12/28/2007 12:00AM	Select Action...	
<input type="checkbox"/>		NV	Ext	Reject		12/28/2007 12:00AM	Select Action...	
<input type="checkbox"/>		NV	Ext	Reject		04/27/2008 12:00AM	Select Action...	
<input type="checkbox"/>		NV	Ext	Reject		04/27/2008 12:00AM	Select Action...	
<input type="checkbox"/>		NV	Ext	Reject		04/27/2008 12:00AM	Select Action...	
<input type="checkbox"/>		NV	Ext	Reject		12/28/2007 12:00AM	Select Action...	
<input type="checkbox"/>		NV	Oth	Reject		04/27/2008 12:00AM	Select Action...	
<input type="checkbox"/>		NV	Ext	Reject		04/27/2008 12:00AM	Select Action...	
<input type="checkbox"/>		Wecker, Debra A	CPS	Emp	Hired		03/18/2008 12:00AM	Select Action...
<input type="checkbox"/>			NV	Ext	Reject		12/28/2007 12:00AM	Select Action...

Select All Deselect All *Group Action: Select Group Action... Go

Ex 6

Manage Applicants | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

Save Clone Create New Previous Job Opening | Next Job Opening | [Job Opening List](#)

J01220
 Report ID: BPREC009

Bonneville Power Administration
 Applicant Data Summary Form

Page No. 2
 Run Date 10/28/2013
 Run Time 16:08:09

Job Requisition: 004885 Requisition Type: Merit Promotion
 Announcement Opened: 11/16/2007 Announcement Closed: 12/14/2007
 Job Code: J01220 Series/Grade/Title: 0303 06 Office Clerk
 Type of Appointment: Regular
 Organization: TOV Location: Spokane
 Selection Certificate Standard Applied: Yes__ No__ Waiver Request: Yes___ No___ Date Waiver Granted: _____

	Total	Hispanic or Latino		Non-Hispanic or Latino								Not Specified					
				White		Black		Asian		Native Hawaiian/Pacific Island		American Indian/Alaska Native		Two or More Races			
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
Applicants Received Disabled	8 0	0	0	1	5	0	0	0	1	0	0	0	0	0	0	0	1
Applicants Qualified Disabled	6 0	0	0	1	3	0	0	0	1	0	0	0	0	0	0	0	1
Applicants Best Qualified Disabled	6 0	0	0	1	3	0	0	0	1	0	0	0	0	0	0	0	1
Applicants Referred Disabled	6 0	0	0	1	3	0	0	0	1	0	0	0	0	0	0	0	1
Applicants Selected Disabled	1 0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0

Position filled with: Internal Applicant: 0 External Applicant: 1

Prepared by _____ Date _____

Compensable Veterans (CPS/CP) who are not BQ but being referred based on OPM DEU guidelines are being accounted for in the "Applicants Referred" and "Applicants Selected" rows and counts.

**Department of Energy - Bonneville Power Administration
DEU Certificate Summary**

Bureau of Field of Establishment:
Bonneville Power Administration
Human Resources
Delegated Examining Unit
Portland, OR 97208

Issued To:

Certificate #: 004886-06 **Requested:** **Issued:** 12/28/2007 **Expiration:** 1/27/2008

Business Unit: Transmission Business Line

Job: J01220 GS-0303-06 Office Clerk

Location	Openings
Spokane	1

Type of Appointment: Career-Conditional (Comp Perm)

Work Schedule: Full-time or Part-time Regular

Required Travel: None

Return certificate to: Talent Acquisition, NHQ-1

For more information contact: _____

Approved by: _____

To: Talent Acquisition, NHQ-1

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Applicant Selected: _____ EOD: _____

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_____ I CERTIFY THAT REFERENCE CHECKING HAS BEEN COMPLETED ON THE SELECTEE
(initial) FOR THIS POSITION.

Signature of Selecting Official

Date

**Department of Energy - Bonneville Power Administration
DEU Certificate Request**

Certificate # 004886-06
Job Opening # 4886 **Status** 110 **Type** Open Competition
Jobcode J01220 GS - 0303 - 06 Office Clerk

Competitive

Action	Applicant	Name	Score	Priority Plcmt	Vets Pref
_____		Wecker,Debra A	110.00	-	10 Pt 30%+
_____			105.00	-	5 Point
_____		Ex 6	105.00	-	5 Point
		Ex 6			