



## Department of Energy

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

EXECUTIVE OFFICE

January 27, 2014

In reply refer to: FOIA/Privacy Program

Skip Collier  
Professional Training Systems, Inc.  
PO Box 56000  
Portland, OR 97238

### FOIA #BPA-2014-00474-F

Dear Mr. Collier:

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 Monday, January 13, 2014, and has been assigned a control number, BPA-2014-00474-F. Please use this number in any correspondence with the Agency about your request.

#### **You have requested the following:**

BPA's decision framework explaining how BPA determines which classes to bring inhouse each year for the continuing education of employees. A copy of the page or pages in BPA's "Procedures Manual" (or whatever it is called) describing:

1. How priorities are determined for the next fiscal year's classes
2. The individual or department that makes the final approval of the identified priorities
3. When (month or months) the priorities are set for the next fiscal year.

We have reviewed your letter 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.

You agreed to pay all applicable fees.

FOIA requires that we act on requests "promptly," and that we make a determination on your request and respond within 20 working days. Additional time can be added if the requested records are voluminous, or if the records require review from an external organization or agency. (5 U.S.C. § 552(a)(6)). Based on the 20-day statutory timeline, the due date for a response to you is Tuesday, February 11, 2014.

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