



## Department of Energy

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

FREEDOM OF INFORMATION ACT PROGRAM

March 4, 2015

In reply refer to: FOIA #BPA-2014-00554-F

Ted Sickinger  
The Oregonian  
1500 SW First Avenue, Suite 400  
Portland Oregon 97201

Dear Mr. Sickinger:

This is a partial response to your request for Bonneville Power Administration (BPA) records under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Your request was received in our office on Wednesday, February 5, 2014, with an acknowledgement letter sent to you on February 12, 2014. On April 23, 2014, July 7, 2014, September 22, 2014, December 12, 2014, and January 20, 2014 BPA sent letters extending response to your request with February 27, 2015, being the final due date for this response.

A second response will be sent once BPA finishes consultation with outside entities concerning documents within the purview of exemption four.

**You requested:**

“... copies of all correspondence, emails, memos and meeting notes regarding the chief public affairs officer position and recruitment.” Your request was subsequently clarified to include all rating and ranking of candidates and notes of selection panel members.

**Response:**

We conducted a search of the paper and electronic records of Human Capital Management. We have located 113 pages of material responsive to your request. Some of the documents contain yellow highlighting of the vacancy announcement are not part of the FOIA review process. We are releasing 26 pages in full. We are releasing 9 pages with redactions under Exemption 5 and 75 pages under Exemption 6. We are releasing 3 additional pages with redactions under both Exemption 5 and 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)).

Exemption 5 protects “inter-agency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency” (5 U.S.C. § 552(b)(5)). In plain language, the exemption protects privileged documents. The deliberative process privilege protects the decision-making processes of government agencies. Records protected under this privilege must be (1) pre-decisional – created before the adoption of an agency policy or course of action, and (2) deliberative – making recommendations or expressing opinions on a legal or policy matter. In this case, we assert Exemption 5 to protect pre-decisional and deliberative matters with this production.

Records protected by Exemption 5’s pre-decisional and deliberative privilege may be discretionarily released. We considered discretionary release in accordance with the guidelines set forth in Attorney General Holder’s March 19, 2009, FOIA Memorandum. Agencies may decline to discretionarily release material when they reasonably foresee that disclosure would harm an interest protected by the statutory exemption. The deliberative process privilege protects the decision-making processes of government agencies, and Exemption 5 encourages open, frank discussions on matters of policy and protects against public confusion and the premature disclosure of proposed policies. Disclosure of the protected draft material and internal discussions would have a chilling effect on future BPA discussions and decisions, and we decline to discretionarily release this material.

Exemption 5 also encompasses the attorney-client privilege, which protects confidential communications between an attorney and his client relating to a legal matter for which the client has sought professional advice. The privilege includes facts provided by the client and opinions provided by the attorney. In this case, we assert Exemption 5 to protect communications between attorneys and clients.

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 the application materials of other applicants. Identification of rating officials has also been withheld. We find no public interest in this information and therefore redact it under Exemption 6.

Information that falls under Exemption 6 cannot be discretionarily released; the right of privacy belongs to the individual, not to the agency. Therefore, we did not analyze this information under the discretionary release guidelines in Attorney General Holder’s March 19, 2009, FOIA Memorandum.

I appreciate the opportunity to assist you. We expect to provide final response on May 5, 2015. If you have any questions, please contact Sarah A. Westenberg, FOIA Case Officer, at (503) 230-3795.

Sincerely,



C. M. Frost  
Freedom of Information Act Officer

Basic Qualification Rating Sheet

MP/DE

Name (Last, First, MI)		Vacancy Announcement:	Position Title and Series:	Lowest Acceptable Grade	15
(b) (6)		9710-12-DE 9711-12	Chief Public Affairs Officer GS-1035-		15
Documentation Received					

Initial boxes if applicable

Non - Veteran       10-point (more than 30%)       DD-214       BPA  
 Veteran - No Preference       10-point Purple Heart       SF-15       Federal Employee  
 5-point       10-point Other       VA Letter -dated 1991 or later       VEOA /  VRA  
 10-point (less than 30%)       SF-50 -Verifying Competitive Status/Reinstatement *NO*  
 Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_       Applicant meets time-in-grade  
 If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mservice.htm>

- Specialized Experience:
- > Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
  - > Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
  - > Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
8/11	12/11	(b) (6)			5
6/11	9/11	(b) (6)			
6/07	Pres	(b) (6)			

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)

has extensive communication experience - has been able to find enough outside experience to qualify at the 15 level

Eligibility/Qualification Determination

Qualified      Grades: \_\_\_\_\_  
 Pending verification of: \_\_\_\_\_  
*(Requires note on certificate that qualifications are pending verification)*  
 Not-qualified  
 Ineligible      Grades: 15  
 Time-in-Grade       Lacks education/coursework/transcripts  
 Lack Specialized Experience       Selective Placement Factor  
 Status       Other (non-citizen, etc.)

(b) (6)

2/23/12  
Date

\_\_\_\_\_  
Reviewer      Date

Basic Qualification Rating Sheet

MPIDE

Lowest Acceptable Grade 15

Name (Last, First, MI) <b>(b) (6)</b>	Vacancy Announcement: 9710-12-DE 9711-12	Position Title and Series: Chief Public Affairs Officer GS-1035-	Grade(s) 15
Experience		Documentation Received	

Initial boxes if applicable

- Non - Veteran
- 10-point (more than 30%)
- DD-214
- BPA
- Veteran - No Preference
- 10-point Purple Heart
- SF-15
- Federal Employee
- 5-point
- 10-point Other
- VA Letter - dated 1991 or later
- VEOA /  VRA
- 10-point (less than 30%)
- SF-50 - Verifying Competitive Status/Reinstatement

05

Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mservice.htm>

Specialized Experience:

- > Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
- > Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
- > Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Experience Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
2011	Pres	<b>(b) (6)</b>		1	
2008	2011			3	
2007	2008			1	

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)

NO RSA'S

Eligibility/Qualification Determination

- Qualified Grades: 15
- Pending verification of: \_\_\_\_\_  
*(Requires note on certificate that qualifications are pending verification)*
- Not-qualified
- Ineligible Grades: \_\_\_\_\_
- Time-in-Grade
- Lack Specialized Experience
- Status
- Lacks education/coursework/transcripts
- Selective Placement Factor
- Other (non-citizen, etc.)

**(b) (6)**

2/21/12  
Date

Reviewer

Date

Basic Qualification Rating Sheet

MP/DE

Name (Last, First, MI)		Vacancy Announcement:	Position Title and Series:	Lowest Acceptable Grade	15
(b) (6)		9710-12-DE 9711-12	Chief Public Affairs Officer GS-1035-		15
Documentation Received					

Initial boxes if applicable

Non - Veteran       10-point (more than 30%)       DD-214       BPA

Veteran - No Preference       10-point Purple Heart       SF-15       Federal Employee

5-point       10-point Other       VA Letter - dated 1991 or later       VEOA /  VRA

10-point (less than 30%)       SF-50 - Verifying Competitive Status/Reinstatement

Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_       Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mservice.htm>

Specialized Experience:

- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
- Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
- Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
11/10	Pres	(b) (6)		0	
2/09	11/10	(b) (6)		0	

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)

Applicant does not demonstrate exp. managing a comprehensive P.A. program.

Eligibility/Qualification Determination

Qualified      Grades: \_\_\_\_\_

Pending verification of: \_\_\_\_\_  
(Requires note on certificate that qualifications are pending verification)

Not-qualified

Ineligible      Grades: \_\_\_\_\_

Time-in-Grade       Lacks education/coursework/transcripts

Lack Specialized Experience       Selective Placement Factor

Status       Other (non-citizen, etc.)

(b) (6)

\_\_\_\_\_  
Rater      Date: 2/28/12

\_\_\_\_\_  
Reviewer      Date

Basic Qualification Rating Sheet

Name (Last, First, MI)		Vacancy Announcement:	Position Title and Series:	Lowest Acceptable Grade	15
(b) (6)		9710-12-DE 9711-12	Chief Public Affairs Officer GS-1035-		Grade(s) 15
Documentation Received					

Initial boxes if applicable

Non - Veteran       10-point (more than 30%)       DD-214       BPA  
 Veteran - No Preference       10-point Purple Heart       SF-15       Federal Employee  
 5-point       10-point Other       VA Letter -dated 1991 or later       VEOA /  VRA  
 10-point (less than 30%)       SF-50 -Verifying Competitive Status/Reinstatement  
 Applicant meets time-in-grade

Period of military service: 6 9 83 to 5 1 94

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/msservice.htm>

- Specialized Experience:
- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
  - Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
  - Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
1/11	Pres	(b) (6)			
6/10	1/11				
11/08	6/10				
7/08	8/09				

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)

*• NO KSAs - a lot of PA experience - all military - experience seems to be event specific - do not really see management of a program*

Eligibility/Qualification Determination

Qualified      Grades: \_\_\_\_\_  
 Pending verification of: SME Review  
 (Requires note on certificate that qualifications are pending verification)  
 Not-qualified Pers SME Review NO  
 Ineligible      Grades: 15 - (b) (6) 3-13-12

Time-in-Grade       Lacks education/coursework/transcripts  
 Lack Specialized Experience       Selective Placement Factor  
 Status       Other (non-citizen, etc.)

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_  
 Date: 2/20/12

Basic Qualification Rating Sheet

Name (Last, First, MI) <b>(b) (6)</b>	Vacancy Announcement: 9710-12-DE 9711-12	Position Title and Series: Chief Public Affairs Officer GS-1035-	Lowest Acceptable Grade 15
			Grade(s) 15
Preference:		Documentation Received:	

Initial boxes if applicable

<input checked="" type="checkbox"/> Non - Veteran	<input type="checkbox"/> 10-point (more than 30%)	<input type="checkbox"/> DD-214	<input type="checkbox"/> BPA
<input type="checkbox"/> Veteran - No Preference	<input type="checkbox"/> 10-point Purple Heart	<input type="checkbox"/> SF-15	<input checked="" type="checkbox"/> Federal Employee
<input type="checkbox"/> 5-point	<input type="checkbox"/> 10-point Other	<input type="checkbox"/> VA Letter -dated 1991 or later	<input type="checkbox"/> VEOA / <input type="checkbox"/> VRA
<input type="checkbox"/> 10-point (less than 30%)		<input type="checkbox"/> SF-50 -Verifying Competitive Status/Reinstatement	- <b>ND</b>

Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mserve.htm>

- Specialized Experience:
- > Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
  - > Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
  - > Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
7/06	Pres	<b>(b) (6)</b>		5+	

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)  
*qualified based on information from both duties and KSA responses*

Eligibility/Qualification Determination

Qualified Grades: 15

Pending verification of: \_\_\_\_\_  
 (Requires note on certificate that qualifications are pending verification)

Not-qualified *Screened out at SME review*

Ineligible Grades: 15

Time-in-Grade

Lack Specialized Experience

Status

Lacks education/coursework/transcripts

Selective Placement Factor

Other (non-citizen, etc.)

**(b) (6)**

2/28/12  
Date

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Reviewer \_\_\_\_\_ Date \_\_\_\_\_

Basic Qualification Rating Sheet

MPIDE

Name (Last, First, MI)  (b) (6)	Vacancy Announcement: 9710-12-DE 9711-12	Position Title and Series: Chief Public Affairs Officer GS-1035-	Lowest Acceptable Grade 15  Grade(s) 15
Documentation Received			

Initial boxes if applicable

<input checked="" type="checkbox"/> Non - Veteran	<input type="checkbox"/> 10-point (more than 30%)	<input type="checkbox"/> DD-214	<input type="checkbox"/> BPA
<input type="checkbox"/> Veteran - No Preference	<input type="checkbox"/> 10-point Purple Heart	<input type="checkbox"/> SF-15	<input checked="" type="checkbox"/> Federal Employee
<input type="checkbox"/> 5-point	<input type="checkbox"/> 10-point Other	<input type="checkbox"/> VA Letter - dated 1991 or later	<input type="checkbox"/> VEOA / <input type="checkbox"/> VRA
<input type="checkbox"/> 10-point (less than 30%)		<input checked="" type="checkbox"/> SF-50 - Verifying Competitive Status/Reinstatement	

Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mservice.htm>

Specialized Experience:

- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
- Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
- Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
8/06	Pres	(b) (6)		5	

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)

<b>Eligibility/Qualification Determination</b>	
<input checked="" type="checkbox"/> Qualified	Grades: <u>15</u>
<input type="checkbox"/> Pending verification of:	
<i>(Requires note on certificate that qualifications are pending verification)</i>	
<input type="checkbox"/> Not-qualified	
<input type="checkbox"/> Ineligible	Grades: _____
<input type="checkbox"/> Time-in-Grade	<input type="checkbox"/> Lacks education/coursework/transcripts
<input type="checkbox"/> Lack Specialized Experience	<input type="checkbox"/> Selective Placement Factor
<input type="checkbox"/> Status	<input type="checkbox"/> Other (non-citizen, etc.)

(b) (6) \_\_\_\_\_ 2/20/12  
Date

\_\_\_\_\_  
Reviewer Date

Basic Qualification Rating Sheet

mP/DE

Name (Last, First, MI) <b>(b) (6)</b>	Vacancy Announcement: 9710-12-DE 9711-12	Position Title and Series: Chief Public Affairs Officer GS-1035-	Lowest Acceptable Grade <b>15</b>
			Grade(s) <b>15</b>
Documentation Received			

Initial boxes if applicable

- Non - Veteran       10-point (more than 30%)       DD-214       BPA
  - Veteran - No Preference       10-point Purple Heart       SF-15       Federal Employee
  - 5-point       10-point Other       VA Letter -dated 1991 or later       VEOA /  VRA
  - 10-point (less than 30%)       SF-50 --Verifying Competitive Status/Reinstatement
- Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_       Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/msservice.htm>

Specialized Experience:

- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
- Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
- Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
10/11	Pres	<b>(b) (6)</b>			5
11/07	10/11			4	
10/01	3/07			6	
4/91	10/01			10	

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)

Eligibility/Qualification Determination	
<input checked="" type="checkbox"/> Qualified	Grades: <u>15</u>
<input type="checkbox"/> Pending verification of:	
<i>(Requires note on certificate that qualifications are pending verification)</i>	
<input type="checkbox"/> Not-qualified	
<input type="checkbox"/> Ineligible	Grades: _____
<input type="checkbox"/> Time-in-Grade	<input type="checkbox"/> Lacks education/coursework/transcripts
<input type="checkbox"/> Lack Specialized Experience	<input type="checkbox"/> Selective Placement Factor
<input type="checkbox"/> Status	<input type="checkbox"/> Other (non-citizen, etc.)

**(b) (6)** \_\_\_\_\_ 2/28/12  
Date

\_\_\_\_\_  
Reviewer Date

### Basic Qualification Rating Sheet

Lowest Acceptable Grade		15
Name (Last, First, MI)	Vacancy Announcement:	Position Title and Series:
(b) (6)	9710-12-DE 9711-12	Chief Public Affairs Officer GS-1035-
		Grade(s) 15
Veterans Preference		Documentation Received

Non - Veteran     
  10-point (more than 30%)     
  DD-214     
  BPA  
 Veteran - No Preference     
  10-point Purple Heart     
  SF-15     
  Federal Employee  
 5-point     
  10-point Other     
  VA Letter - dated 1991 or later     
  VEOA /  VRA  
 10-point (less than 30%)     
  SF-50 - Verifying Competitive Status/Reinstatement  
 Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_     
  Applicant meets time-in-grade  
 If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mbservice.htm>

- Specialized Experience:
- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
  - Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
  - Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
5/08	Pres	(b) (6)		3 <sup>+</sup>	
1/03	5/08	(b) (6)		5 <sup>+</sup>	

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)

Eligibility/Qualification Determination	
<input checked="" type="checkbox"/> Qualified	Grades: <u>15</u>
<input type="checkbox"/> Pending verification of:	
<i>(Requires note on certificate that qualifications are pending verification)</i>	
<input type="checkbox"/> Not-qualified	
<input type="checkbox"/> Ineligible	Grades: _____
<input type="checkbox"/> Time-in-Grade	<input type="checkbox"/> Lacks education/coursework/transcripts
<input type="checkbox"/> Lack Specialized Experience	<input type="checkbox"/> Selective Placement Factor
<input type="checkbox"/> Status	<input type="checkbox"/> Other (non-citizen, etc.)

(b) (6) \_\_\_\_\_ 2/21/12  
 Date

\_\_\_\_\_  
 Reviewer

\_\_\_\_\_  
 Date

Basic Qualification Rating Sheet

Name (Last, First, MI) <b>(b) (6)</b>	Vacancy Announcement: 9710-12-DE 9711-12	Position Title and Series: Chief Public Affairs Officer GS-1035	Lowest Acceptable Grade <b>15</b>
			Grade(s) <b>15</b>
Documentation Received			

Initial boxes if applicable

- Non - Veteran       10-point (more than 30%)       DD-214       BPA
- Veteran - No Preference       10-point Purple Heart       SF-15       Federal Employee
- 5-point       10-point Other       VA Letter -dated 1991 or later       VEOA /  VRA
- 10-point (less than 30%)       SF-50 -Verifying Competitive Status/Reinstatement
- Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_       Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mservice.htm>

Specialized Experience:

- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
- Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
- Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
6/07	Pres	<b>(b) (6)</b>		4	7

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)

Eligibility/Qualification Determination	
<input checked="" type="checkbox"/> Qualified	Grades: <u>15</u>
<input type="checkbox"/> Pending verification of:	
<i>(Requires note on certificate that qualifications are pending verification)</i>	
<input type="checkbox"/> Not-qualified	
<input type="checkbox"/> Ineligible	Grades: _____
<input type="checkbox"/> Time-in-Grade	<input type="checkbox"/> Lacks education/coursework/transcripts
<input type="checkbox"/> Lack Specialized Experience	<input type="checkbox"/> Selective Placement Factor
<input type="checkbox"/> Status	<input type="checkbox"/> Other (non-citizen, etc.)

**(b) (6)** \_\_\_\_\_ 2/23/12  
Date

Reviewer \_\_\_\_\_ Date \_\_\_\_\_

### Basic Qualification Rating Sheet

Name (Last, First, MI)  (b) (6)	Vacancy Announcement: 9710-12-DE 9711-12	Position Title and Series: Chief Public Affairs Officer GS-1035-	Lowest Acceptable Grade <b>15</b>
			Grade(s) <b>15</b>
			Documentation Received

**Initial boxes if applicable**

- |   |   |  |  |
|---|---|--|--|
| <input checked="" type="checkbox"/> Non - Veteran | <input type="checkbox"/> 10-point (more than 30%)                           | <input type="checkbox"/> DD-214                          | <input type="checkbox"/> BPA                                 |
| <input type="checkbox"/> Veteran - No Preference  | <input type="checkbox"/> 10-point Purple Heart                              | <input type="checkbox"/> SF-15                           | <input type="checkbox"/> Federal Employee                    |
| <input type="checkbox"/> 5-point                  | <input type="checkbox"/> 10-point Other                                     | <input type="checkbox"/> VA Letter - dated 1991 or later | <input type="checkbox"/> VEOA / <input type="checkbox"/> VRA |
| <input type="checkbox"/> 10-point (less than 30%) | <input type="checkbox"/> SF-50 - Verifying Competitive Status/Reinstatement |  |  |
- Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/m-service.htm>

**Specialized Experience:**

- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
- Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
- Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

**Experience**

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
5/06	Pres	(b) (6)		5	

**Comments** (i.e., reasons for meeting or not meeting minimum qualification requirements)

**Eligibility/Qualification Determination**

<input checked="" type="checkbox"/> <b>Qualified</b>	Grades: <u>15</u>
<input type="checkbox"/> <b>Pending verification of:</b>	
<i>(Requires note on certificate that qualifications are pending verification)</i>	
<input type="checkbox"/> <b>Not-qualified</b>	
<input type="checkbox"/> <b>Ineligible</b>	Grades: _____
<input type="checkbox"/> Time-in-Grade	<input type="checkbox"/> Lacks education/coursework/transcripts
<input type="checkbox"/> Lack Specialized Experience	<input type="checkbox"/> Selective Placement Factor
<input type="checkbox"/> Status	<input type="checkbox"/> Other (non-citizen, etc.)

(b) (6)

2/22/12  
Date

Reviewer \_\_\_\_\_

Date \_\_\_\_\_

Basic Qualification Rating Sheet

			Lowest Acceptable Grade	15
Name (Last, First, MI)	Vacancy Announcement:	Position Title and Series:	Grade(s)	
(b) (6)	9710-12-DE 9711-12	Chief Public Affairs Officer GS-1035-	15	
Documentation Received				

Initial boxes if applicable

<input checked="" type="checkbox"/> Non - Veteran	<input type="checkbox"/> 10-point (more than 30%)	<input type="checkbox"/> DD-214	<input type="checkbox"/> BPA
<input type="checkbox"/> Veteran - No Preference	<input type="checkbox"/> 10-point Purple Heart	<input type="checkbox"/> SF-15	<input type="checkbox"/> Federal Employee
<input type="checkbox"/> 5-point	<input type="checkbox"/> 10-point Other	<input type="checkbox"/> VA Letter - dated 1991 or later	<input type="checkbox"/> VEOA / <input type="checkbox"/> VRA
<input type="checkbox"/> 10-point (less than 30%)		<input type="checkbox"/> SF-50 - Verifying Competitive Status/Reinstatement	

Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/meservice.htm>

- Specialized Experience:
- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
  - Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
  - Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
2007	Pres	(b) (6)		8	
2002	2007	(b) (6)		5	

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)

no KSA's - vague info provided - but resume does speak to spec. exp. requirements

Eligibility/Qualification Determination	
<input checked="" type="checkbox"/> Qualified	Grades: 15
<input type="checkbox"/> Pending verification of:	
<i>(Requires note on certificate that qualifications are pending verification)</i>	
<input type="checkbox"/> Not-qualified	
<input type="checkbox"/> Ineligible	Grades: _____
<input type="checkbox"/> Time-in-Grade	<input type="checkbox"/> Lacks education/coursework/transcripts
<input type="checkbox"/> Lack Specialized Experience	<input type="checkbox"/> Selective Placement Factor
<input type="checkbox"/> Status	<input type="checkbox"/> Other (non-citizen, etc.)

(b) (6)

Date: 2/21/12

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Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Basic Qualification Rating Sheet

Name (Last, First, MI) <b>(b) (6)</b>	Vacancy Announcement: 10-12-DE 11-12	Position Title and Series: Chief Public Affairs Officer GS-1035-	Lowest Acceptable Grade 15
			Grade(s) 15
Documentation: Received			

Initial boxes if applicable

- Non - Veteran       10-point (more than 30%)       DD-214       BPA
- Veteran - No Preference       10-point Purple Heart       SF-15       Federal Employee
- 5-point       10-point Other       VA Letter -dated 1991 or later       VEOA /  VRA
- 10-point (less than 30%)       SF-50 -Verifying Competitive Status/Reinstatement
- Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_       Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mSERVICE.htm>

Specialized Experience:

- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
- Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
- Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Experience

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
11/05	12/10	<b>(b) (6)</b>		2	
1/00	3/05	<b>(b) (6)</b>		2	
9/95	6/99	<b>(b) (6)</b>		3 <sup>+</sup>	

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)

Eligibility/Qualification Determination

Qualified      Grades: 15

Pending verification of: \_\_\_\_\_  
(Requires note on certificate that qualifications are pending verification)

Not-qualified

Ineligible      Grades: \_\_\_\_\_

Time-in-Grade       Lacks education/coursework/transcripts

Lack Specialized Experience       Selective Placement Factor

Status       Other (non-citizen, etc.)

**(b) (6)**

2/20/12  
Date

Reviewer

Date

**Basic Qualification Rating Sheet**

		<b>Lowest Acceptable Grade</b>	15
<b>Name (Last, First, MI)</b>	<b>Vacancy Announcement:</b>	<b>Position Title and Series:</b>	
(b) (6)	9710-12-DE 9711-12	Chief Public Affairs Officer GS-1035-	
		<b>Grade(s)</b>	15
<b>reference</b>		<b>Documentation Received</b>	

**Initial boxes if applicable**

<input type="checkbox"/> Non - Veteran	<input type="checkbox"/> 10-point (more than 30%)	<input checked="" type="checkbox"/> DD-214	<input type="checkbox"/> BPA
<input type="checkbox"/> Veteran - No Preference	<input type="checkbox"/> 10-point Purple Heart	<input type="checkbox"/> SF-15	<input checked="" type="checkbox"/> Federal Employee
<input checked="" type="checkbox"/> 5-point	<input type="checkbox"/> 10-point Other	<input type="checkbox"/> VA Letter - dated 1991 or later	<input type="checkbox"/> VEOA / <input type="checkbox"/> VRA
<input type="checkbox"/> 10-point (less than 30%)		<input type="checkbox"/> SF-50 - Verifying Competitive Status/Reinstatement	<b>- NO - TSA</b>

Period of military service: 5/6/71 to 3/29/72       Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/m-service.htm>

**Specialized Experience:**

- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
- Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
- Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
7/10	Pres	(b) (6)	75%		
10/07	7/09			1+	
7/06	9/07			1+	

**Comments** (i.e., reasons for meeting or not meeting minimum qualification requirements)

Eligibility/Qualification Determination	
<input checked="" type="checkbox"/> <b>Qualified</b>	Grades: <u>15</u>
<input type="checkbox"/> <b>Pending verification of:</b>	
(Requires note on certificate that qualifications are pending verification)	
<input type="checkbox"/> <b>Not-qualified</b>	
<input type="checkbox"/> <b>Ineligible</b>	Grades: _____
<input type="checkbox"/> <b>Time-in-Grade</b>	<input type="checkbox"/> Lacks education/coursework/transcripts
<input type="checkbox"/> <b>Lack Specialized Experience</b>	<input type="checkbox"/> Selective Placement Factor
<input type="checkbox"/> <b>Status</b>	<input type="checkbox"/> Other (non-citizen, etc.)

(b) (6) \_\_\_\_\_ 2/21/12  
Date

Reviewer \_\_\_\_\_ Date \_\_\_\_\_

### Basic Qualification Rating Sheet

		Lowest Acceptable Grade	15
Name (Last, First, MI)	Vacancy Announcement:	Position Title and Series:	Grade(s)
(b) (6)	9710-12-DE 9711-12	Chief Public Affairs Officer GS-1035-	15
Documentation Received			

Non - Veteran     
  10-point (more than 30%)     
  DD-214     
  BPA  
 Veteran - No Preference     
  10-point Purple Heart     
  SF-15     
  Federal Employee  
 5-point     
  10-point Other     
  VA Letter - dated 1991 or later     
  VEOA /  VRA  
 10-point (less than 30%)     
  SF-50 - Verifying Competitive Status/Reinstatement  
 Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_     
  Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/msservice.htm>

**Specialized Experience:**

- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
- Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
- Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
10/07	Pres	(b) (6)		8	
8/05	8/06	(b) (6)		0	
11/00	6/05	(b) (6)		5	

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)

Eligibility/Qualification Determination	
<input checked="" type="checkbox"/> Qualified	Grades: <u>15</u>
<input type="checkbox"/> Pending verification of:	
<i>(Requires note on certificate that qualifications are pending verification)</i>	
<input type="checkbox"/> Not-qualified	
<input type="checkbox"/> Ineligible	Grades: _____
<input type="checkbox"/> Time-in-Grade	<input type="checkbox"/> Lacks education/coursework/transcripts
<input type="checkbox"/> Lack Specialized Experience	<input type="checkbox"/> Selective Placement Factor
<input type="checkbox"/> Status	<input type="checkbox"/> Other (non-citizen, etc.)

(b) (6) \_\_\_\_\_ 2/21/12  
Date

Reviewer

Date

Basic Qualification Rating Sheet

MP/DE

Name (Last, First, MI)		Vacancy Announcement:	Position Title and Series:	Lowest Acceptable Grade	15
(b) (6)		9710-12-DE 9711-12	Chief Public Affairs Officer GS-1035-	Grade(s)	15
				Documentation Received	

Initial boxes if applicable

Non - Veteran     10-point (more than 30%)     DD-214     BPA  
 Veteran - No Preference     10-point Purple Heart     SF-15     Federal Employee  
 5-point     10-point Other     VA Letter - dated 1991 or later     VEOA /  VRA  
 10-point (less than 30%)     SF-50 - Verifying Competitive Status/Reinstatement  
 Applicant meets time-in-grade

Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mserve.htm>

- Specialized Experience:
- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
  - Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
  - Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
5/09	Pres	(b) (6)			
11/07	3/08	(b) (6)			5
8/07	11/07	(b) (6)			
9/05	11/07	(b) (6)		2 1/2	
5/02	9/05	(b) (6)			

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)

Eligibility/Qualification Determination

Qualified    Grades: 15

Pending verification of: \_\_\_\_\_  
(Requires note on certificate that qualifications are pending verification)

Not-qualified

Ineligible    Grades: \_\_\_\_\_

Time-in-Grade     Lacks education/coursework/transcripts  
 Lack Specialized Experience     Selective Placement Factor  
 Status     Other (non-citizen, etc.)

(b) (6)

\_\_\_\_\_  
Date 2/23/12

Reviewer \_\_\_\_\_ Date \_\_\_\_\_

Basic Qualification Rating Sheet

MPIDE

(b) (6)	Vacancy Announcement: 9710-12-DE 9711-12		Position Title and Series: Chief Public Affairs Officer GS-1035-	Lowest Acceptable Grade 15
				Grade(s) 15
Documentation Received				

Initial boxes if applicable

Non - Veteran     
  10-point (more than 30%)     
  DD-214     
  BPA  
 Veteran - No Preference     
  10-point Purple Heart     
  SF-15     
  Federal Employee  
 5-point     
  10-point Other     
  VA Letter - dated 1991 or later     
  VEOA /  VRA  
 10-point (less than 30%)     
  SF-50 --Verifying Competitive Status/Reinstatement - *excepted Service*  
 Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_     
  Applicant meets time-in-grade  
 If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mserve.htm>

- Specialized Experience:
- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
  - Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
  - Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
5/06	8/06	(b) (6)		0	
7/04	5/06	(b) (6)		0	
8/03	7/04	(b) (6)		0	
9/96	5/98	(b) (6)		1+	

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)

**Eligibility/Qualification Determination**

Qualified      Grades: 15  
 Pending verification of: \_\_\_\_\_  
 (Requires note on certificate that qualifications are pending verification)  
 Not-qualified  
 Ineligible      Grades: \_\_\_\_\_  
 Time-in-Grade       Lacks education/coursework/transcripts  
 Lack Specialized Experience       Selective Placement Factor  
 Status       Other (non-citizen, etc.)

(b) (6) \_\_\_\_\_ 2/22/12  
 Date  
 \_\_\_\_\_  
 Reviewer      Date

### Basic Qualification Rating Sheet

Name (Last, First, MI)  <b>(b) (6)</b>	Vacancy Announcement: 9710-12-DE 9711-12	Position Title and Series: Chief Public Affairs Officer GS-1035-	Lowest Acceptable Grade 15 Grade(s) 15
Veterans Preference		Documentation Received	

**Initial boxes if applicable**

<input checked="" type="checkbox"/> Non - Veteran	<input type="checkbox"/> 10-point (more than 30%)	<input type="checkbox"/> DD-214	<input type="checkbox"/> BPA
<input type="checkbox"/> Veteran - No Preference	<input type="checkbox"/> 10-point Purple Heart	<input type="checkbox"/> SF-15	<input type="checkbox"/> Federal Employee
<input type="checkbox"/> 5-point	<input type="checkbox"/> 10-point Other	<input type="checkbox"/> VA Letter -dated 1991 or later	<input type="checkbox"/> VEOA / <input type="checkbox"/> VRA
<input type="checkbox"/> 10-point (less than 30%)		<input type="checkbox"/> SF-50 -Verifying Competitive Status/Reinstatement	

Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mervice.htm>

- Specialized Experience:
- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
  - Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
  - Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
1/10	Pres	<b>(b) (6)</b>			
4/07	12/09	<b>(b) (6)</b>			

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)  
*has a lot of experience as a regulatory attorney - Do NOT see experience w/employee communication/information program*

Eligibility/Qualification Determination	
<input type="checkbox"/> Qualified	Grades: _____
<input type="checkbox"/> Pending verification of:	_____
<i>(Requires note on certificate that qualifications are pending verification)</i>	
<input checked="" type="checkbox"/> Not-qualified	
<input type="checkbox"/> Ineligible	Grades: <u>15</u>
<input type="checkbox"/> Time-in-Grade	<input type="checkbox"/> Lacks education/coursework/transcripts
<input checked="" type="checkbox"/> Lack Specialized Experience	<input type="checkbox"/> Selective Placement Factor
<input type="checkbox"/> Status	<input type="checkbox"/> Other (non-citizen, etc.)

**(b) (6)** \_\_\_\_\_ 2/28/12  
 Date

\_\_\_\_\_  
 Reviewer Date

### Basic Qualification Rating Sheet

Name (Last, First, MI)	Vacancy Announcement: 9710-12-DE 9711-12	Position Title and Series: Chief Public Affairs Officer GS-1035-	Lowest Acceptable Grade 15 Grade(s) 15
(b) (6)			Documentation Received

**Initial boxes if applicable**

<input checked="" type="checkbox"/> Non - Veteran	<input type="checkbox"/> 10-point (more than 30%)	<input type="checkbox"/> DD-214	<input type="checkbox"/> BPA
<input type="checkbox"/> Veteran - No Preference	<input type="checkbox"/> 10-point Purple Heart	<input type="checkbox"/> SF-15	<input type="checkbox"/> Federal Employee
<input type="checkbox"/> 5-point	<input type="checkbox"/> 10-point Other	<input type="checkbox"/> VA Letter -dated 1991 or later	<input type="checkbox"/> VEOA / <input type="checkbox"/> VRA
<input type="checkbox"/> 10-point (less than 30%)		<input type="checkbox"/> SF-50 -Verifying Competitive Status/Reinstatement	

Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mserve.htm>

**Specialized Experience:**

- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
- Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
- Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
2008	Pres	(b) (6)		0	

**Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)**

*experience as a liaison - no experience presented of managing a comprehensive program*

Eligibility/Qualification Determination	
<input type="checkbox"/> Qualified	Grades: _____
<input type="checkbox"/> Pending verification of:	_____
<i>(Requires note on certificate that qualifications are pending verification)</i>	
<input checked="" type="checkbox"/> Not-qualified	
<input type="checkbox"/> Ineligible	Grades: <u>15</u>
<input type="checkbox"/> Time-in-Grade	<input type="checkbox"/> Lacks education/coursework/transcripts
<input checked="" type="checkbox"/> Lack Specialized Experience	<input type="checkbox"/> Selective Placement Factor
<input type="checkbox"/> Status	<input type="checkbox"/> Other (non-citizen, etc.)

(b) (6)

2/22/12

Date

\_\_\_\_\_  
Reviewer

\_\_\_\_\_  
Date

Basic Qualification Rating Sheet

Lowest Acceptable Grade 15

Name (Last, First, MI) <b>(b) (6)</b>	Vacancy Announcement: 9710-12-DE 9711-12	Position Title and Series: Chief Public Affairs Officer GS-1035-	Grade(s) 15
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Veterans' Preference

Documentation Received

Initial boxes if applicable

<input checked="" type="checkbox"/> Non - Veteran	<input type="checkbox"/> 10-point (more than 30%)	<input type="checkbox"/> DD-214	<input type="checkbox"/> BPA
<input type="checkbox"/> Veteran -- No Preference	<input type="checkbox"/> 10-point Purple Heart	<input type="checkbox"/> SF-15	<input type="checkbox"/> Federal Employee
<input type="checkbox"/> 5-point	<input type="checkbox"/> 10-point Other	<input type="checkbox"/> VA Letter -dated 1991 or later	<input type="checkbox"/> VEDA / <input type="checkbox"/> VRA
<input type="checkbox"/> 10-point (less than 30%)	<input type="checkbox"/> SF-50 --Verifying Competitive Status/Reinstatement		

Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mbservice.htm>

Specialized Experience:

- > Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
- >  Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
- >  Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Hold	Specialized		
From	To		%	Years	Months
8/94	7/00	<b>(b) (6)</b>			

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)  
*do not see evidence of experience w/ employee communication/ info - not know how to rate it*

Eligibility/Qualification Determination	
<input type="checkbox"/> Qualified	Grades: _____
<input type="checkbox"/> Pending verification of:	<i>SME Review</i>
<small>(Requires note on certificate that qualifications are pending verification)</small>	
<input checked="" type="checkbox"/> Not-qualified	<i>Per SME Review N/A</i>
<input type="checkbox"/> Ineligible	Grades: <i>15 (b) (6) 31312</i>
<input type="checkbox"/> Time-in-Grade	<input type="checkbox"/> Lacks education/coursework/transcripts
<input checked="" type="checkbox"/> Lack Specialized Experience	<input type="checkbox"/> Selective Placement Factor
<input type="checkbox"/> Status	<input type="checkbox"/> Other (non-citizen, etc.)

**(b) (6)** \_\_\_\_\_ 2/23/12  
Date

Reviewer \_\_\_\_\_ Date

### Basic Qualification Rating Sheet

Name (Last, First, MI)	Vacancy Announcement: 9710-12-DE 9711-12	Position Title and Series: Chief Public Affairs Officer GS-1035-	Lowest Acceptable Grade <b>15</b>
(b) (6)			Grade(s)  15
			Documentation Received

Initial boxes if applicable

<input checked="" type="checkbox"/> Non - Veteran	<input type="checkbox"/> 10-point (more than 30%)	<input type="checkbox"/> DD-214	<input type="checkbox"/> BPA
<input type="checkbox"/> Veteran - No Preference	<input type="checkbox"/> 10-point Purple Heart	<input type="checkbox"/> SF-15	<input type="checkbox"/> Federal Employee
<input type="checkbox"/> 5-point	<input type="checkbox"/> 10-point Other	<input type="checkbox"/> VA Letter - dated 1991 or later	<input type="checkbox"/> VEOA / <input type="checkbox"/> VRA
<input type="checkbox"/> 10-point (less than 30%)		<input type="checkbox"/> SF-50 - Verifying Competitive Status/Reinstatement	

Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/msservice.htm>

**Specialized Experience:**

- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
- Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
- Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
2/05	Pres	(b) (6)		0	
1/04	2/05	(b) (6)		0	

**Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)**

*insufficient info provided to determine grade - no exp provided that met any of the spec exp requirements*

Eligibility/Qualification Determination	
<input type="checkbox"/> Qualified	Grades: _____
<input type="checkbox"/> Pending verification of:	(Requires note on certificate that qualifications are pending verification)
<input checked="" type="checkbox"/> Not-qualified	
<input type="checkbox"/> Ineligible	Grades: <u>15</u>
<input type="checkbox"/> Time-in-Grade	<input type="checkbox"/> Lacks education/coursework/transcripts
<input checked="" type="checkbox"/> Lack Specialized Experience	<input type="checkbox"/> Selective Placement Factor
<input type="checkbox"/> Status	<input type="checkbox"/> Other (non-citizen, etc.)

(b) (6)

2/23/12  
Date

Reviewer \_\_\_\_\_ Date \_\_\_\_\_

Basic Qualification Rating Sheet

MP/DE

Name (Last, First, MI)		Vacancy Announcement:	Position Title and Series:	Lowest Acceptable Grade	15
(b) (6)		10-12-DE 11-12	Chief Public Affairs Officer GS-1035-		15
Documentation Received					

Initial boxes if applicable

Non - Veteran       10-point (more than 30%)       DD-214       BPA

Veteran - No Preference       10-point Purple Heart       SF-15       Federal Employee

5-point       10-point Other       VA Letter - dated 1991 or later       VEOA /  VRA

10-point (less than 30%)       SF-50 - Verifying Competitive Status/Reinstatement

Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_       Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mserve.htm>

Specialized Experience:

- > Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
- > Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
- > Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
2004	Pres	(b) (6)		8	
1994	2004	(b) (6)		8	

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)

no evidence of experience w/ managing a comprehensive public affairs program

**Eligibility/Qualification Determination**

Qualified      Grades: \_\_\_\_\_

Pending verification of: \_\_\_\_\_  
(Requires note on certificate that qualifications are pending verification)

Not-qualified

Ineligible      Grades: 15

Time-in-Grade       Lacks education/coursework/transcripts

Lack Specialized Experience       Selective Placement Factor

Status       Other (non-citizen, etc.)

(b) (6)

2/23/12  
Date

Reviewer \_\_\_\_\_ Date \_\_\_\_\_

Basic Qualification Rating Sheet

(b) (6)

Lowest Acceptable Grade 15

Vacancy Announcement:

9710-12-DE  
9711-12

Position Title and Series:

Chief Public Affairs Officer  
GS-1035-

Grade(s)

15

Documentation Received

- Initial boxes if applicable
- Non - Veteran     10-point (more than 30%)     DD-214     BPA
- Veteran - No Preference     10-point Purple Heart     SF-15     Federal Employee
- 5-point     10-point Other     VA Letter - dated 1991 or later     VEOA /  VRA
- 10-point (less than 30%)     SF-50 - Verifying Competitive Status/Reinstatement
- Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_     Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mbservice.htm>

Specialized Experience:

- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
- Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
- Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Experience

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
1/07	Pres	(b) (6)		?	
9/01	1/07	(b) (6)		0	

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)

speaks to spec exp as District Director - lacks broader PA experience & reqd experience

Eligibility/Qualification Determination

- Qualified    Grades: \_\_\_\_\_
- Pending verification of: Some Review  
(Requires note on certificate that qualifications are pending verification)
- Not-qualified Per some Review NQ
- Ineligible    Grades: \_\_\_\_\_
- Time-in-Grade
- Lack Specialized Experience
- Status
- Lacks education/coursework/transcripts
- Selective Placement Factor
- Other (non-citizen, etc.)

(b) (6)

2/28/12  
Date

Reviewer

Date

Basic Qualification Rating Sheet

Lowest Acceptable Grade 15

Name (Last, First, MI)	Vacancy Announcement:	Position Title and Series:	Grade(s)
(b) (6)	9710-12-DE 9711-12	Chief Public Affairs Officer GS-1035-	15
Preference		Documentation Received	

Initial boxes if applicable

Non - Veteran       10-point (more than 30%)       DD-214       BPA  
 Veteran - No Preference       10-point Purple Heart       SF-15       Federal Employee  
 5-point       10-point Other       VA Letter - dated 1991 or later       VEOA /  VRA  
 10-point (less than 30%)       SF-50 - Verifying Competitive Status/Reinstatement  
 Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_       Applicant meets time-in-grade  
 If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mservice.htm>

- Specialized Experience:
- > Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
  - > Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
  - > Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
2011	Pres	(b) (6)		0	
2008	2010	(b) (6)		0	

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)

speaks to managing a communications program but does not address employee communications or governmental affairs

Eligibility/Qualification Determination

Qualified      Grades: \_\_\_\_\_  
 Pending verification of: \_\_\_\_\_  
 (Requires note on certificate that qualifications are pending verification)  
 Not-qualified  
 Ineligible      Grades: 15

Time-in-Grade       Lacks education/coursework/transcripts  
 Lack Specialized Experience       Selective Placement Factor  
 Status       Other (non-citizen, etc.)

(b) (6) \_\_\_\_\_ Date 2/21/12

\_\_\_\_\_  
Reviewer      Date

**Basic Qualification Rating Sheet**

Name (Last, First, MI)  <b>(b) (6)</b>	Vacancy Announcement: 9710-12-DE 9711-12	Position Title and Series: Chief Public Affairs Officer GS-1035-	Lowest Acceptable Grade 15 Grade(s) 15
Preference		Documentation Received	

**Initial boxes if applicable**

<input checked="" type="checkbox"/> Non - Veteran	<input type="checkbox"/> 10-point (more than 30%)	<input type="checkbox"/> DD-214	<input type="checkbox"/> BPA
<input type="checkbox"/> Veteran - No Preference	<input type="checkbox"/> 10-point Purple Heart	<input type="checkbox"/> SF-15	<input type="checkbox"/> Federal Employee
<input type="checkbox"/> 5-point	<input type="checkbox"/> 10-point Other	<input type="checkbox"/> VA Letter -dated 1991 or later	<input type="checkbox"/> VEOA / <input type="checkbox"/> VRA
<input type="checkbox"/> 10-point (less than 30%)		<input type="checkbox"/> SF-50 --Verifying Competitive Status/Reinstatement	

Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mserve.htm>

- Specialized Experience:**
- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
  - Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
  - Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
7/10	Pres	Freelance Writer/Editor		0	

**Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)**  
*no demonstrated experience of managing a program, providing advise/guidance to executives - (NO KSAs)*

**Eligibility/Qualification Determination**

Qualified Grades: \_\_\_\_\_

Pending verification of: \_\_\_\_\_  
*(Requires note on certificate that qualifications are pending verification)*

Not-qualified

Ineligible Grades: 15

Time-in-Grade  Lacks education/coursework/transcripts

Lack Specialized Experience  Selective Placement Factor

Status  Other (non-citizen, etc.)

**(b) (6)** \_\_\_\_\_ 2/21/12  
 Date

\_\_\_\_\_  
 Reviewer Date

**Basic Qualification Rating Sheet**

<b>Name (Last, First, MI)</b>	<b>Vacancy Announcement:</b>	<b>Position Title and Series:</b>	<b>Lowest Acceptable Grade</b>
(b) (6)	9710-12-DE 9711-12	Chief Public Affairs Officer GS-1035-	15
			<b>Grade(s)</b>
			15
<b>Applicant's Preference</b>		<b>Documentation Received</b>	

**Initial boxes if applicable**

<input checked="" type="checkbox"/> Non - Veteran	<input type="checkbox"/> 10-point (more than 30%)	<input type="checkbox"/> DD-214	<input type="checkbox"/> BPA
<input type="checkbox"/> Veteran - No Preference	<input type="checkbox"/> 10-point Purple Heart	<input type="checkbox"/> SF-15	<input type="checkbox"/> Federal Employee
<input type="checkbox"/> 5-point	<input type="checkbox"/> 10-point Other	<input type="checkbox"/> VA Letter - dated 1991 or later	<input type="checkbox"/> VEOA / <input type="checkbox"/> VRA
<input type="checkbox"/> 10-point (less than 30%)		<input type="checkbox"/> SF-50 - Verifying Competitive Status/Reinstatement	

Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mSERVICE.htm>

- Specialized Experience:**
- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
  - Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
  - Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
10/00	1/12	(b) (6)		0	
7/00	10/00	(b) (6)		0	

**Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)**  
 insufficient info presented to determine qualifications - NO KSA's -  
 application does not address specialized experience  
 (NO KSA's)

**Eligibility/Qualification Determination**

Qualified Grades: \_\_\_\_\_

Pending verification of: \_\_\_\_\_  
 (Requires note on certificate that qualifications are pending verification)

Not-qualified

Ineligible Grades: 15

Time-in-Grade

Lack Specialized Experience

Status

Lacks education/coursework/transcripts

Selective Placement Factor

Other (non-citizen, etc.)

(b) (6)

2/21/12  
Date

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Reviewer \_\_\_\_\_ Date \_\_\_\_\_

Basic Qualification Rating Sheet *MP/DE*

	Lowest Acceptable Grade	15	
Name (Last, First, MI)	Vacancy Announcement:	Position Title and Series:	Grade(s)
(b) (6)	9710-12-DE 9711-12	Chief Public Affairs Officer GS-1035-	15
Reference:		Documentation Received	

Initial boxes if applicable

<input checked="" type="checkbox"/> Non - Veteran	<input type="checkbox"/> 10-point (more than 30%)	<input type="checkbox"/> DD-214	<input type="checkbox"/> BPA
<input type="checkbox"/> Veteran - No Preference	<input type="checkbox"/> 10-point Purple Heart	<input type="checkbox"/> SF-15	<input type="checkbox"/> Federal Employee
<input type="checkbox"/> 5-point	<input type="checkbox"/> 10-point Other	<input type="checkbox"/> VA Letter -dated 1991 or later	<input type="checkbox"/> VEOA / <input type="checkbox"/> VRA
<input type="checkbox"/> 10-point (less than 30%)		<input type="checkbox"/> SF-50 --Verifying Competitive Status/Reinstatement	

Period of military service: \_\_\_/\_\_\_ to \_\_\_/\_\_\_  Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mservice.htm>

*NO SF-50*

- Specialized Experience:
- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
  - Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
  - Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
<i>7/10</i>	<i>Pres</i>	(b) (6)		<i>1</i>	
<i>2004</i>	<i>2010</i>	(b) (6)			
<i>2001</i>	<i>2004</i>	(b) (6)			
<i>1997</i>	<i>2001</i>	(b) (6)			
<i>1994</i>	<i>1997</i>	(b) (6)			

Comments (i.e., reasons for):  
*extensive outreach exp. - insufficient info presented to determine  
 Quals - speaks to having the spec exp, but no details to support it*

Eligibility/Qualification Determination

Qualified Grades: \_\_\_\_\_

Pending verification of: *Some*

*(Requires note on certificate that qualifications are pending verification)*

Not-qualified *PER SOME REVIEW NO Q*

Ineligible Grades: *IS - (b) (6) 31512*

Time-in-Grade  Lacks education/coursework/transcripts

Lack Specialized Experience  Selective Placement Factor

Status  Other (non-citizen, etc.)

(b) (6)

\_\_\_\_\_  
 Date *2/20/12*

\_\_\_\_\_  
 Reviewer

\_\_\_\_\_  
 Date

### Basic Qualification Rating Sheet

Name (Last, First, MI)  <b>(b) (6)</b>	Vacancy Announcement: <b>9710-12-DE 9711-12</b>	Position Title and Series: <b>Chief Public Affairs Officer GS-1035-</b>	Lowest Acceptable Grade <b>15</b> Grade(s) <b>15</b>
Reference		Documentation Received	

**Initial boxes if applicable**

<input checked="" type="checkbox"/> Non - Veteran	<input type="checkbox"/> 10-point (more than 30%)	<input type="checkbox"/> DD-214	<input type="checkbox"/> BPA
<input type="checkbox"/> Veteran - No Preference	<input type="checkbox"/> 10-point Purple Heart	<input type="checkbox"/> SF-15	<input type="checkbox"/> Federal Employee
<input type="checkbox"/> 5-point	<input type="checkbox"/> 10-point Other	<input type="checkbox"/> VA Letter -dated 1991 or later	<input type="checkbox"/> VEOA / <input type="checkbox"/> VRA
<input type="checkbox"/> 10-point (less than 30%)		<input type="checkbox"/> SF-50 -Verifying Competitive Status/Reinstatement	

Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mervice.htm>

- Specialized Experience:**
- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
  - Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
  - Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
2006	2011	<b>(b) (6)</b>		?	
2005	2006	<b>(b) (6)</b>		0	
2001	2003	<b>(b) (6)</b>		?	

**Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)**

*100% - insufficient exp.*

**Eligibility/Qualification Determination:**

Qualified Grades: \_\_\_\_\_

Pending verification of: SMZ Review  
(Requires note on certificate that qualifications are pending verification)

Not-qualified Per SMZ Review NA

Ineligible Grades: 15 (b) (6) 313-12

Time-in-Grade

Lack Specialized Experience

Status

Lacks coursework/transcripts

Selective Placement Factor

Other (non-citizen, etc.)

**(b) (6)** \_\_\_\_\_ 2/28/12  
Date

\_\_\_\_\_  
Reviewer Date

Basic Qualification Rating Sheet

			Lowest Acceptable Grade	15
Name (Last, First, MI)	Vacancy Announcement:	Position Title and Series:	Grade(s)	
(b) (6)	9710-12-DE 9711-12	Chief Public Affairs Officer GS-1035-	15	

Veterans Preference		Documentation Received	
<input checked="" type="checkbox"/> Non - Veteran	<input type="checkbox"/> 10-point (more than 30%)	<input type="checkbox"/> DD-214	<input type="checkbox"/> BPA
<input type="checkbox"/> Veteran - No Preference	<input type="checkbox"/> 10-point Purple Heart	<input type="checkbox"/> SF-15	<input type="checkbox"/> Federal Employee
<input type="checkbox"/> 5-point	<input type="checkbox"/> 10-point Other	<input type="checkbox"/> VA Letter - dated 1991 or later	<input type="checkbox"/> VEOA / <input type="checkbox"/> VRA
<input type="checkbox"/> 10-point (less than 30%)		<input type="checkbox"/> SF-50 - Verifying Competitive Status/Reinstatement	
Period of military service: ___/___/___ to ___/___/___		<input type="checkbox"/> Applicant meets time-in-grade	
<input type="checkbox"/> If qualified, Vet Pref verified using <a href="http://www.dol.gov/elaws/vets/vetpref/mservice.htm">http://www.dol.gov/elaws/vets/vetpref/mservice.htm</a>			

- Specialized Experience:
- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
  - Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
  - Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
2007	Pres	(b) (6)		0	
2007	2009	(b) (6)		0	

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)

*extensive production/peditor exp- but no experience demonstrated of managing a comprehensive public affairs program or any of the other core exp requirements*

Eligibility/Qualification Determination:	
<input type="checkbox"/> Qualified	Grades: _____
<input type="checkbox"/> Pending verification of:	(Requires note on certificate that qualifications are pending verification)
<input checked="" type="checkbox"/> Not-qualified	
<input type="checkbox"/> Ineligible	Grades: <u>15</u>
<input type="checkbox"/> Time-in-Grade	<input type="checkbox"/> Lacks education/coursework/transcripts
<input checked="" type="checkbox"/> Lack Specialized Experience	<input type="checkbox"/> Selective Placement Factor
<input type="checkbox"/> Status	<input type="checkbox"/> Other (non-citizen, etc.)

(b) (6)

2/28/12  
Date

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Reviewer \_\_\_\_\_ Date \_\_\_\_\_

### Basic Qualification Rating Sheet

Name (Last, First, MI)  <b>(b) (6)</b>	Vacancy Announcement: 9710-12-DE 9711-12	Position Title and Series: Chief Public Affairs Officer GS-1035-	Lowest Acceptable Grade 15  Grade(s) 15
Preference:		Documentation Received	

Initial boxes if applicable

<input checked="" type="checkbox"/> Non - Veteran	<input type="checkbox"/> 10-point (more than 30%)	<input type="checkbox"/> DD-214	<input type="checkbox"/> BPA
<input type="checkbox"/> Veteran - No Preference	<input type="checkbox"/> 10-point Purple Heart	<input type="checkbox"/> SF-15	<input type="checkbox"/> Federal Employee
<input type="checkbox"/> 5-point	<input type="checkbox"/> 10-point Other	<input type="checkbox"/> VA Letter -dated 1991 or later	<input type="checkbox"/> VEOA / <input type="checkbox"/> VRA
<input type="checkbox"/> 10-point (less than 30%)		<input type="checkbox"/> SF-50 --Verifying Competitive Status/Reinstatement	

Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mserve.htm>

**Specialized Experience:**

- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
- Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
- Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
2007	Pres	<b>(b) (6)</b>			

**Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)**  
*extensive journalist exp - but no experience demonstrated that met the spec exp req - no management of a comprehensive program*

**Eligibility/Qualification Determination**

Qualified Grades: \_\_\_\_\_

Pending verification of: \_\_\_\_\_  
*(Requires note on certificate that qualifications are pending verification)*

Not-qualified Grades: **15**

Ineligible Grades: \_\_\_\_\_

Time-in-Grade  Lacks education/coursework/transcripts

Lack Specialized Experience  Selective Placement Factor

Status  Other (non-citizen, etc.)

**(b) (6)**

Date 2/20/12

---

Reviewer \_\_\_\_\_ Date \_\_\_\_\_

Basic Qualification Rating Sheet

Name (Last, First, MI)  <b>(b) (6)</b>	Vacancy Announcement: 9710-12-DE 9711-12	Position Title and Series: Chief Public Affairs Officer GS-1035-	Lowest Acceptable Grade 15  Grade(s) 15
Documentation Received			

Initial boxes if applicable

<input checked="" type="checkbox"/> Non - Veteran	<input type="checkbox"/> 10-point (more than 30%)	<input type="checkbox"/> DD-214	<input type="checkbox"/> BPA
<input type="checkbox"/> Veteran - No Preference	<input type="checkbox"/> 10-point Purple Heart	<input type="checkbox"/> SF-15	<input type="checkbox"/> Federal Employee
<input type="checkbox"/> 5-point	<input type="checkbox"/> 10-point Other	<input type="checkbox"/> VA Letter - dated 1991 or later	<input type="checkbox"/> VEOA / <input type="checkbox"/> VRA
<input type="checkbox"/> 10-point (less than 30%)		<input type="checkbox"/> SF-50 - Verifying Competitive Status/Reinstatement	

Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mservice.htm>

Specialized Experience:

- > Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
- > Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
- > Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
12/93	Pres	<b>(b) (6)</b>		0	
6/90	12/93	<b>(b) (6)</b>		0	

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)  
*no experience demonstrated of managing a comprehensive public affairs/communications program*

**Eligibility/Qualification Determination**

Qualified Grades: \_\_\_\_\_

Pending verification of: \_\_\_\_\_  
(Requires note on certificate that qualifications are pending verification)

Not-qualified

Ineligible Grades: 15

Time-in-Grade

Lack Specialized Experience

Status

Lacks education/coursework/transcripts

Selective Placement Factor

Other (non-citizen, etc.)

**(b) (6)**

\_\_\_\_\_  
 Date 2/28/12

\_\_\_\_\_  
 Reviewer

\_\_\_\_\_  
 Date

Basic Qualification Rating Sheet

Name (Last, First, MI) <b>(b) (6)</b>	Vacancy Announcement: 9710-12-DE 9711-12	Position Title and Series: Chief Public Affairs Officer GS-1035-	Lowest Acceptable Grade 15  Grade(s) 15
Documentation Received			

Initial boxes if applicable

<input type="checkbox"/> Non - Veteran	<input type="checkbox"/> 10-point (more than 30%)	<input checked="" type="checkbox"/> DD-214	<input type="checkbox"/> BPA
<input type="checkbox"/> Veteran - No Preference	<input type="checkbox"/> 10-point Purple Heart	<input type="checkbox"/> SF-15	<input type="checkbox"/> Federal Employee
<input checked="" type="checkbox"/> 5-point	<input type="checkbox"/> 10-point Other	<input type="checkbox"/> VA Letter - dated 1991 or later	<input type="checkbox"/> VEOA / <input type="checkbox"/> VRA
<input type="checkbox"/> 10-point (less than 30%)		<input type="checkbox"/> SF-50 - Verifying Competitive Status/Reinstatement	

Period of military service: 2/11/09 to 8/11/11  Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/m-service.htm>

- Specialized Experience:
- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
  - Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
  - Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
10/08	9/11	<b>(b) (6)</b>			
8/07	9/08				
9/02	5/05				

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)

*extensive exp as a military spokesperson on both a national & international level - not sure if it would equate to managing a program - / Applicant does not meet spec exp at the GS-14 level - 920 P.A. 4th level GS-13 level 6. level*

Eligibility/Qualification Determination

Qualified Grades: \_\_\_\_\_

Pending verification of: \_\_\_\_\_

*(Requires note on certificate that qualifications are pending verification)*

Not-qualified **Per SME Review NQ**

Ineligible Grades: **15 (b) (6) 3-13/12**

Time-in-Grade

Lack Specialized Experience

Status

Lacks education/coursework/transcripts

Selective Placement Factor

Other (non-citizen, etc.)

**(b) (6)**

2/28/12  
Date

\_\_\_\_\_  
Reviewer

\_\_\_\_\_  
Date

Basic Qualification Rating Sheet

mp/d e

Name (Last, First, MI)		Vacancy Announcement:	Position Title and Series:	Lowest Acceptable Grade	15
(b) (6)		9710-12-DE 9711-12	Chief Public Affairs Officer GS-1035-		15
Documentation Received					

Initial boxes if applicable

Non - Veteran       10-point (more than 30%)       DD-214       BPA  
 Veteran - No Preference       10-point Purple Heart       SF-15       Federal Employee  
 5-point       10-point Other       VA Letter - dated 1991 or later       VEOA /  VRA  
 10-point (less than 30%)       SF-50 - Verifying Competitive Status/Reinstatement  
 Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_       Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mservice.htm>

Specialized Experience:

- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
- Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
- Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
7/09	Pres	(b) (6)		2+	
2/04	7/09	(b) (6)		A	

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)

Applicant is well qualified based on review of resume + supporting documentation

Eligibility/Qualification Determination

Qualified      Grades: 15  
 Pending verification of:  
 (Requires note on certificate that qualifications are pending verification)  
 Not-qualified      screened out at SME Review  
 Ineligible      Grades: 15  
 Time-in-Grade       Lacks education/coursework/transcripts  
 Lack Specialized Experience       Selective Placement Factor  
 Status       Other (non-citizen, etc.)

(b) (6)

2/28/12  
Date

Reviewer

Date

Basic Qualification Rating Sheet

Name (Last, First, MI)	Vacancy Announcement:	Position Title and Series:	Lowest Acceptable Grade	15
(b) (6)	710-12-DE 711-12	Chief Public Affairs Officer GS-1035-		Grade(s) 15
			Documentation Received	

Initial boxes if applicable

Non -- Veteran       10-point (more than 30%)       DD-214       BPA  
 Veteran -- No Preference       10-point Purple Heart       SF-15       Federal Employee  
 5-point       10-point Other       VA Letter --dated 1991 or later       VEOA /  VRA  
 10-point (less than 30%)       SF-50 --Verifying Competitive Status/Reinstatement  
 Applicant meets time-in-grade

Period of military service: 6/21/96-2/29/12

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mnservice.htm>

- Specialized Experience:
- > Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
  - > Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
  - > Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
6/09	12/11	(b) (6)		0	
7/06	7/08			0	
5/03	7/06				
10/01	5/03				

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)

*Does not meet the first bullet of spec exp*

Eligibility/Qualification Determination

Qualified      Grades: \_\_\_\_\_  
 Pending verification of: Some Review  
 (Requires note on certificate that qualifications are pending verification)  
 Not-qualified Per SME Review  
 Ineligible      Grades: 15 (b) (6) B-13-12  
 Time-in-Grade       Lacks education/coursework/transcripts  
 Lack Specialized Experience       Selective Placement Factor  
 Status       Other (non-citizen, etc.)

(b) (6)

\_\_\_\_\_  
Date 2/23/12

\_\_\_\_\_  
Reviewer      Date

Basic Qualification Rating Sheet *MP/DE*

Lowest Acceptable Grade 15

Name (Last, First, MI)

Vacancy Announcement:

Position Title and Series:

Grade(s)

(b) (6)

9710-12-DE  
9711-12

Chief Public Affairs Officer  
GS-1035-

15

Experience

Documentation Received

- Initial boxes if applicable
- Non - Veteran
  - Veteran - No Preference
  - 5-point
  - 10-point (less than 30%)
  - 10-point (more than 30%)
  - 10-point Purple Heart
  - 10-point Other
  - DD-214
  - SF-15
  - VA Letter - dated 1991 or later
  - SF-50 - Verifying Competitive Status/Reinstatement
  - BPA
  - Federal Employee
  - VEOA /  VRA
  - Applicant meets time-in-grade
- Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mserve.htm>

Specialized Experience:

- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
- Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
- Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Experience

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
2011	Pres	(b) (6)		0	
2007	Pres	(b) (6)		0	

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)

*applicant does not present evidence of experience that meets the specialized exp requirements*

Eligibility/Qualification Determination

- Qualified Grades: \_\_\_\_\_
- Pending verification of: \_\_\_\_\_  
*(Requires note on certificate that qualifications are pending verification)*
- Not-qualified
- Ineligible Grades: 15
- Time-in-Grade
- Lack Specialized Experience
- Status
- Lacks education/coursework/transcripts
- Selective Placement Factor
- Other (non-citizen, etc.)

(b) (6)

2/21/12  
Date

Reviewer

Date

### Basic Qualification Rating Sheet

Name (Last, First, MI)  <b>(b) (6)</b>	Vacancy Announcement: 9710-12-DE 9711-12	Position Title and Series: Chief Public Affairs Officer GS-1035-	Lowest Acceptable Grade 15  Grade(s) 15
Reference:		Documentation Received	

Non - Veteran       10-point (more than 30%)       DD-214       BPA  
 Veteran - No Preference       10-point Purple Heart       SF-15       Federal Employee  
 5-point       10-point Other       VA Letter - dated 1991 or later       VEOA /  VRA  
 10-point (less than 30%)       SF-50 - Verifying Competitive Status/Reinstatement  
 Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_       Applicant meets time-in-grade  
 If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/msservice.htm>

- Specialized Experience:
- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
  - Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
  - Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade of Job Held	Specialized		
From	To		%	Years	Months
4/08	Pres	<b>(b) (6)</b>			
7/05	4/08	<b>(b) (6)</b>			

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)  
*Qualified based on information presented in KSA's*

Eligibility/Qualification Determination		<b>(b) (6)</b>	2/20/12 Date
<input type="checkbox"/> Qualified      Grades: _____ <input type="checkbox"/> Pending verification of: _____ (Requires note on certificate that qualifications are pending verification) <input checked="" type="checkbox"/> Not-qualified <input type="checkbox"/> Ineligible      Grades: <u>15</u> <input type="checkbox"/> Time-in-Grade <input type="checkbox"/> Lacks education/coursework/transcripts <input checked="" type="checkbox"/> Lack Specialized Experience <input type="checkbox"/> Selective Placement Factor <input type="checkbox"/> Status <input type="checkbox"/> Other (non-citizen, etc.)			_____ Reviewer      Date

Basic Qualification Rating Sheet

MP/DE

Name (Last, First, MI)		Vacancy Announcement:	Position Title and Series:	Lowest Acceptable Grade	15
(b) (6)		9710-12-DE 9711-12	Chief Public Affairs Officer GS-1035-		Grade(s) 15
Documentation Received					

Initial boxes if applicable

Non - Veteran       10-point (more than 30%)       DD-214 (STATEMENT of SERVICE)       BPA  
 Veteran - No Preference       10-point Purple Heart       SF-15       Federal Employee  
 5-point       10-point Other       VA Letter - dated 1991 or later       VEOA /  VRA  
 10-point (less than 30%)       SF-50 - Verifying Competitive Status/Reinstatement - GS-111  
 Applicant meets time-in-grade

Period of military service: 5/30/92 to 11/30/00

If qualified, Vet Pref verified using <http://www.doi.gov/elaws/vets/vetpref/meservice.htm>

- Specialized Experience:
- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
  - Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
  - Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
6/08	Pres	(b) (6)		0	
1/06	5/07	(b) (6)		0	

Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)

no evidence of experience managing a comprehensive public affairs program -  
 Acting CPAs experience doesn't demonstrate exp. managing comprehensive program

Eligibility/Qualification Determination

Qualified      Grades: \_\_\_\_\_  
 Pending verification of: \_\_\_\_\_  
 (Requires note on certificate that qualifications are pending verification)  
 Not-qualified  
 Ineligible      Grades: 15  
 Time-in-Grade       Lacks education/coursework/transcripts  
 Lack Specialized Experience       Selective Placement Factor  
 Status       Other (non-citizen, etc.)

(b) (6)

2/22/12  
Date

Reviewer \_\_\_\_\_ Date \_\_\_\_\_

**Basic Qualification Rating Sheet**

<b>Name (Last, First, MI)</b>	<b>Vacancy Announcement:</b>	<b>Position Title and Series:</b>	<b>Lowest Acceptable Grade</b>
(b) (6)	9710-12-DE 9711-12	Chief Public Affairs Officer GS-1035-	15
			<b>Grade(s)</b>
			15

**Documentation Received**

**Initial boxes if applicable**

<input checked="" type="checkbox"/> Non - Veteran	<input type="checkbox"/> 10-point (more than 30%)	<input type="checkbox"/> DD-214	<input type="checkbox"/> BPA
<input type="checkbox"/> Veteran - No Preference	<input type="checkbox"/> 10-point Purple Heart	<input type="checkbox"/> SF-15	<input type="checkbox"/> Federal Employee
<input type="checkbox"/> 5-point	<input type="checkbox"/> 10-point Other	<input type="checkbox"/> VA Letter -dated 1991 or later	<input type="checkbox"/> VEOA / <input type="checkbox"/> VRA
<input type="checkbox"/> 10-point (less than 30%)		<input type="checkbox"/> SF-50 -Verifying Competitive Status/Reinstatement	

Period of military service: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  Applicant meets time-in-grade

If qualified, Vet Pref verified using <http://www.dol.gov/elaws/vets/vetpref/mserve.htm>

- Specialized Experience:**
- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
  - Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
  - Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Employment Dates		Title, Series, and Grade or Job Held	Specialized		
From	To		%	Years	Months
2005	2010	(b) (6)		5	
2002	2005	(b) (6)		3	

**Comments (i.e., reasons for meeting or not meeting minimum qualification requirements)**  
 NO KSA'S -

**Eligibility/Qualification Determination**

**Qualified** Grades: 15

Pending verification of: \_\_\_\_\_

(Requires note on certificate that qualifications are pending verification)

**Not-qualified** Screened out at SME Review

**Ineligible** Grades: 15

Time-in-Grade  Lacks education/coursework/transcripts

Lack Specialized Experience  Selective Placement Factor

Status  Other (non-citizen, etc.)

(b) (6)

2/21/12  
Date

---

Reviewer \_\_\_\_\_ Date \_\_\_\_\_

## McClary, Vickie L (BPA) - NHQ-1

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**From:** Hunrick, Karl W (BPA) - NH-6  
**Sent:** Friday, April 27, 2012 1:32 PM  
**To:** Horton, Caren M (CONTR) - NH-7  
**Subject:** Package to Interview Panel

**Importance:** High

Caren –

Just to refresh, each panel member gets:

- Copy of each of the 5 candidates application
- Copy of the 1<sup>st</sup> page only of the instructions to the candidates
- Copy of the interview schedule
- Copy of the interview panel instructions
- Copy of the Interview forms

Additionally – please send a copy of the BPA org chart to (b) (6) his package.

Last – here is a revised Interview Panel Instructions:



CPAO Interview  
Panel Instructi...

Thanks for your help today!

Karl Hunrick, SPHR  
Strategic Business Partner  
Bonneville Power Administration  
O - 503.230.3002  
C - (b) (6)  
Questions? HR Help @ x3230



Celebrating 75 years of serving the Northwest

**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:** William Drummond

**Certificate #:** 9710-15-A1

**Requested:**

**Issued:** 6/4/2012

**Expiration:** 7/4/2012

**Business Unit:** Corporate Business Line

**Job:** J02225 GS-1035-15 Supervisory Public Affairs Specialist

**Location**

**Openings**

Portland

1

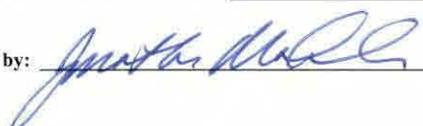
**Type of Appointment:**

**Work Schedule:** Full-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**

Report ID: BPREC003

*Cert prepared by Raquel Vazquez*

Print Date: 6/4/2012

**Department of Energy - Bonneville Power Administration  
Delegated Examining Certificate Request**

**Certificate #** 9710-15-A1  
**Job Opening #** 9710      **Status** 045-Best Qualified      **Type** Open Competition  
**Jobcode** J02225      **GS** - 1035 - 15      **Supervisory Public Affairs Specialist**

**Competitive**

Action	Applicant	Name	Priority Plcmt	Vets Pref
_____	41185	(b) (6)	-	TP
_____	3266	(b) (6)	-	NV
_____	38702	(b) (6)	-	NV
_____	17148	(b) (6)	-	NV
_____	41731	(b) (6)	-	NV
_____	22072	(b) (6)	-	NV
_____	24257	(b) (6)	-	NV

Job Requisition: 009710 Requisition Type: Open Competition

Announcement Opened: 01/09/2012 Announcement Closed: 02/17/2012

Job Code: J02225 Series/Grade/Title: 1035 15 Supervisory Public Affairs Specialist

Type of Appointment: Regular

Organization: DK Location: Portland

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	45	0	0	15	8	2	0	0	0	0	0	0	0	0	0	11	9
Disabled	0																
Applicants Qualified	12	0	0	4	3	0	0	0	0	0	0	0	0	0	0	1	4
Disabled	0																
Applicants Best Qualified	7	0	0	3	2	0	0	0	0	0	0	0	0	0	0	1	1
Disabled	0																
Applicants Referred	7	0	0	3	2	0	0	0	0	0	0	0	0	0	0	1	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

*Raquel Vaughn*  
Prepared by

6-4-12  
Date

Reissued cert to include 91 & above applicants

Department of Energy - Bonneville Power Administration  
DEU Certificate Summary

Cert extended  
8-4-12  
9-4-12  
10-4-12  
11-4-12

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

Issued To: William Drummond

Certificate #: 9710-15-A1

Requested:

Issued: 6/4/2012

Expiration: 7/4/2012

Business Unit: Corporate Business Line

Job: J02225 GS-1035-15 Supervisory Public Affairs Specialist

Location

Openings

Portland

1

Type of Appointment:

Work Schedule: Full-time Regular

Required Travel: None

Return certificate to: Talent Acquisition, NHQ-1

For more information contact: \_\_\_\_\_

Approved by: \_\_\_\_\_

*[Signature]*

Canceled Recruitment

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: NO Selection made 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

Received  
10-9-12

Report ID: BPREC003

Cert prepared by Raquel Vazquez

Print Date: 6/4/2012

Department of Energy - Bonneville Power Administration  
Delegated Examining Certificate Request

Certificate # 9710-15-A1  
Job Opening # 9710 Status 045-Best Qualified Type Open Competition  
Jobcode J02225 GS - 1035 - 15 Supervisory Public Affairs Specialist

**Competitive**

Action	Applicant	Name	Priority Plent	Vets Pref
_____	41185	(b) (6)	-	TP
_____	3266	(b) (6)	-	NV
_____	38702	(b) (6)	-	NV
_____	17148	(b) (6)	-	NV
_____	41731	(b) (6)	-	NV
_____	22072	(b) (6)	-	NV
_____	24257	(b) (6)	-	NV

**Department of Energy - Bonneville Power Administration  
Delegated Examining Certificate Request**

**Certificate #** 9710-15  
**Job Opening #** 9710      **Status** 045-Best Qualified      **Type** Open Competition  
**Jobcode** J02225      **GS** - 1035 - 15      **Supervisory Public Affairs Specialist**

**Competitive**

Action	Applicant	Name	Priority Plcmt	Vets Pref
_____	3266	(b) (6)	-	NV
_____	38702	(b) (6)	-	NV
_____	17148	(b) (6)	-	NV
_____	41731	(b) (6)	-	NV
_____	22072	(b) (6)	-	NV
_____	24257	(b) (6)	-	NV

## McClary, Vickie L (BPA) - NHQ-1

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**From:** Makela, Jonathan A (BPA) - NHQ-1  
**Sent:** Friday, August 10, 2012 12:54 PM  
**To:** Drummond, William K (BPA) - A-7; Fox, Roy B (BPA) - NH-1; Hunrick, Karl W (BPA) - NH-6  
**Cc:** Wachal, Ellen E (BPA) - NHQ-1  
**Subject:** RE: Concerns regarding BPA HCM Review Practices for the CPAO Position (UNCLASSIFIED)

Bill, I've touched base with Roy on this, please see my comments below...

Specialized experience was:

- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
- Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
- Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

---

**From:** Drummond, William K (BPA) - D-7  
**Sent:** Friday, August 10, 2012 11:42 AM  
**To:** Fox, Roy B (BPA) - NH-1; Hunrick, Karl W (BPA) - NH-2; Makela, Jonathan A (BPA) - NHQ-1  
**Subject:** FW: Concerns regarding BPA HCM Review Practices for the CPAO Position (UNCLASSIFIED)

Just opened this a few minutes ago. As I am gone all next week, I am seeking advice on how to respond promptly to this request.

I appreciate the help.

Regards,  
Bill

*William K. Drummond*  
*Deputy Administrator*  
*Bonneville Power Administration*  
*WKDrummond@bpa.gov*  
*503-230-5103*

---

**From:** (b) (6)  
**Sent:** Friday, August 10, 2012 10:16 AM  
**To:** Drummond, William K (BPA) - D-7  
**Subject:** Concerns regarding BPA HCM Review Practices for the CPAO Position (UNCLASSIFIED)

Classification: UNCLASSIFIED

Caveats: NONE

Sir,  
If you've opened this email and have begun reading, it means that you've taken time out of your busy schedule to read what I have to say. Let me say, thank you, and I am very appreciative! I was excited to see the BPA Chief Public Affairs Officer announced back in January. It was a position toward which I've worked for a long time. My education and professional experience are in the area of communications, particularly in the public arena. My most recent positions have been within organizations at BPA and currently at (b) (6). I am well versed in your major communications issues and have viewed them from within and outside of the agency. This education and experience as well as my soft skills made me a good fit for your team.

After applying for the position, much to my surprise and that of my (b) (6) colleagues, I received a communication from HCM saying that I didn't meet the minimum qualifications. I immediately contacted them via email asking how they arrived at that conclusion. After receiving only a short explanation and no follow up to additional queries, I then contacted a supervisor. I finally received a call from Jonathan Makela. After a 45-minute discussion with him, he wasn't willing to reverse the decision and send my package on for rating and ranking. He did conclude the conversation by saying that I probably would have been a good candidate for BPA to consider. Our discussion concerned me that Mr. Makela did not have a strong knowledge of communications and did not understand the organizational structure (b) (6) well enough to put my experience in context.

(b) (5)

In June, I learned that (b) (6) had been interviewed for the position. I was confused because I've known (b) (6) for about 10 years now, and based on Mr. Makela's description of specialized experience (one year managing a comprehensive public affairs program), (b) (6) did not meet the minimum qualifications, while I—as I previously had explained to Mr. Makela—did have that experience.

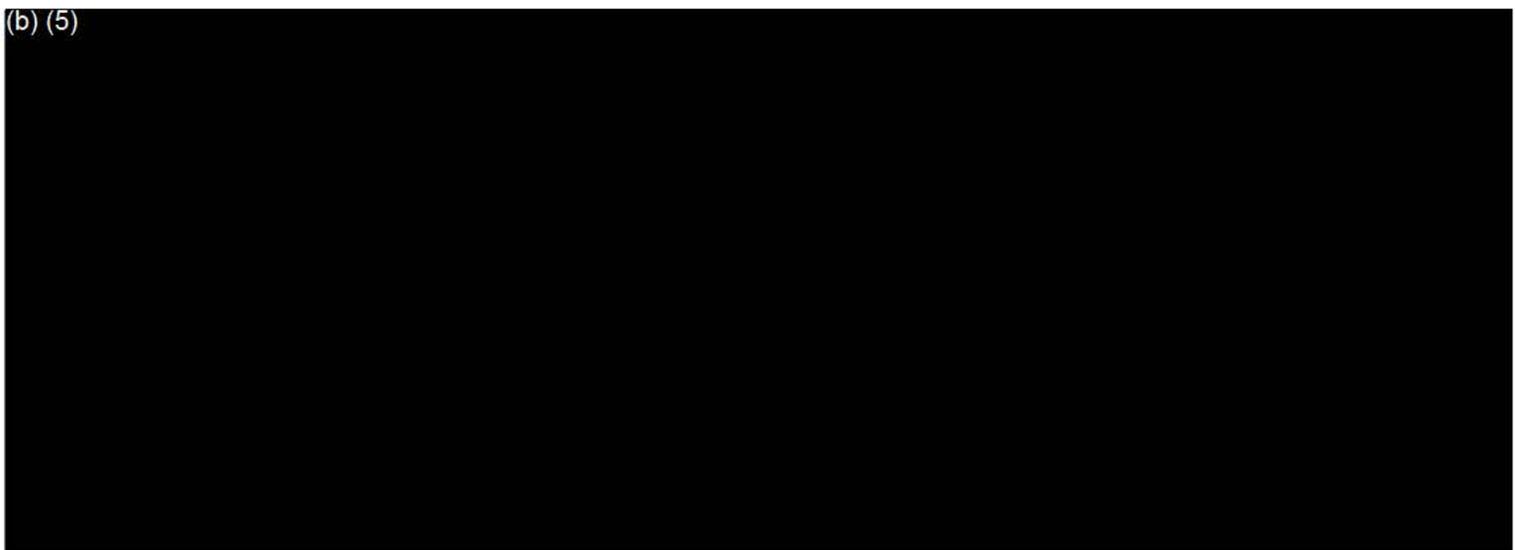
(b) (5)

I also recently learned that (b) (6) interviewed for the position. (b) (6) and I worked at BPA together. While she has been the (b) (6) several years now, she has neither the formal communications training nor the number of years experience in communications that I have.

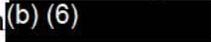
(b) (5)

Neither (b) (6) nor (b) (6) have the full range of communications experience that I hold. But again, I believe that Mr. Makela was not knowledgeable enough about communications at the (b) (6) and (b) (6) to understand and correctly rank those qualifications. That combined experience was enough to send me on for rating and ranking.

(b) (5)



Please don't interpret my comments as criticism of either candidate, but in comparing my education and experience to theirs, I, too, was a viable candidate and would have been competitive. My concern here is the subjectivity of HCM's review process.

I was encouraged by colleagues to contact Ms. Judy Rush in your EEO office, so I could get some answers about how the application packages were evaluated. I hoped to better understand why my package was apparently held to a higher standard than (b) (6) . It has been three weeks since Ms. Rush last contacted me and just informed me she is still in the process of information gathering. Yesterday, Ms. Rush sent me information on filing an EEO complaint and also informed me that my 45-calendar day window to file began on 29 June 2012 when I originally contacted her. She also indicated to me—for the first time in the almost six weeks since our initial contact—that if I were to file an EEO complaint, I would need to work with another person. So, I've apparently been dealing with the wrong person all of this time. With only a few days left before that option closes for me, I am no closer to having answers to my questions than I was several weeks ago. I do not have all of the information I need to make an informed decision, and because of that I feel that filing an EEO complaint would be frivolous at this point in time. I don't know that I was discriminated against. But what I do know, based on my conversation with Mr. Makela, is that my application was held to a different standard. I just want to know why.

(b) (5)

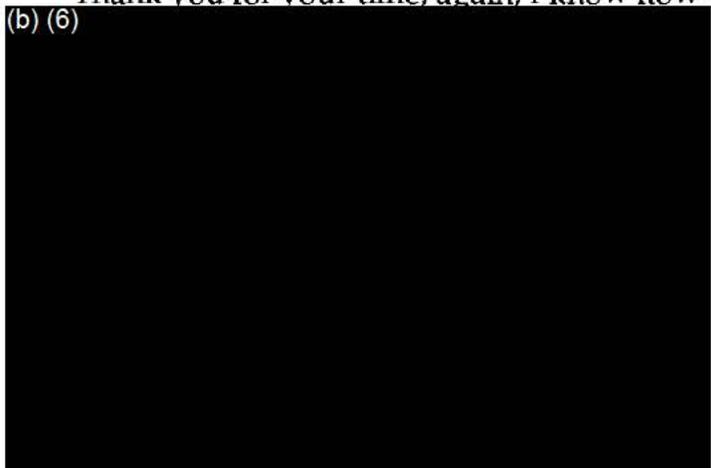


BPA notes in its core values that it endeavors to "consistently adhere to the highest ethical and professional standards." I'm asking that it "align [its] words and actions." And, while these words address BPA's commitment to being a trusted steward, I know that the spirit of these values applies to all facets of the agency. I know because I've worked with many of those BPA managers and employees who show up every day committed to adhering to those very values. So, Sir, I am asking you to review my application. I understand that there has to be processes in place to hire the most qualified individual, but I think that process is currently flawed, and as a result, I could lose out on an opportunity to contribute in a meaningful way to the BPA mission.

I wanted you to evaluate my qualifications for yourself. Based on my actions, you may think I am not a good fit for the position, but I do feel that I had no other option than to contact you directly. I strongly support BPA's mission and would like to eventually return to BPA, but I want to return to that place in BPA where I can provide the most value. I believe that place is serving as your Chief Public Affairs Officer.

Thank you for your time; again, I know how valuable it is.

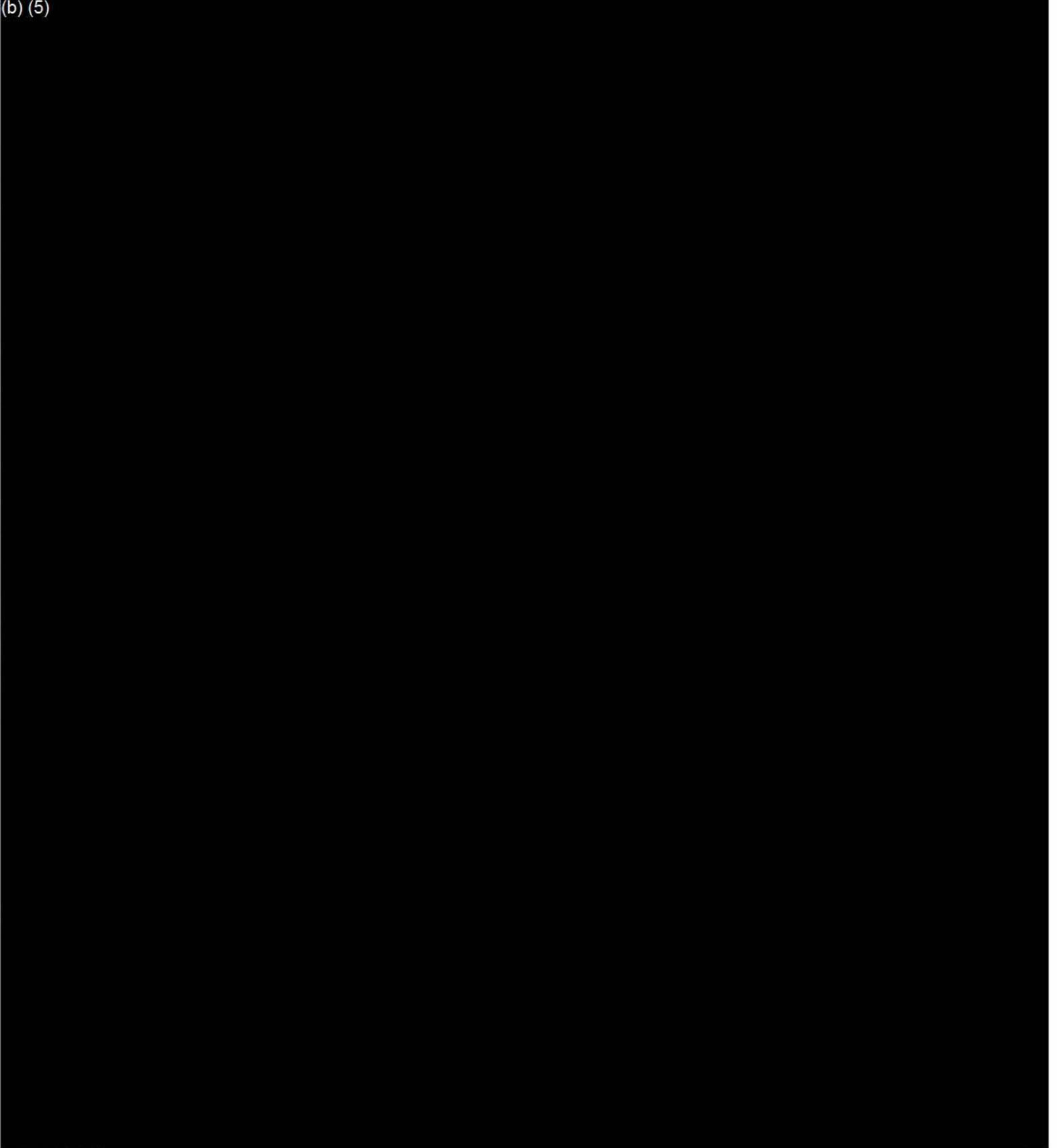
(b) (6)



Classification: UNCLASSIFIED

Caveats: NONE

(b) (5)



Mon. list:



~~Revised~~

10/6

(b) (5)

Chief Public Affairs Officer  
Bonneville Power Administration

1. Basic Qualification Requirements (Screen-out element – must)

- Background reflects experience formulating and executing public affairs strategies designed to position and advance an organization's role.
- Background reflects experience as a management-level executive in the execution of strategies designed to advance the business of a marketing organization.

2. Technical Qualifications (Must select at least one to meet specialized experience and move to rating/ranking)

- Background reflects experience managing a comprehensive public affairs/relations program, including employee communication/information, public education/involvement; and governmental/legislative affairs.
- Background reflects responsibility for all external relations activities for a Pacific Northwest organization with a diverse array of stakeholders, customers, and constituents, e.g., state, federal, or tribal governments, non-governmental organizations, commercial and industrial firms, etc.
- Background reflects experience managing the public affairs/relations activities of a client organization.
- Background reflects experience providing strategic public affairs/relations advice and guidance to senior executive officials in a commercial or industrial organization.
- Background reflects experience providing strategic public affairs/relations advice and guidance to senior executive officials in a state or federal governmental agency.
- Background reflects experience providing strategic public affairs/relations advice and guidance to senior executive officials in a regional or national non-governmental organization, e.g., Red Cross, MercyCorps, etc.

**Comment [BPA\_User1]:** Need help with language reflecting a PR firm's acct exec responsible for a client org's PR activities.

3. Knowledge, Skills, Abilities, Competencies (These will be used to rate/rank applicants))

- Knowledge of communication principles, methods, practices and techniques; analytical methods; and interpersonal relations practices to plan, integrate, and evaluate a comprehensive public affairs/relations program.
- Ability to provide strategic leadership and direction to an organization's public affairs/relations activities and services.
- Ability to develop and apply new approaches to the most difficult and complex public affairs challenges and issues.
- Ability to analyze public reaction to organizational programs and policies in developing strategies that significantly modify an agency's major programs or policies.
- Knowledge and skill sufficient for making on-the-spot presentations to audiences with opposing points of view or erroneous understanding of agency positions to position and enhance an organization's role.
- Ability to integrate diverse points of view in a communication plan in establishing and maintaining mutual understanding with a wide variety of stakeholder groups/interests.
- Deal w/ambiguity; exercise political savvy; demonstrate strategic agility; innovation management.

**Comment [JAM2]:** Avue may have existing competency language we can use. Difficulty will be setting three different levels for each competency to score applicants on if we have them respond in the application process or we'll use these KSAs to support the interview.

date
project
page

10/10

(b) (5)

for Ellen / Susan

(b) (5)

task list:

(b) (5)

**From:** Makela,Jonathan A (BPA) - NHQ-1  
**Sent:** Tuesday, October 16, 2012 2:46 PM  
**To:** Burns,Susan L (BPA) - NHQ-1  
**Cc:** Wachal,Ellen E (BPA) - NHQ-1  
**Subject:** Chief Public Affairs Officer recruitment - 9710-12-DE - BQ cut-off

Per your request...

(b) (5)



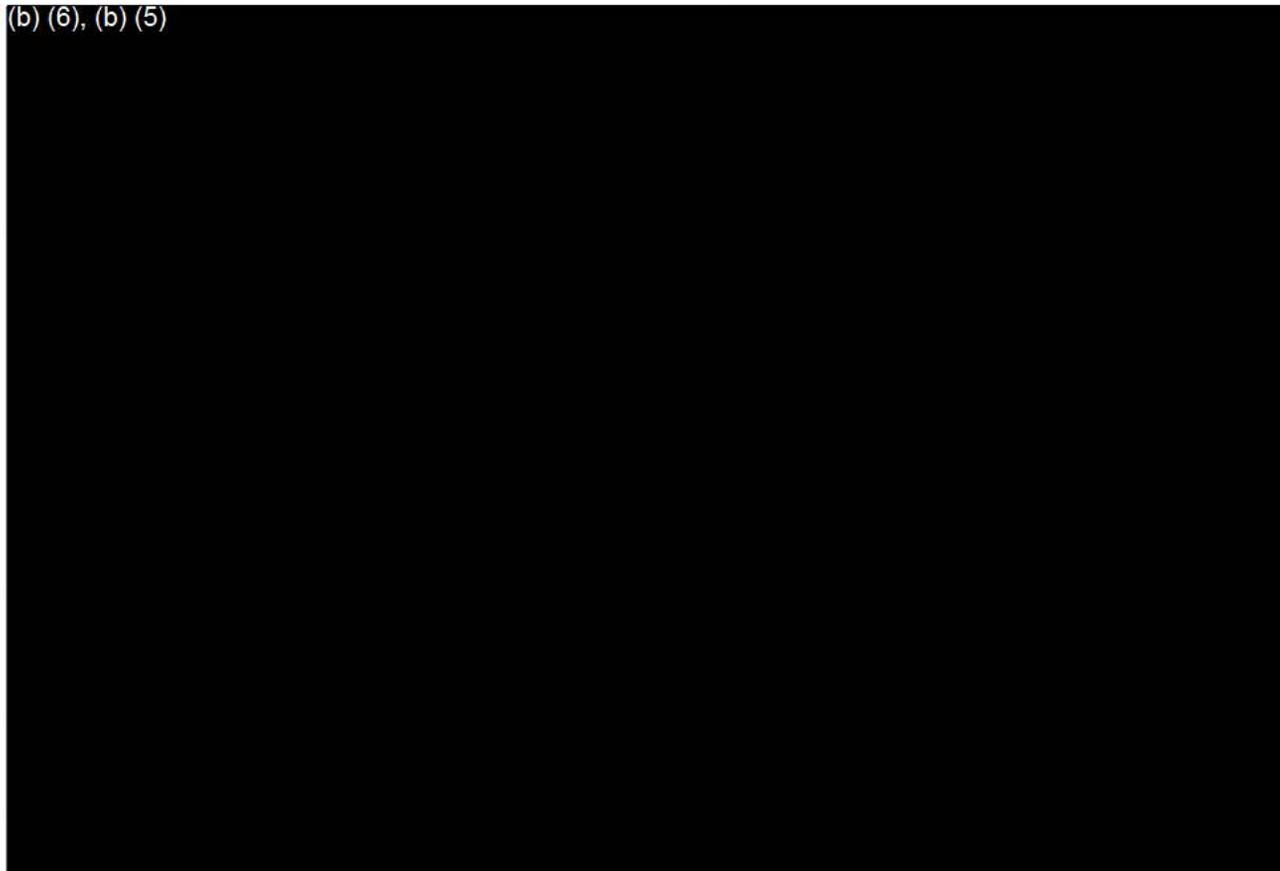
Jonathan Makela, NHQ-1  
*Human Resources Specialist/Talent Acquisition*  
*Human Capital Management/Bonneville Power Administration*  
503/230.4425

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Jon Makela

Follow-up conversation: CPAO recruitment

(b) (6), (b) (5)





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[Select All](#) [Deselect All](#) [Route](#) **Competitive Status:**  [Mark...](#)  [Go](#)

Run:   [Go](#) [Rank Applicants](#) [Apply Results](#) [Queue Failed Letters](#)

[View All Applicants](#) | [View Screening Levels](#) | [View Screening Results](#)

[Save](#) [Return to Job Opening](#)

date 11.13.12

project CPAO

page

(b) (5)



task list:

## McClary, Vickie L (BPA) - NHQ-1

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**From:** Makela,Jonathan A (BPA) - NHQ-1  
**Sent:** Monday, December 17, 2012 3:56 PM  
**To:** Hunrick,Karl W (BPA) - NH-6  
**Cc:** Wachal,Ellen E (BPA) - NHQ-1  
**Subject:** RE: CPAO and relocation - please respond by tomorrow a.m.

Karl, I don't think there's a need to differentiate. I think it's clear that we're not interested in reimbursing the full relocation costs associated with a current federal employee entitlement. Therefore, in the announcement we'll simply note that such reimbursement has not been authorized for current federal employees (which includes the home-sale component).

This leaves untouched and still available the ability to negotiate with a non-federal employee a relocation bonus and/or a relocation for a first-time appointment, i.e., moving household goods, temporary storage of good, if applicable, paying for family travel to new location, etc.

---

**From:** Hunrick,Karl W (BPA) - NH-2  
**Sent:** Monday, December 17, 2012 3:52 PM  
**To:** Makela,Jonathan A (BPA) - NHQ-1  
**Cc:** Wachal,Ellen E (BPA) - NHQ-1  
**Subject:** FW: CPAO and relocation - please respond by tomorrow a.m.

Do we, or can we, differentiate moving and (full) relocation expenses? Moving can still mean between \$5K AND \$10k, but looks like Bill is unwilling to do the home purchase deal.

Please advise.

---

**From:** Drummond,William K (BPA) - D-7  
**Sent:** Monday, December 17, 2012 3:44 PM  
**To:** Hunrick,Karl W (BPA) - NH-2  
**Subject:** RE: CPAO and relocation - please respond by tomorrow a.m.

Karl;

Does relocation mean only moving expenses or does it include purchasing a new employees' old house that they are unable to sell? I am fine with negotiating the former at a later date, but the later is not something I thought we offered.

Other than that, the announcement can go out from my perspective.

Thanks,  
Bill

*William K. Drummond*  
*Deputy Administrator*  
*Bonneville Power Administration*  
[WKDrummond@bpa.gov](mailto:WKDrummond@bpa.gov)  
503-230-5103

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**From:** Hunrick, Karl W (BPA) - NH-2  
**Sent:** Monday, December 17, 2012 2:47 PM  
**To:** Drummond, William K (BPA) - D-7  
**Subject:** CPAO and relocation - please respond by tomorrow a.m.

Bill –

Looks like we're good to go for posting, either tomorrow or Wednesday.

Regarding relocation expenses, it is required for current government employees that we post whether or not relocation expenses are included. My advise is to not, as that can easily run into the mid-6 figures, and with some housing markets still selling short, it could be a real problem that BPA should not try to resolve. I would encourage that the two announcements be consistent, i.e. relocation is not covered.

Whether or not you would want to open that up later for negotiation is an option you can reserve for later in the interview process, e.g. for the final candidate (if that is an issues for him/her).

Please call me or Jon (x 4425) if you have questions.

Thanks – Karl.

**Karl Hunrick, SPHR**

Maximizer | Strategic | Connection | Communication | Futuristic  
Strategic Business Partner

Bonneville Power Administration

O - 503.230.3002

C - (b) (6)

Questions? HR Help @ x3230

## **McClary, Vickie L (BPA) - NHQ-1**

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**From:** Makela, Jonathan A (BPA) - NHQ-1  
**Sent:** Monday, December 17, 2012 4:12 PM  
**To:** Hunrick, Karl W (BPA) - NH-6  
**Subject:** CPAO - vacancy announcement language review

Thoughts?

### **Description of successful candidate and role:**

The successful Chief Public Affairs Officer candidate will be a highly motivated individual who demonstrates a commitment to public service. Likely candidates will have a deep expertise in the electric utility industry, possessing a proven record of leading and managing a mix of public affairs and government relations within various types of industry and government organizations associated with energy policy. Preferably with experience involving Pacific Northwest issues, it is anticipated that the incumbent will also have demonstrated experience translating issues and opportunities into an external context, developing tactical and strategic communications plans to proactively engage key constituencies and policymakers. Consistently ahead of the curve, the successful candidate will be visionary by nature, anticipating the effects of legislative issues on the horizon as well as their commensurate impact on the Pacific Northwest.

The Chief Public Affairs Officer Public is responsible for developing a comprehensive public affairs strategy and managing the implementation of that strategy. This includes direction and support for national, regional, and tribal relations, media and internal and external communications. The incumbent will lead an organization that is responsible for fostering support, knowledge, and awareness of BPA's activities, achievements, and value to the Pacific Northwest. Additionally, the Chief Public Affairs Officer will be responsible for ensuring that programs are in place to solicit appropriate public input into BPA's decision-making processes.

### **Duties (modified from the AVUE-produced government-ese language about supervising GS-14 employees, blah, blah):**

Leads and serves as an organization's top public affairs/communications official to effectively manage the efforts of a professional team of employees engaged in national, regional, and tribal relations, media, and internal and external communications.

Plans, directs, and executes a variety of public affairs/communications strategies targeting multiple audiences and utilizing a variety of mediums designed to gain support for, enhance awareness and understanding, and defend or justify the organization's policies and programs.

Provides strategic advice and guidance to executive officials on public, national, and regional affairs as well as interacting with and maintaining relationships with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

Provides advice and guidance to the BPA Executive team in the formulation of organizational mission, values, and business objectives.

Leads and manages public involvement in major BPA programs and projects.

Jonathan Makela, NHQ-1  
*Human Resources Specialist/Talent Acquisition*  
*Human Capital Management/Bonneville Power Administration*  
503/230.4425

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**McClary, Vickie L (BPA) - NHQ-1**

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**From:** Drummond, William K (BPA) - A-7  
**Sent:** Monday, December 17, 2012 4:09 PM  
**To:** Hunrick, Karl W (BPA) - NH-6  
**Subject:** RE: CPAO and relocation - please respond by tomorrow a.m.

Karl;

Sounds good to me. (b) (6)

---

Thanks,  
Bill

*William K. Drummond*  
*Deputy Administrator*  
*Bonneville Power Administration*  
[WKDrummond@bpa.gov](mailto:WKDrummond@bpa.gov)  
503-230-5103

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**From:** Hunrick, Karl W (BPA) - NH-2  
**Sent:** Monday, December 17, 2012 3:59 PM  
**To:** Drummond, William K (BPA) - D-7  
**Subject:** RE: CPAO and relocation - please respond by tomorrow a.m.

Bill –

I think that we should not be interested in reimbursing the full relocation costs associated with a current federal employee entitlement. Therefore, in the announcement, we'll simply note that such reimbursement has not been authorized for current federal employees, which includes the home-sale component. I think that we cannot separate out the moving expenses part.

This leaves untouched and still available the ability to negotiate with a non-federal employee a relocation bonus and/or a relocation for a first-time appointment, i.e., moving household goods, temporary storage of good, if applicable, paying for family travel to new location, etc.

Karl.

---

**From:** Drummond, William K (BPA) - D-7  
**Sent:** Monday, December 17, 2012 3:44 PM  
**To:** Hunrick, Karl W (BPA) - NH-2  
**Subject:** RE: CPAO and relocation - please respond by tomorrow a.m.

Karl;

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*Deputy Administrator*  
*Bonneville Power Administration*  
[WKDrummond@bpa.gov](mailto:WKDrummond@bpa.gov)  
503-230-5103

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**From:** Hunrick, Karl W (BPA) - NH-2  
**Sent:** Monday, December 17, 2012 2:47 PM  
**To:** Drummond, William K (BPA) - D-7  
**Subject:** CPAO and relocation - please respond by tomorrow a.m.

Bill –

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Please call me or Jon (x 4425) if you have questions.

Thanks – Karl.

**Karl Hunrick, SPHR**  
Maximizer | Strategic | Connection | Communication | Futuristic  
Strategic Business Partner  
Bonneville Power Administration  
O - 503.230.3002  
C (b) (6)  
Questions ? HR Help @ x3230

## McClary, Vickie L (BPA) - NHQ-1

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**From:** Hunrick, Karl W (BPA) - NH-6  
**Sent:** Thursday, February 07, 2013 6:43 PM  
**To:** Drummond, William K (BPA) - A-7  
**Cc:** Boardman, Sandy (BPA) - A-7  
**Subject:** Interview Questions for CPAO

**Importance:** High

Good evening Bill!

Well-done today! It was a pleasure to see you with your family in honor of the ceremony. Your genuine appreciation for people and the willingness (and ability) to show that serves you – and all of us – very well. Thank you!

Attached for your review are six interview questions taken directly from the application questionnaire. These are intended, as the first round of interviews, to verify/validate the applicant's experience and their knowledge, skills, and abilities (KSA's). The second round will be designed to measure their "fit" into BPA's culture and the interpersonal relationship skills required for success in the position.

Please let me know if you or the interview panel have questions or a need for clarification.

Karl



CPAO

**Interviews.docx**

**Karl Hunrick, SPHR**

MAXIMIZER | STRATEGIC | CONNECTEDNESS | COMMUNICATION | FUTURISTIC

**STRATEGIC BUSINESS PARTNER**

**BONNEVILLE POWER ADMINISTRATION**

O - 503.230.3002

C - (b) (6)

Questions ? HR Help @ x3230

**Attachment not Supplied - On Subsequent Email**



## NORTHWEST POWER NORTHWEST VALUES

**Job Title & Series:**

Chief Public Affairs Officer, GS-1035

**Job Announcement Number:**

9710-12-DE

**Grade & Salary Range:**

GS-15: \$119,902 - \$155,500

Full performance level: GS-15

**Opens:** 01/09/2012**Closes:** 02/17/2012

(Applications must be received by 11:59 p.m. Pacific Time)

**Anticipated number of positions to be filled:** One**Location:** Portland, OR**Type of Position:** This is a Permanent position with a full-time work schedule.**Benefits:** BPA offers a comprehensive benefits package. <http://www.jobs.bpa.gov/Benefits/>

### Eligibility

All United States citizens are eligible to apply.

*NOTE: You must submit separate and complete application packages for each vacancy for which you would like to be considered. This includes current or former federal employees eligible for transfer or reinstatement, veterans eligible for appointment under the Veterans' Employment Opportunities Act or other veterans' programs, and others eligible under special hiring authorities may apply under external announcements and internal Merit Promotion procedures: 9711-12.*

### About BPA

The Bonneville Power Administration has been powering people and careers for nearly 75 years. We are a non-profit federal agency that provides clean, emissions-free electricity to the Pacific Northwest and maintains a high voltage transmission system to deliver that electricity. We are a leader in sustainability and environmental stewardship, promoting energy efficiency, renewable energy, the smart grid, fish and wildlife protection and initiatives to address climate change. We are a visionary and innovative agency that values diversity and creativity and encourages continuous learning. We are located throughout the Pacific Northwest with opportunities in cities, smaller communities and rural areas. You can learn more about BPA at [www.bpa.gov](http://www.bpa.gov).

### Job Summary & Major Duties

BPA's Chief Public Affairs Officer (CPAO) is responsible for leading, directing, and promoting a robust public affairs and communications program to promote, establish, and maintain cooperative relationships with the media, customers and ratepayers, and other key external stakeholders and ensure the involvement of groups interested in and affected by BPA's policies, programs, and decisions. This includes leading and managing national, regional, and tribal relations and directing internal and external communications programs that foster knowledge, awareness, and support of BPA's programs, achievements, and value to the Pacific Northwest.

The CPAO serves as BPA's official Freedom of Information Act (FOIA) Officer and Privacy Act Officer and directs the FOIA Liaison staff processing and coordinating of responses to FOIA requests and provides advice on FOIA compliance.

The CPAO also serves as the Agency's Open Government Officer, responsible for ensuring that the Agency complies with Presidential and DOE Open Government guidance by publishing high-value data sets on the Agency's external website.

The ideal Chief Public Affairs Officer candidate will be a highly motivated individual who demonstrates a commitment to public service and possesses a proven record of leading and managing a mix of public affairs and government relations in industry, governments, or agencies, preferably with experience from projects and programs related to the electrical utility industry in the Pacific Northwest. This candidate would also have experience translating issues and opportunities into an external context and developing tactical and strategic communications plans to proactively engage key constituencies and policymakers.

BPA serves a broad and unique mission in the Pacific Northwest to create and deliver the best value for our customers and constituents as we act in concert with others to assure the Pacific Northwest:

- An adequate, efficient, economical and reliable power supply;
- A transmission system that is adequate to the task of integrating and transmitting power from federal and non-federal generating units, providing service to BPA's customers, providing interregional interconnections, and maintaining electrical reliability and stability; and

- Mitigation of the Federal Columbia River Power System's impacts on fish and wildlife.

As part of its responsibilities, BPA promotes energy efficiency, renewable resources and new technologies. The agency also funds regional efforts to protect and rebuild fish and wildlife populations affected by hydropower development in the Columbia River Basin. BPA is committed to providing public service and seeks to make its decisions in a manner that provides opportunities for input from all stakeholders. In its vision statement, BPA dedicates itself to providing high system reliability, low rates consistent with sound business principles, environmental stewardship and regional accountability.

Public Affairs is responsible for developing a comprehensive public affairs strategy and managing the centralized support of the agency implementation of that strategy. This includes direction and support for national, regional, and tribal relations, media and internal and external communications. This function is responsible for fostering support, knowledge, and awareness of BPA's activities, achievements, and value to the Pacific Northwest. Public Affairs is also responsible for ensuring that programs are in place to secure appropriate public input into BPA's decision-making processes.

Public Affairs promotes high quality communications with employees and external groups and fosters understanding and awareness of the activities and achievements of the agency. To carry this out, Public Affairs ensures that BPA involves and considers the views of interested and affected public in the development of new policy and agency decisions. Public Affairs ensures that BPA communicates with employees and the public in a timely, accurate, clear, and complete manner. Public Affairs prepares executive speeches, presentations, other policy materials, prepares release and outreach plans, develops communication strategies including messages, advises and supports business units on Public Affairs considerations, and monitors impacts of strategies.

New Media & Open Government Communications includes Web Content/Design Management acts as "Web content master" for BPA's internal and external websites. They assist business units in translating business needs into effective Web solutions, and develop and operate systems for managing content on the Web, both internal and external. The team develops and manages the look and feel (design and navigation) standards for the internal and external Web, evaluates the effectiveness of Web and initiates revisions.

The team is also responsible for ensuring compliance with Presidential and DOE Open Government guidance by publishing high-value data sets on the Agency's external website as proscribed and the agency's social media policies and directives.

Brand Communications includes Production Support and Community Relations and Education programs.

Production Support is responsible for BPA programs and events, including development and production of publications, brochures, fact sheets, newsletters, posters, flyers, promotional materials, photography (digital or film), signs, presentations (electronic, overhead or handouts), charts and diagrams (bar/pie charts, flow charts, maps, etc.), illustrations, displays/exhibits, ads, Web graphics, video-graphy/video-stream (single-camera not requiring editing), and the BPA Annual Report.

Event Planning, Education and Community Relations provide strategic and tactical advice regarding use of events to further program goals. The staff processes requests for external sponsorship that come into the agency including final approval by the CPAO. They handle event logistics (arrange promotion venue, registration, materials, production, A/V, etc). The staff designs and coordinates agency-wide education and community relations programs and develops materials and curricula for educators.

## **Qualifications**

### **SPECIALIZED EXPERIENCE**

- Experience managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information or education; and governmental or legislative affairs program;
- Experience providing advice and guidance to executive officials to plan, develop, and execute specific communication strategies designed to enhance awareness and understanding of an organization's policies and programs; and
- Experience providing advice and guidance to executive officials on establishing and maintaining relationships and interacting with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.

In order to be rated as meeting the minimum qualifications, we must be able to determine from your application

package (includes resume, cover letter and or other supporting material) that you have a minimum of **one year** of the specialized experience requirement described above. *Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.*

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Your application materials will be reviewed against the knowledge, skills and abilities (KSAs) listed below to determine your category rating: Best Qualified, Highly Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority.

Please describe your experience and thoroughly address the statements below within your resume, cover letter, and/or other supporting material you choose to submit. Work product examples will not be reviewed unless specifically requested. **Clearly articulating your work experience to determine the application of this knowledge, these skills or abilities through performance is critical to determining your qualifications for this position.** For more information on how to provide supporting information for KSAs, please visit [http://jobs.bpa.gov/How\\_To\\_Apply/ksa.cfm](http://jobs.bpa.gov/How_To_Apply/ksa.cfm).

1. (Technical) **Public Affairs/Communications Program Management: Ability to provide strategic leadership and direction to an organization providing comprehensive public affairs services.** Your application materials should describe experience:
  - Leading, directing, or supervising the following public affairs program elements: employee communication/information; public information, involvement, or education; governmental/legislative affairs; or tribal affairs programs.
  - Formulating and articulating an overall plan integrating the public affairs issues of an organization;
  - Recommending strategies for all aspects of the agency's public affairs program; and
  - Establishing standards for the development and evaluation of public affairs activities throughout the agency.
  
2. (Technical) **Public Affairs/Communications Strategy: Ability to serve as the internal public affairs expert to executive management officials in the planning and execution of communication strategies designed to enhance awareness and understanding of and to defend, justify, and gain support for an organization's business objectives, policies, and programs.** Your application materials should describe experience:
  - Advising organization's top management officials on the possible public and media reactions to proposed policy statements or agency actions;
  - Recommending public affairs/communication strategies to target multiple audiences using a variety of mediums (e.g., print, media, online/social) to announce, defend, justify, and gaining support for an organization's policies and programs;
  - Planning, initiating, and implementing public affairs programs designed to enhance the understanding of the agency's programs; and
  - Evaluating the effectiveness and the efficiency of public affairs programs in achieving greater understanding and support for an organization's policies and programs.
  
3. (Technical) **Government & Legislative Affairs: Skill in assessing the political and institutional environment in which decisions are made and implemented in order to advise BPA executives on building and maintaining productive legislative and governmental relationships and on developing and strategically articulating BPA policy and building support for BPA decisions.** Your application materials should describe your experience advising an organization's executives on relationships with:
  - Congress and the Administration (White House, Department of Energy, Treasury, Office of Management and Budget, Government Accountability Office, Federal Energy Regulatory Commission, etc.);
  - Tribal governments;
  - Public utility and rural electric cooperative boards;
  - Northwest Power and Conservation Council;
  - Governors, state legislatures, and state executive agencies;
  - State regulatory commissions; or
  - Local governments; and public interest groups.
  
4. (Supervision and Leadership) **Ability to provide supervision and leadership through effective use of teambuilding, coaching, and mentoring to manage performance, coordinate work activities, and develop and motivate employees.** Your application materials should demonstrate your experience as a manager or supervisor:
  - Assigning accountability and responsibility as appropriate;
  - Establishing and monitoring standards for work product quantity and quality;
  - Effectively using teambuilding, coaching, and mentoring to develop and motivate employees;
  - Providing feedback, guidance, and training to employees;

- Accepting direction from managers and taking accountability for group results;
- Coordinating and integrating the work of others into a completed work product;
- Resolving problems;
- Evaluating performance and conduct; and
- Improving or devising new work methods, procedures, or improvements.

5. (Facilitating Work) **Ability to initiate, encourage, and deliver on opportunities for process improvement and operational excellence to facilitate the accomplishment of work.** Your application materials should demonstrate your experience:

- Establish and define long- and short-term organizational goals;
- Define required work results and establish parameters for accomplishment of these results;
- Establish a collaborative environment to inform the decision-making process;
- Encouraging problem solving by subordinates;
- Making functional assignments based on recognized employee strengths;
- Developing and gaining support for the organization's vision.
- Ability to make responsible and accountable for decisions made.
- Formulating or participating in the establishment of work plans and work unit objectives;
- Working with other individuals/organizations/work units in resolving problems and issues; and
- Identifying the resources necessary to accomplish objectives, including the stability of the work unit.

6. (Interpersonal Relationships & Effective Communication) **Ability to establish effective working relationships to facilitate the achievement of business goals and objectives.** Your application materials should identify who you interacted with and demonstrate your experience:

- Sharing ideas, influencing behavior, advocating for outcomes, and advancing others' understanding of business needs and objectives;
- Providing programmatic and policy information;
- Engaging in collaborative efforts to align functional responsibilities with and to achieve business outcomes;
- Negotiating resolution of controversial issues; and
- Working effectively with functional managers to align outputs with broader business needs and objectives.

7. (Diversity & EEO) **Ability to support and promote Bonneville's equal opportunity program to recognize and embrace employee diversity and build on strengths; to ensure a discrimination and harassment-free workplace for all employees; and to provide developmental and training opportunities for employees.** Your application materials should:

- Indicate your role on teams and how you fostered an inclusive environment; and

Demonstrate your participation in diversity and EEO programs relative to employment advancement, performance management and/or training opportunity availability for employees.

**ADDITIONAL REQUIREMENTS**

1. Supervisory Managerial/Probationary Period
2. OGE Form 450, Financial Disclosure

**SECURITY & SUITABILITY**

The sensitivity level of this position is designated as 'High Risk – non-sensitive', which requires that the selectee pass a Background Investigation (BI) and receive a favorable suitability determination. For more information please visit: [http://jobs.bpa.gov/How\\_To\\_Apply/faqs.cfm#18](http://jobs.bpa.gov/How_To_Apply/faqs.cfm#18).

**Application Package Checklist**

Resume, cover letter, and/or other supporting material you choose to submit that fully describe your education and experience. Application must contain sufficient information to determine eligibility for the position. (Optional Application for Federal Employment (OF-612): <http://www.usajobs.opm.gov/of612.asp>).

**Applications must include the following information:**

- Job Announcement number, title, and grade
- Full legal name, mailing address, contact telephone number and email address
- Country of citizenship (SSN or other ID is not requested at this time)
- High school attended which includes name of high school and location.
- Employment history including unpaid positions with job title, grade (if Federal), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), salary, and hours worked per week. Explain any gaps in employment.
- Indication if we may contact your current supervisor.
- List of other job-related training, skills, certificates and licenses, recognition, professional memberships, publications, leadership activities, or other relevant information.

- Grade level(s) for which you are applying.
- **VETERANS:** To be considered for veteran's preference, a copy of your DD-214 (Member 4) is required. 10-point veterans must also provide a copy of their SF-15 and associated documentation.
- All applicants are encouraged to complete and submit BPA Form F3330-11e, Applicant Disability, Race/National Origin and Gender Identification form and Applicant Source Form located at the end of this announcement, or at [http://jobs.bpa.gov/How\\_To\\_Apply/forms.cfm](http://jobs.bpa.gov/How_To_Apply/forms.cfm).

### How to Submit Your Application

Applications may be emailed, faxed or mailed. Due to security requirements, we only accept hand-delivered application from individuals who currently have badge access to the building.

- **Email to:** [jobs@bpa.gov](mailto:jobs@bpa.gov) with the Job Announcement Number in the subject line and on any attachments.
- **Fax to:** 503-230-3149
- **Send via US Mail to:** Bonneville Power Administration, ATTN: Human Capital Management, NHQ-1, PO Box 3621, Portland, OR 97208-3621.

You will be notified via email to confirm receipt of your application package. *Applicants should retain a copy of their application as BPA does not return applications or provide copies.* For more information on the hiring process, please refer to: [http://jobs.bpa.gov/How\\_To\\_Apply/whathappens.cfm](http://jobs.bpa.gov/How_To_Apply/whathappens.cfm).

### Additional Information

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

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#### Career Transition Assistance Program/Interagency Career Transition Assistance Program

**(CTAP/ICTAP):** 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.** For additional information please refer to <http://www.opm.gov/ctap/>

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**EEO Policy Statement:** <http://www.usajobs.gov/eo>

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

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**Legal and Regulatory Guidance:** <http://www.usajobs.gov/lrg>

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**Forms Availability:** All application materials may be obtained by calling 503-230-3230, or 1-877-975-4272 or visiting: <http://www.jobs.bpa.gov> .

## Applicant Source Form

The Bonneville Power Administration's Human Capital Management office has an ongoing process improvement objective associated with recruitment and outreach strategies. In order for us to assess the effectiveness of our current advertising and Recruitment efforts, please identify how you learned about this job by marking the appropriate box below:

Vacancy Announcement Number <input type="checkbox"/>	Position Title, Series, Grade <input type="checkbox"/>
---	---

- BPA Website**
- USAJOBS Website**
- Job Board** (CareerBuilder, Craigslist, Employment Dept, etc.)  
**(please specify):** \_\_\_\_\_
- Industry Website or Event** (National Institute of Government Purchasers, GreenDrinks, etc.)  
**(please specify):** \_\_\_\_\_
- Social Media Website** (Facebook, LinkedIn, etc.)  
**(please specify):** \_\_\_\_\_
- Career Fair** (campus events, community event)  
**(please specify):** \_\_\_\_\_
- BPA employee**
- Other (please specify):** \_\_\_\_\_

Name (Last, First, Middle Initial)

Agency Use Only

**Privacy Act Statement**

Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.

This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.

**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. 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 (including Central America), 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.

Created from:  
Standard Form 181  
Revised August 2005  
Previous editions not usable  
42 U.S.C. Section 2000e-16 NSN 7540-01-099-3446

**Position Title:** Supervisory Public Affairs Specialist

**Classification:** GS-1035-15

**This Version:** 7.0

**Most Recent Version:** 7.3

[Edit Vacancy](#)

[View Position Documents](#)



## Referral List

---

List Number:	200136 - GS-15 - PM - 02082013	Selecting Official:	William Drummond
Panel:	Recommending Officials	Generated by:	Jonathan Makela
Date list (certificate) created:	02/08/2013	Date list (certificate) expires:	02/08/2014

 export to Excel

**Position Title:** Supervisory Public Affairs Specialist

**Classification:** GS-1035-15

**This Version:** 7.0

**Most Recent Version:** 7.3

[Edit Vacancy](#)

[View Position Documents](#)



## Referral List

---

List Number:	200136 - GS-15 - CR - 02082013	Selecting Official:	William Drummond
Panel:	Recommending Officials	Generated by:	Jonathan Makela
Date list (certificate) created:	02/08/2013	Date list (certificate) expires:	02/08/2014

 [export to Excel](#)

**Position Title:** Supervisory Public Affairs Specialist

**Classification:** GS-1035-15

**This Version:** 7.0

**Most Recent Version:** 7.3

[Edit Vacancy](#)

[View Position Documents](#)



## Referral List

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List Number:	200136 - GS-15 - CR - 02082013	Selecting Official:	William Drummond
Panel:	Recommending Officials	Generated by:	Jonathan Makela
Date list (certificate) created:	02/08/2013	Date list (certificate) expires:	02/08/2014

 [export to Excel](#)

List Name	List Number	List Type	Collaboration Team	Status	Create Date
CPAO - GS-15 - 01-29-2013		Assessment	Ranking Panel	Inactive	01/29/2013
CPAO - GS-15 - 02082013		Assessment	Ranking Panel	Inactive	02/08/2013

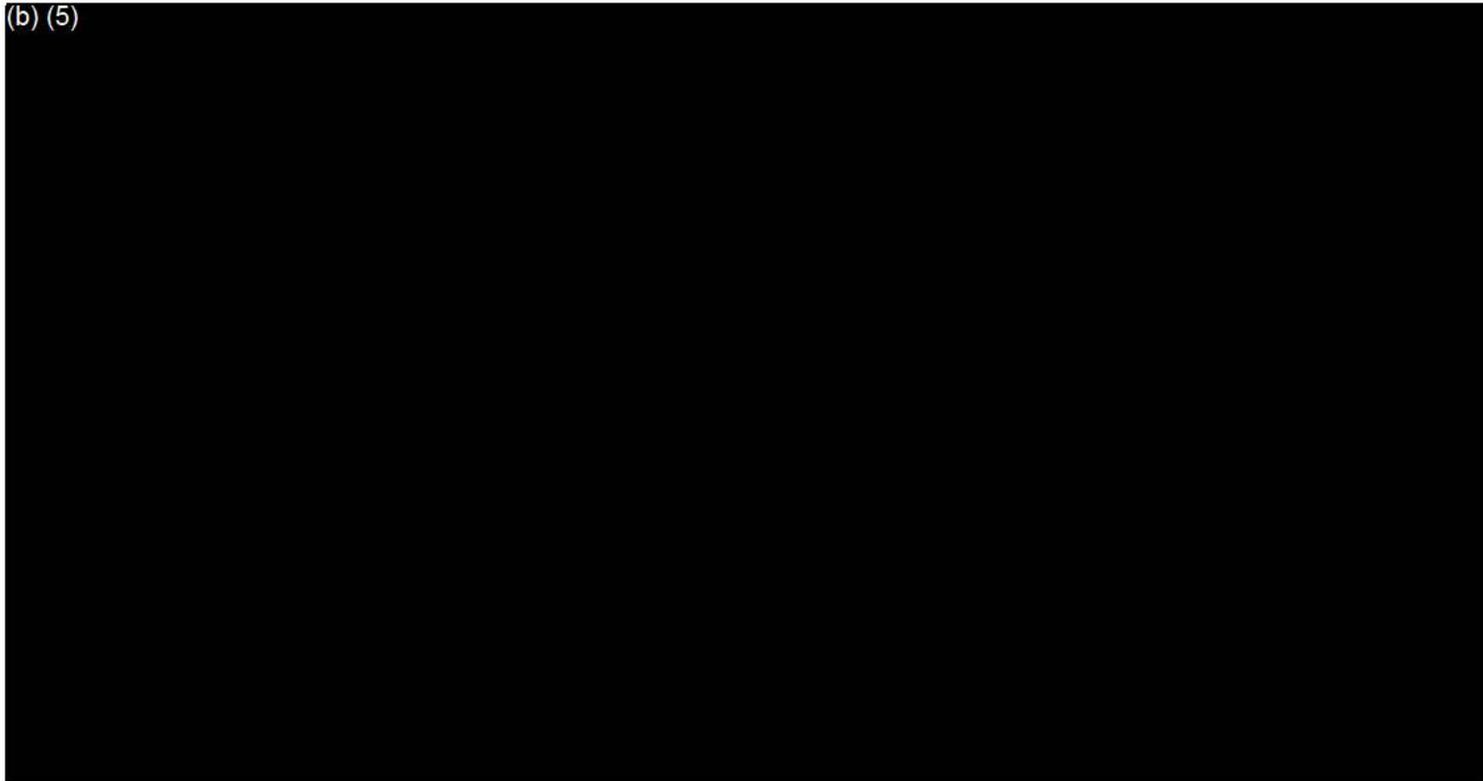
Expire Date	Test List	Created By
	No	Makela, Jonathan
	No	Makela, Jonathan

Message

---

**From:** Makela,Jonathan A (BPA) - NHQ-1 [/O=BPA/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JAM9470]  
**Sent:** 5/30/2013 10:49:58 PM  
**To:** 'Omer, Earl' [Earl.Omer@go.doe.gov]  
**Subject:** RE: BPA - CPAO recruitment - additional info  
**Attachments:** CPAO - 2nd recruitment - DE certificate of eligibles.xls; CPAO - 2nd recruitment - Merit Promotion certificate of eligibles.xls; CPAO - 1st recruitment - DE Certificate of eligibles.pdf

(b) (5)



Jonathan

**From:** Omer, Earl [mailto:Earl.Omer@go.doe.gov]  
**Sent:** Thursday, May 30, 2013 8:43 AM  
**To:** Makela,Jonathan A (BPA) - NHQ-1  
**Subject:** RE: BPA - CPAO recruitment - additional info

(b) (5)



Earl Omer  
Auditor, Office of Inspector General  
U.S. Department Of Energy  
720-356-1710

**From:** Makela,Jonathan A (BPA) - NHQ-1 [<mailto:jamakela@bpa.gov>]

**Sent:** Wednesday, May 29, 2013 5:18 PM

**To:** Omer, Earl

**Subject:** BPA - CPAO recruitment - additional info

(b) (5)



Jonathan

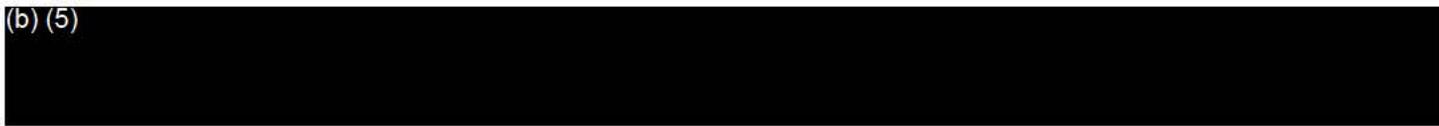
**Attachment Not Found**

Message

---

**From:** Makela,Jonathan A (BPA) - NHQ-1 [/O=BPA/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JAM9470]  
**Sent:** 5/30/2013 10:20:56 PM  
**To:** 'Omer, Earl' [Earl.Omer@go.doe.gov]  
**Subject:** RE: BPA - CPAO recruitment - additional info

(b) (5)



**From:** Omer, Earl [mailto:Earl.Omer@go.doe.gov]  
**Sent:** Thursday, May 30, 2013 8:43 AM  
**To:** Makela,Jonathan A (BPA) - NHQ-1  
**Subject:** RE: BPA - CPAO recruitment - additional info

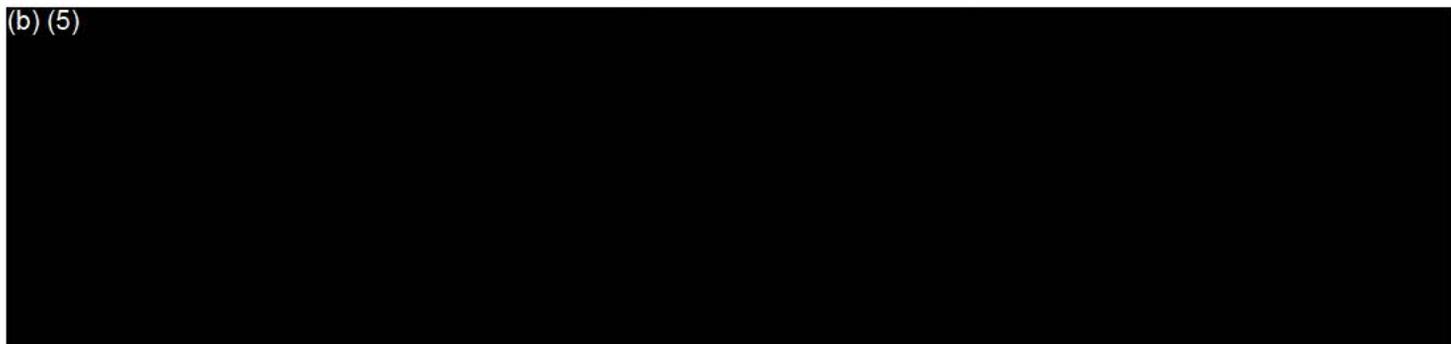
(b) (5)



Earl Omer  
Auditor, Office of Inspector General  
U.S. Department Of Energy  
720-356-1710

**From:** Makela,Jonathan A (BPA) - NHQ-1 [mailto:jamakela@bpa.gov]  
**Sent:** Wednesday, May 29, 2013 5:18 PM  
**To:** Omer, Earl  
**Subject:** BPA - CPAO recruitment - additional info

(b) (5)



Jonathan

Message

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**From:** Wentworth,Julia J (BPA) - NHI-1 [/O=BPA/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JW8406]  
**Sent:** 9/27/2013 1:34:54 PM  
**To:** Clark,David C (BPA) - NHI-1 [/O=BPA/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=DXC7678]  
**Subject:** RE: Status of CPAO Vacancy

Responded to Earl and forwarded to Robin/Colleen.

**JJ Wentworth**

Bonneville Power Administration  
HCM | NHI Integrated Strategy and Policy  
(503) 230-4756

**From:** Omer, Earl [mailto:Earl.Omer@go.doe.gov]  
**Sent:** Thursday, September 26, 2013 1:58 PM  
**To:** Wentworth,Julia J (BPA) - NHI-1; Clark,David C (BPA) - NHI-1  
**Cc:** Crouser, Stacey  
**Subject:** Status of CPAO Vacancy

(b) (5)



Earl Omer  
Auditor, Office of Inspector General  
U.S. Department Of Energy  
720-356-1710

**Position Title:** Supervisory Public Affairs Specialist  
**Classification:** GS-1035-15  
**This Version:** 7.0  
**Most Recent Version:** 7.3



## Conferring and Collaboration Teams

<b>Team</b>	<b>Team Member</b>	<b>Email Address</b>
<b><u>Ranking Panel</u></b>	Vickie McClary	vlmccclary@bpa.gov
<b><u>Ranking Panel</u></b>	Jonathan Makela	jamakela@bpa.gov
<b><u>Ranking Panel</u></b>	Karl Hunrick	kwhunrick@bpa.gov
<b><u>Interview Panel</u></b>	Sandra Boardman	sxboardman@bpa.gov
<b><u>Recommending Officials</u></b>	Sandra Boardman	sxboardman@bpa.gov
<b><u>Recommending Officials</u></b>	William Drummond	wkdrummond@bpa.gov



<input type="checkbox"/>	(b) (6)				5:45PM	
<input type="checkbox"/>	(b) (6)	NV	Ext	Reject	10/18/2012 5:45PM	Select Action...
<input type="checkbox"/>	(b) (6)	NV	Ext	Reject	10/18/2012 5:45PM	Select Action...
<input type="checkbox"/>	(b) (6)	NV	Ext	Reject	10/18/2012 5:45PM	Select Action...
<input type="checkbox"/>	(b) (6)	NV	Ext	Reject	10/18/2012 5:45PM	Select Action...
<input type="checkbox"/>	(b) (6)	TP	Ext	Reject	10/18/2012 5:45PM	Select Action...
<input type="checkbox"/>	(b) (6)	NV	Ext	Reject	10/18/2012 5:45PM	Select Action...
<input type="checkbox"/>	(b) (6)	NV	Ext	Reject	10/18/2012 5:45PM	Select Action...
<input type="checkbox"/>	(b) (6)	NV	Emp	Reject	10/18/2012 5:45PM	Select Action...
<input type="checkbox"/>	(b) (6)	NV	Ext	Reject	10/18/2012 5:45PM	Select Action...
<input type="checkbox"/>	(b) (6)	NV	Emp	Reject	10/18/2012 5:45PM	Select Action...
<input type="checkbox"/>	(b) (6)	NV	Ext	Reject	10/18/2012 5:45PM	Select Action...
<input type="checkbox"/>	(b) (6)	NV	Ext	Reject	10/18/2012 5:45PM	Select Action...
<input type="checkbox"/>	(b) (6)	NV	Ext	Reject	10/18/2012 5:45PM	Select Action...
<input type="checkbox"/>	(b) (6)	NV	Ext	Reject	10/18/2012 5:45PM	Select Action...
<input type="checkbox"/>	(b) (6)	NV	Ext	Reject	10/18/2012 5:45PM	Select Action...
<input type="checkbox"/>	(b) (6)	NV	Ext	Reject	10/18/2012 5:45PM	Select Action...
<input type="checkbox"/>	(b) (6)	CP	Ext	Reject	10/18/2012 5:45PM	Select Action...
<input type="checkbox"/>	(b) (6)	TP	Ext	Reject	10/18/2012 5:45PM	Select Action...
<input type="checkbox"/>	(b) (6)	NV	Ext	Reject	10/18/2012 5:45PM	Select Action...
<input type="checkbox"/>	(b) (6)	NV	Ext	Reject	10/18/2012 5:45PM	Select Action...
<input type="checkbox"/>	(b) (6)	NV	Ext	Reject	10/18/2012 5:45PM	Select Action...
<input type="checkbox"/>	(b) (6)	CP	Ext	Reject	10/18/2012 5:45PM	Select Action...
<input type="checkbox"/>	(b) (6)	NV	Ext	Reject	10/18/2012 5:45PM	Select Action...

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

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

[Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

### Job Opening Screening Results

**Posting Title:** Supervisory Public Affairs Specialist GS-15 **Job Opening ID:** 9710  
**Job Opening Status:** 120-Cancelled **Job Type:** Standard  
**Position Number:** 00001764 Supervisory Public Affairs Spe  
**Business Unit:** CORPT Corporate Business Line **Recruit Type:** Open Competition  
**Location:** Portland **VA#:** 9710-12-DE  
**Department:** DK Public Affairs

Save [Return to Job Opening](#)

[View All Applicants](#) | [View Screening Levels](#) | [View Screening Results](#)

Run: Select... Go [Rank Applicants](#) [Apply Results](#)

Screening Results Find | View All First  Last

**Job Opening ID:** 9710 **Supervisory Public Affairs Specialist GS-15**  
**Job Code:** J02225 **GS - 1035 - 15 - Supervisory Public Affairs Specialist**

Screening Levels Find | View All First  Last

Screening Level: [2- Minimum Qualifications](#)

Applicants Customize | Find | View All First  Last

Result	Score	Points	Name	ID	Veteran's Code	Disposition	Screening Result	Rate	Competitive Status
<input checked="" type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	V	030-Screen	Passed	Rate	Competitive
<input checked="" type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	V	110-Reject	Failed	Rate	
<input checked="" type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	V	110-Reject	Failed	Rate	
<input checked="" type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	V	030-Screen	Passed	Rate	Competitive
<input checked="" type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	V	030-Screen	Passed	Rate	Competitive
<input checked="" type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	V	030-Screen	Passed	Rate	Competitive
<input checked="" type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	V	030-Screen	Passed	Rate	Competitive
<input checked="" type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	V	110-Reject	Failed	Rate	
<input checked="" type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	V	110-Reject	Failed	Rate	
<input type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	V	110-Reject	Failed	Rate	
<input checked="" type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	V	030-Screen	Passed	Rate	Competitive
<input checked="" type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	V	110-Reject	Failed	Rate	
<input checked="" type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	V	030-Screen	Passed	Rate	Competitive
<input checked="" type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	V	030-Screen	Passed	Rate	Competitive
<input checked="" type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	V	110-Reject	Failed	Rate	
<input checked="" type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	V	110-Reject	Failed	Rate	
<input checked="" type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	V	110-Reject	Failed	Rate	
<input checked="" type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	V	110-Reject	Failed	Rate	
<input type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	P	110-Reject	Failed	Rate	
<input checked="" type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	V	110-Reject	Failed	Rate	

*Applicants who met minimum qualification (specialized experience)*

<input type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	NV	030-Screen	Passed	<input type="checkbox"/>	Rate Competitive
<input type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	CP	110-Reject	Failed	<input type="checkbox"/>	Rate
<input type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	NV	110-Reject	Failed	<input type="checkbox"/>	Rate
<input type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	TP	030-Screen	Passed	<input type="checkbox"/>	Rate Competitive
<input type="checkbox"/>	100%	70.0	(b) (6)	(b) (6)	NV	110-Reject	Failed	<input type="checkbox"/>	Rate

Select All   Deselect All   Route   Competitive Status:   Mark...      Go

Run:   Select...      Go   Rank Applicants   Apply Results   Queue Failed Letters

[View All Applicants](#) | [View Screening Levels](#) | [View Screening Results](#)

Save   [Return to Job Opening](#)

Screen Applicants

Rank Applicants

**Posting Title:** Supervisory Public Affairs Specialist GS-15    **Job Opening ID:** 9710  
**Job Opening Status:** 120-Cancelled    **Job Type:** Standard  
**Position Number:** 00001764 Supervisory Public Affairs Spe  
**Business Unit:** CORPT Corporate Business Line    **Recruit Type:** Open Competition  
**Location:** Portland    **VA#:** 9710-12-DE  
**Department:** DK Public Affairs

       [Return to Previous Page](#)

*Applicants who were referred on Certificate*

**Applicants** Find | View All First 1 of 1 Last  
**Job Opening ID:** 9710 Supervisory Public Affairs Specialist GS-15  
**Job Code:** J02225 GS - 1035 - 15 - Supervisory Public Affairs Specialist

Competitive Customize | Find | View All First 1-12 of 12 Last

Rank	Points	Category	Weight	Name	ID	Date	Qualifications Determination	Veteran's Code	Certificate Nbr	Letter	Letter Dt
	83.0	Category 4		(b) (6)	(b) (6)	03/13/2012	Qualified	NV		R06	03/13/2012
	83.0	Category 4		(b) (6)	(b) (6)	03/13/2012	Qualified	TP		R06	03/13/2012
	89.0	Category 4		(b) (6)	(b) (6)	03/13/2012	Qualified	NV		R06	03/13/2012
	85.0	Category 4		(b) (6)	(b) (6)	03/13/2012	Qualified	NV		R06	03/13/2012
	88.0	Category 4		(b) (6)	(b) (6)	03/13/2012	Qualified	NV		R06	03/13/2012
1	99.0	Category 3		(b) (6)	(b) (6)	06/04/2012	Best Qualified	NV	9710-15-A1	R03	10/18/2012
2	98.0	Category 3		(b) (6)	(b) (6)	06/04/2012	Best Qualified	NV	9710-15-A1	R03	10/18/2012
2	98.0	Category 3		(b) (6)	(b) (6)	06/04/2012	Best Qualified	NV	9710-15-A1	R03	10/18/2012
3	97.0	Category 3		(b) (6)	(b) (6)	06/04/2012	Best Qualified	NV	9710-15-A1	R03	10/18/2012
4	96.0	Category 3		(b) (6)	(b) (6)	06/04/2012	Best Qualified	NV	9710-15-A1	R03	10/18/2012
5	95.0	Category 3		(b) (6)	(b) (6)	06/04/2012	Best Qualified	NV	9710-15-A1	R03	10/18/2012
6	93.0	Category 3		(b) (6)	(b) (6)	06/04/2012	Best Qualified	TP	9710-15-A1	R03	10/18/2012

Noncompetitive Customize | Find | View All First 1 of 1 Last

Rank	Points	Category	Weight	Name	ID	Date	Qualifications Determination	Veteran's Code	Certificate Nbr	Letter	Letter Dt
	0.0										

**Qualify Applicants**  
 Best Qualified Score:     Well Qualified Score:    

**Tie Breaker**  
 Tie Breaker Option:    

**Create Certificates**  
 Applicants to Consider:     Certificate Number:        

       [Return to Previous Page](#)

**Job Opening** *Applicant List*

**Posting Title:** Supervisory Public Affairs Specialist GS-15 **Job Opening ID:** 9711  
**Job Opening Status:** 120-Cancelled **Job Type:** Standard  
**Position Number:** 00001764 Supervisory Public Affairs Specialist  
**Business Unit:** CORPT Corporate Business Line **Recruit Type:** Open Competition  
**Location:** Portland **VA#:** 9711-12 *merit Promotion*  
**Department:** DK Public Affairs

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[View Applicants](#) | [Screen Applicants](#) | [Interview Schedule](#)

*\* Disposition of Reject is due to recruitment action being closed/canceled*

Manage Applicants

Display: All

Applicants Customize | Find | View All |  1-19 of 19

<input type="checkbox"/>	Applicant Name	ID	Veteran's Code	Applicant Type	Disposition	Resume	Last Updated	Take Action
<input type="checkbox"/>	(b) (6)	(b) (6)	NV	Ext	Reject *		10/18/2012 5:27PM	Select Action... <input type="checkbox"/>
<input type="checkbox"/>			NV	Ext	Reject		10/18/2012 5:27PM	Select Action... <input type="checkbox"/>
<input type="checkbox"/>			NV	Ext	Reject		10/18/2012 5:27PM	Select Action... <input type="checkbox"/>
<input type="checkbox"/>			NV	Ext	Reject		10/18/2012 5:27PM	Select Action... <input type="checkbox"/>
<input type="checkbox"/>			NV	Emp	Reject		10/18/2012 5:27PM	Select Action... <input type="checkbox"/>
<input type="checkbox"/>			NV	Ext	Reject		10/18/2012 5:27PM	Select Action... <input type="checkbox"/>
<input type="checkbox"/>			NV	Ext	Reject		10/18/2012 5:27PM	Select Action... <input type="checkbox"/>
<input type="checkbox"/>			NV	Ext	Reject		10/18/2012 5:27PM	Select Action... <input type="checkbox"/>
<input type="checkbox"/>			NV	Ext	Reject		10/18/2012 5:27PM	Select Action... <input type="checkbox"/>
<input type="checkbox"/>			NV	Ext	Reject		10/18/2012 5:27PM	Select Action... <input type="checkbox"/>
<input type="checkbox"/>			NV	Emp	Reject		10/18/2012 5:27PM	Select Action... <input type="checkbox"/>
<input type="checkbox"/>			NV	Emp	Reject		10/18/2012 5:27PM	Select Action... <input type="checkbox"/>
<input type="checkbox"/>			NV	Ext	Reject		10/18/2012 5:27PM	Select Action... <input type="checkbox"/>
<input type="checkbox"/>			NV	Ext	Reject		10/18/2012 5:27PM	Select Action... <input type="checkbox"/>
<input type="checkbox"/>			NV	Ext	Reject		10/18/2012 5:27PM	Select Action... <input type="checkbox"/>
<input type="checkbox"/>			NV	Ext	Reject		10/18/2012 5:27PM	Select Action... <input type="checkbox"/>
<input type="checkbox"/>			NV	Ext	Reject		10/18/2012 5:27PM	Select Action... <input type="checkbox"/>
<input type="checkbox"/>			NV	Ext	Reject		04/16/2012 12:29PM	Select Action... <input type="checkbox"/>
<input type="checkbox"/>			NV	Ext	Reject		04/16/2012 12:27PM	Select Action... <input type="checkbox"/>

Select Action:

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

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

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Run: Select..  [Rank Applicants](#) | [Apply Results](#) | [Queue Failed Letters](#)

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[View All Applicants](#) | [View Screening Levels](#) | [View Screening Results](#)

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[Return to Job Opening](#)

### Job Opening Screening Results

**Posting Title:** Supervisory Public Affairs Specialist GS-15 **Job Opening ID:** 9711  
**Job Opening Status:** 120-Cancelled **Job Type:** Standard  
**Position Number:** 00001764 Supervisory Public Affairs Spe  
**Business Unit:** CORPT Corporate Business Line **Recruit Type:** Open Competition  
**Location:** Portland **VA#:** 9711-12  
**Department:** DK Public Affairs

 Save [Return to Job Opening](#)

[View All Applicants](#) | [View Screening Levels](#) | [View Screening Results](#)

Run: Select...  [Rank Applicants](#) [Apply Results](#) 

Screening Results Find | View All First 1 of 1 Last

**Job Opening ID:** 9711 Supervisory Public Affairs Specialist GS-15  
**Job Code:** J02225 GS - 1035 - 15 - Supervisory Public Affairs Specialist

Screening Levels Find | View All First 2 of 3 Last

Screening Level: 2- Minimum Qualifications

Applicants Customize | Find | View All First 1-17 of 17 Last

Result	Score	Points	Name	ID	Veteran's Code	Disposition	Screening Result	Rate	Competitive Status
<input type="checkbox"/>	0%	0	(b) (6)	(b) (6)	V	030-Screen	Passed	 Rate	Non-Competitive Other
<input type="checkbox"/>	0%	0	(b) (6)	(b) (6)	V	110-Reject	Failed	 Rate	
<input type="checkbox"/>	0%	0	(b) (6)	(b) (6)	V	030-Screen	Passed	 Rate	Non-Competitive Other
<input type="checkbox"/>	0%	0	(b) (6)	(b) (6)	V	030-Screen	Passed	 Rate	Non-Competitive Other
<input type="checkbox"/>	0%	0	(b) (6)	(b) (6)	V	110-Reject	Failed	 Rate	
<input type="checkbox"/>	0%	0	(b) (6)	(b) (6)	V	110-Reject	Failed	 Rate	
<input type="checkbox"/>	0%	0	(b) (6)	(b) (6)	V	110-Reject	Failed	 Rate	
<input type="checkbox"/>	0%	0	(b) (6)	(b) (6)	V	110-Reject	Failed	 Rate	
<input type="checkbox"/>	0%	0	(b) (6)	(b) (6)	V	110-Reject	Failed	 Rate	
<input type="checkbox"/>	0%	0	(b) (6)	(b) (6)	V	110-Reject	Failed	 Rate	
<input type="checkbox"/>	0%	0	(b) (6)	(b) (6)	V	030-Screen	Passed	 Rate	Non-Competitive Other
<input type="checkbox"/>	0%	0	(b) (6)	(b) (6)	V	110-Reject	Failed	 Rate	
<input type="checkbox"/>	0%	0	(b) (6)	(b) (6)	V	110-Reject	Failed	 Rate	
<input type="checkbox"/>	0%	0	(b) (6)	(b) (6)	V	110-Reject	Failed	 Rate	
<input type="checkbox"/>	0%	0	(b) (6)	(b) (6)	V	110-Reject	Failed	 Rate	
<input type="checkbox"/>	0%	0	(b) (6)	(b) (6)	V	110-Reject	Failed	 Rate	
<input type="checkbox"/>	0%	0	(b) (6)	(b) (6)	V	110-Reject	Failed	 Rate	
<input type="checkbox"/>	0%	0	(b) (6)	(b) (6)	V	110-Reject	Failed	 Rate	

Select All [Desc](#) [Competitive Status:](#) Mark... 

*Applicants who met minimum qualifications (Specialized experience)*

Run: Select...  Go Rank Applicants Apply Results Queue Failed Letters

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[View All Applicants](#) | [View Screening Levels](#) | [View Screening Results](#)

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Save [Return to Job Opening](#)

Job Opening

Screening Results

**Posting Title:** Supervisory Public Affairs Specialist GS-15 **Job Opening ID:** 9711  
**Job Opening Status:** 120-Cancelled **Job Type:** Standard  
**Position Number:** 00001764 Supervisory Public Affairs Spe  
**Business Unit:** CORPT Corporate Business Line **Recruit Type:** Open Competition  
**Location:** Portland **VA#:** 9711-12  
**Department:** DK Public Affairs

Save [Return to Job Opening](#)

[View All Applicants](#) | [View Screening Levels](#) | [View Screening Results](#)

Run: Select... Go [Rank Applicants](#) [Apply Results](#)

Screening Results Find | View All First  of 1

**Job Opening ID:** 9711 **Supervisory Public Affairs Specialist GS-15**

**Job Code:** J02225 **GS - 1035 - 15 - Supervisory Public Affairs Specialist**

Screening Levels Find | View All First  of 3

Screening Level: [3- Quality Ranking](#)

**Applicants** Customize | Find | View All | First  of 4

Result	Applicant Data	Score	Points	Number	ID	Veteran's Code	Disposition	Screening Result	Rate	Competitive Status
<input type="checkbox"/>	(b) (6)	86%	24.0	(b) (6)		V	030-Screen	Passed	Rate	Non-Competitive Other
<input type="checkbox"/>	(b) (6)	93%	26.0	(b) (6)		V	030-Screen	Passed	Rate	Non-Competitive Other
<input type="checkbox"/>	(b) (6)	93%	26.0	(b) (6)		V	030-Screen	Passed	Rate	Non-Competitive Other
<input type="checkbox"/>	(b) (6)	43%	12.0	(b) (6)		V	030-Screen	Passed	Rate	Non-Competitive Other

Select All Deselect **Competitive Status:** Mark... Go

*Applicants who went to SME's for Rating + Ranking*

Run: Select... [Rank Applicants](#) [Apply Results](#) [Queue Failed Letters](#)

[View All Applicants](#) | [View Screening Levels](#) | [View Screening Results](#)

Save [Return to Job Opening](#)

Screen Applicants

Rank Applicants

**Posting Title:** Supervisory Public Affairs Specialist GS-15    **Job Opening ID:** 9711  
**Job Opening Status:** 120-Cancelled    **Job Type:** Standard  
**Position Number:** 00001764 Supervisory Public Affairs Spe  
**Business Unit:** CORPT Corporate Business Line    **Recruit Type:** Open Competition  
**Location:** Portland    **VA#:** 9711-12  
**Department:** DK    Public Affairs

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*Applicants who were referred on Certificate*

Applicants Find | View All    First  of 1  Last

**Job Opening ID:** 9711    Supervisory Public Affairs Specialist GS-15  
**Job Code:** J02225    GS - 1035 - 15 - Supervisory Public Affairs Specialist

Competitive		Customize   Find   View All   <input type="text" value="1"/> of 1 <input type="text" value="1"/> Last									
Rank	Points	Category	Weight	Name	ID	Date	Qualifications Determination	Veteran's Code	Certificate Nbr	Letter	Letter Dt
	0.0										

Noncompetitive		Customize   Find   View All   <input type="text" value="1"/> of 4 <input type="text" value="4"/> Last									
Rank	Points	Category	Weight	Name	ID	Date	Qualifications Determination	Veteran's Code	Certificate Nbr	Letter	Letter Dt
	12.0	Category 4		(b) (6)	(b) (6)	2012	Qualified	NV		R06	03/13/2012
1	26.0	Category 3				2012	Best Qualified	NV	9711 -15	R03	10/18/2012
1	26.0	Category 3				2012	Best Qualified	NV	9711 -15	R03	10/18/2012
2	24.0	Category 3				2012	Best Qualified	NV	9711 -15	R03	10/18/2012

**Qualify Applicants**  
**Best Qualified Score:** 24   

**Tie Breaker**  
**Tie Breaker Option:**    

**Create Certificates**  
**Applicants to Consider:** 3    **Certificate Number:** 9711 -15       

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Job Opening

Screening Results

**Posting Title:** Supervisory Public Affairs Specialist GS-15 **Job Opening ID:** 9710  
**Job Opening Status:** 120-Cancelled **Job Type:** Standard  
**Position Number:** 00001764 Supervisory Public Affairs Spe  
**Business Unit:** CORPT Corporate Business Line **Recruit Type:** Open Competition  
**Location:** Portland **VA#:** 9710-12-DE  
**Department:** DK Public Affairs

Save [Return to Job Opening](#)

[View All Applicants](#) | [View Screening Levels](#) | [View Screening Results](#)

Run: Select...  Go [Rank Applicants](#) [Apply Results](#)

Screening Results Find | View All First  1 of 1  Last

**Job Opening ID:** 9710 **Supervisory Public Affairs Specialist GS-15**  
**Job Code:** J02225 **GS - 1035 - 15 - Supervisory Public Affairs Specialist**

Screening Levels Find | View All First  3 of 3  Last

Screening Level: 3- Quality Ranking

Applicants Customize | Find | View All |  First  1-12 of 12  Last

Result	Score	Points	Name	ID	Veteran's	Disposition	Screening Result	Rate	Competitive Status
<input type="checkbox"/>	86%	24.0	(b) (6)	(b) (6)		030-Screen	Passed	Rate	Competitive
<input type="checkbox"/>	96%	27.0				030-Screen	Passed	Rate	Competitive
<input type="checkbox"/>	43%	12.0				030-Screen	Passed	Rate	Competitive
<input type="checkbox"/>	93%	26.0				030-Screen	Passed	Rate	Competitive
<input type="checkbox"/>	93%	26.0				030-Screen	Passed	Rate	Competitive
<input type="checkbox"/>	82%	23.0				030-Screen	Passed	Rate	Competitive
<input type="checkbox"/>	64%	18.0				030-Screen	Passed	Rate	Competitive
<input type="checkbox"/>	61%	17.0				030-Screen	Passed	Rate	Competitive
<input type="checkbox"/>	50%	14.0				030-Screen	Passed	Rate	Competitive
<input type="checkbox"/>	75%	21.0				030-Screen	Passed	Rate	Competitive
<input type="checkbox"/>	43%	12.0				030-Screen	Passed	Rate	Competitive
<input type="checkbox"/>	89%	25.0				030-Screen	Passed	Rate	Competitive

Select All Deselect **Competitive Status:** Mark...  Go

*Applicants who went to Sme's for Rating and Ranking*

Run: Select...  [Rank Applicants](#) [Apply Results](#) [Queue Failed Letters](#)

[View All Applicants](#) | [View Screening Levels](#) | [View Screening Results](#)

Save [Return to Job Opening](#)



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Candidate	Selection Status	Status History	Final Score	Category	Grade	Veterans Preference	US Citizen	Non-Fed	Retired-Fed	Former Fed Empl	Current Fed Empl	Current Agency Empl	Meet Grade Requirements	Has Promotion Potential	Appointment Type	Service Type	Interchange Agreement	Former Military	Military Retiree	Military Spouse	VEOA
2	(b) (6)		View	(b) (6)	Best Qualified	15	None	Passed	Failed	Failed	Failed	Passed	(b) (6)	Passed	Passed	Permanent	Competitive	Failed	Failed	Failed	Failed	Failed
3			View		Best Qualified	15	None	Passed	Failed	Failed	Failed	Passed		Passed	Failed	Permanent	Competitive	Failed	Failed	Failed	Failed	Failed
4			View		Well Qualified	15	TP	Passed	Failed	Failed	Passed	Failed		Passed	Passed	Permanent	Competitive	Failed	Passed	Failed	Failed	Passed
5			View		Well Qualified	15	None	Passed	Passed	Failed	Failed	Failed		Failed	Failed	Unknown	Unknown	Failed	Failed	Failed	Failed	Failed
6			View		Well Qualified	15	None	Passed	Failed	Failed	Failed	Passed		Passed	Failed	Permanent	Competitive	Failed	Failed	Failed	Failed	Failed
7			View		Well Qualified	15	None	Passed	Passed	Failed	Failed	Failed		Failed	Failed	Unknown	Unknown	Failed	Failed	Failed	Failed	Failed
8			View		Well Qualified	15	None	Passed	Passed	Failed	Failed	Failed		Failed	Failed	Unknown	Unknown	Failed	Failed	Failed	Failed	Failed

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Candidate	Selection Status	Status History	Final Score	Category	Grade	Veterans Preference	US Citizen	Non-Fed	Retired-Fed	Former Fed Empl	Current Fed Empl	Current Agency Empl	Meet Grade Requirements	Has Promotion Potential	Appointment Type	Service Type	Interchange Agreement	Former Military	Military Retiree	Military Spouse	VEOA
2	(b) (6)		View	(b) (6)	Best Qualified	15	None	Passed	Failed	Failed	Failed	Passed	(b) (6)	Passed	Passed	Permanent	Competitive	Failed	Failed	Failed	Failed	Failed
3			View		Best Qualified	15	None	Passed	Passed	Failed	Failed	Failed		Failed	Failed	Unknown	Unknown	Failed	Failed	Failed	Failed	Failed
4			View		Best Qualified	15	None	Passed	Failed	Failed	Failed	Passed		Passed	Failed	Permanent	Competitive	Failed	Failed	Failed	Failed	Failed
5			View		Best Qualified	15	None	Passed	Passed	Failed	Failed	Failed		Failed	Failed	Unknown	Unknown	Failed	Failed	Failed	Failed	Failed
6			View		Best Qualified	15	None	Passed	Failed	Failed	Failed	Passed		Passed	Failed	Permanent	Competitive	Failed	Failed	Failed	Failed	Failed
7			View		Best Qualified	15	None	Passed	Passed	Failed	Failed	Failed		Failed	Failed	Unknown	Unknown	Failed	Failed	Failed	Failed	Failed

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Candidate	Selection Status	Status History	Final Score	Category	Grade	Veterans Preference	US Citizen	Non-Fed	Retired-Fed	Former Fed Empl	Current Fed Empl	Current Agency Empl	Meet Grade Requirements	Has Promotion Potential	Appointment Type	Service Type	Interchange Agreement	Former Military	Military Retiree	Military Spouse	VEOA
2	(b) (6)		View	(b) (6)	Best Qualified	15	None	Passed	Failed	Failed	Failed	Passed	(b) (6)	Passed	Passed	Permanent	Competitive	Failed	Failed	Failed	Failed	Failed
3			View	(b) (6)	Best Qualified	15	None	Passed	Passed	Failed	Failed	Failed		Failed	Failed	Unknown	Unknown	Failed	Failed	Failed	Failed	Failed
4			View		Best Qualified	15	None	Passed	Passed	Failed	Failed	Failed		Failed	Failed	Unknown	Unknown	Failed	Failed	Failed	Failed	Failed
5			View		Best Qualified	15	None	Passed	Failed	Failed	Failed	Passed		Passed	Failed	Permanent	Competitive	Failed	Failed	Failed	Failed	Failed
6			View		Best Qualified	15	None	Passed	Passed	Failed	Failed	Failed		Failed	Failed	Unknown	Unknown	Failed	Failed	Failed	Failed	Failed

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Candidate	Selection Status	Status History	Final Score	Grade	Veterans Preference	US Citizen	Non-Fed	Retired-Fed	Former Fed Empl	Current Fed Empl	Current Agency Empl	Meet Grade Requirements	Has Promotion Potential	Appointment Type	Service Type	Interchange Agreement	Former Military	Military Retiree	Military Spouse	VEOA
2	(b) (6)		View	(b) (6)	15	None	Passed	Failed	Failed	Failed	Passed	(b) (6)	Passed	Passed	Permanent	Competitive	Failed	Failed	Failed	Failed	Failed
3			View		15	None	Passed	Failed	Failed	Failed	Passed		Passed	Failed	Permanent	Competitive	Failed	Failed	Failed	Failed	Failed
4			View		15	None	Passed	Failed	Failed	Failed	Passed		Passed	Failed	Permanent	Competitive	Failed	Failed	Failed	Failed	Failed
5			View		15	TP	Passed	Failed	Failed	Passed	Failed		Passed	Passed	Permanent	Competitive	Failed	Passed	Failed	Failed	Passed

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	List Name	List Number	Audit Results	Audit List	Status Log	List Type	Collaboration Team	Status	Create Date	Expire Date	Test List	Manager First Name	Manager Last Name	Created By
2	CPAO - 15 - CR	200136 - GS-15 - CR - 02082013		Audit	View Log	Competitive - Category Rating	Recommending Officials	Inactive	02/08/2013	02/08/2014	No	William	Drummond	Makela, Jonathan
3	CPAO - 15 - CR	200136 - GS-15 - CR - 02082013		Audit	View Log	Competitive - Category Rating	Recommending Officials	Inactive	02/08/2013	02/08/2014	No	William	Drummond	Makela, Jonathan
4	CPAO - 15 - CR	200136 - GS-15 - CR - 02082013		Audit	View Log	Competitive - Category Rating	Recommending Officials	Ready for Manager Action	02/08/2013	02/08/2014	No	William	Drummond	Makela, Jonathan
5	CPAO - 15 - PM	200136 - GS-15 - PM - 02082013		Audit	View Log	Competitive - Promotion	Recommending Officials	Ready for Manager Action	02/08/2013	02/08/2014	No	William	Drummond	Makela, Jonathan

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Candidate	Karl Hunrick	Vickie Mcclary	Karen Hunt	Average Score	Final Assessment Score	System Generated Score	Merged Score	Grade	Category	Veterans Preference	US Citizen	Non-Fed	Retired-Fed	Former Fed Empl	Current Fed Empl	Current Agency Empl	Meet Grade Requirements	Has Promotion Potential	Appointment Type	Service Type	Interchange Agreement	Former Military	Military Retiree
2	(b) (6)	27		30	29	(b) (6)		0	15	Best Qualified	None	Passed	Passed	Failed	Failed	Failed	(b) (6)	Failed	Failed	Unknown	Unknown	Failed	Failed	Failed
3		26		29	28			0	15	Well Qualified	None	Passed	Failed	Failed	Failed	Passed		Passed	Failed	Permanent	Competitive	Failed	Failed	Failed
4		27		30	29			0	15	Best Qualified	None	Passed	Passed	Failed	Failed	Failed		Failed	Failed	Unknown	Unknown	Failed	Failed	Failed
5		32		32	32			0	15	Best Qualified	None	Passed	Failed	Failed	Failed	Passed		Passed	Passed	Permanent	Competitive	Failed	Failed	Failed
6		28		32	30			0	15	Best Qualified	None	Passed	Failed	Failed	Failed	Passed		Passed	Failed	Permanent	Competitive	Failed	Failed	Failed
7		24		27	26			0	15	Well Qualified	TP	Passed	Failed	Failed	Passed	Failed		Passed	Passed	Permanent	Competitive	Failed	Passed	Failed
8		28		30	29			0	15	Best Qualified	None	Passed	Passed	Failed	Failed	Failed		Failed	Failed	Unknown	Unknown	Failed	Failed	Failed

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Candidate	Karl Hunrick	Vickie Mcclary	Karen Hunt	Jonathan Makela	Average Score	Final Assessment Score	System Generated Score	Merged Score	Grade	Category	Veterans Preference	US Citizen	Non-Fed	Retired-Fed	Former Fed Empl	Current Fed Empl	Current Agency Empl	Meet Grade Requirements	Has Promotion Potential	Appointment Type	Service Type	Interchange Agreement	Former Military	Military Retiree
2	(b) (6)	30		30		30	(b) (6)		0	15	Well Qualified	None	Passed	Passed	Failed	Failed	Failed	(b) (6)	Failed	Failed	Unknown	Unknown	Failed	Failed	Failed
3		29		29		29			0	15	Well Qualified	None	Passed	Failed	Failed	Failed	Passed		Passed	Failed	Permanent	Compe itive	Failed	Failed	Failed
4		30		30		30			0	15	Well Qualified	None	Passed	Passed	Failed	Failed	Failed		Failed	Failed	Unknown	Unknown	Failed	Failed	Failed
5		32		32		32			0	15	Best Qualified	None	Passed	Failed	Failed	Failed	Passed		Passed	Passed	Permanent	Compe itive	Failed	Failed	Failed
6		32		32		32			0	15	Best Qualified	None	Passed	Failed	Failed	Failed	Passed		Passed	Failed	Permanent	Compe itive	Failed	Failed	Failed
7		27		27		27			0	15	Well Qualified	TP	Passed	Failed	Failed	Passed	Failed		Passed	Passed	Permanent	Compe itive	Failed	Passed	Failed
8		30		30		30			0	15	Well Qualified	None	Passed	Passed	Failed	Failed	Failed		Failed	Failed	Unknown	Unknown	Failed	Failed	Failed

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Candidate	Application	Grade	Series	Override	CertifiedDate	Status	OnWatchList	BasicallyQualified	USCitizen	Non-Fed	Retired-Fed	FormerFedEmpl	CurrentFedEmpl	CurrentAgencyEmpl
2	(b) (6)	200136	15	1035	N/A	01/18/2013	Certified	Failed	Passed	Passed	Passed	Failed	Failed	Failed	(b) (6)
3		200136	15	1035	Override		In Progress	Failed	Failed	Passed	Passed	Failed	Failed	Failed	
4		200136	15	1035	N/A	01/02/2013	Certified	Failed	Passed	Passed	Passed	Failed	Failed	Failed	
5		200136	15	1035	N/A	01/14/2013	Certified	Failed	Passed	Passed	Passed	Failed	Failed	Failed	
6		200136	15	1035	N/A	01/17/2013	Certified	Failed	Passed	Passed	Passed	Failed	Failed	Failed	
7		200136	15	1035	N/A		In Progress	Failed	Passed	Passed	Failed	Failed	Failed	Passed	
8		200136	15	1035	N/A	12/20/2012	Certified	Failed	Passed	Passed	Passed	Failed	Failed	Failed	
9		200136	15	1035	N/A		In Progress	Failed	Passed	Passed	Failed	Failed	Failed	Passed	
10		200136	15	1035	N/A		In Progress	Failed							
11		200136	15	1035	Override		In Progress	Failed	Failed	Passed	Failed	Failed	Passed	Failed	
12		200136	15	1035	Override		In Progress	Failed	Failed	Passed	Passed	Failed	Failed	Failed	
13		200136	15	1035	Override		In Progress	Failed	Failed	Passed	Passed	Failed	Failed	Failed	
14		200136	15	1035	N/A	01/18/2013	Certified	Failed	Passed	Passed	Passed	Failed	Failed	Failed	
15		200136	15	1035	N/A		In Progress	Failed							
16		200136	15	1035	N/A	01/03/2013	Certified	Failed	Passed	Passed	Failed	Failed	Failed	Passed	
17		200136	15	1035	Override		In Progress	Failed	Failed	Passed	Passed	Failed	Failed	Failed	
18		200136	15	1035	N/A		In Progress	Failed	Passed	Passed	Failed	Failed	Failed	Passed	
19		200136	15	1035	N/A		In Progress	Failed							
20		200136	15	1035	N/A	01/18/2013	Certified	Failed	Passed	Passed	Failed	Failed	Failed	Passed	
21		200136	15	1035	N/A	01/02/2013	Certified	Failed	Passed	Passed	Failed	Failed	Passed	Failed	
22		200136	15	1035	N/A	01/17/2013	Certified	Failed	Passed	Passed	Failed	Failed	Failed	Passed	
23		200136	15	1035	N/A		In Progress	Failed	Passed	Passed	Failed	Failed	Passed	Failed	
24		200136	15	1035	Override		In Progress	Failed	Failed	Passed	Passed	Failed	Failed	Failed	
25		200136	15	1035	Override		In Progress	Failed	Failed	Passed	Passed	Failed	Failed	Failed	
26		200136	15	1035	N/A	12/27/2012	Certified	Failed	Passed	Passed	Passed	Failed	Failed	Failed	
27		200136	15	1035	Override		In Progress	Failed	Failed	Passed	Passed	Failed	Failed	Failed	
28		200136	15	1035	N/A	01/18/2013	Certified	Failed	Passed	Passed	Passed	Failed	Failed	Failed	
29		200136	15	1035	N/A		In Progress	Failed	Passed	Passed	Passed	Failed	Failed	Failed	
30		200136	15	1035	N/A	12/28/2012	Certified	Failed	Passed	Passed	Passed	Failed	Failed	Failed	
31		200136	15	1035	N/A	12/31/2012	Certified	Failed	Passed	Passed	Passed	Failed	Failed	Failed	
32		200136	15	1035	Override		In Progress	Failed	Failed	Passed	Passed	Failed	Failed	Failed	
33		200136	15	1035	N/A		In Progress	Failed	Passed	Passed	Passed	Failed	Failed	Failed	
34		200136	15	1035	N/A		In Progress	Failed	Passed	Passed	Failed	Failed	Failed	Passed	
35		200136	15	1035	N/A		In Progress	Failed	Passed	Failed	Passed	Failed	Failed	Failed	
36		200136	15	1035	Override		In Progress	Failed	Failed	Passed	Failed	Failed	Passed	Failed	
37		200136	15	1035	N/A	01/17/2013	Certified	Failed	Passed	Passed	Passed	Failed	Failed	Failed	
38		200136	15	1035	N/A		In Progress	Failed	Passed	Passed	Failed	Failed	Passed	Failed	
39		200136	15	1035	N/A	01/18/2013	Certified	Failed	Passed	Passed	Passed	Failed	Failed	Failed	
40		200136	15	1035	N/A	01/18/2013	Certified	Failed	Passed	Passed	Passed	Failed	Failed	Failed	
41		200136	15	1035	N/A	01/11/2013	Certified	Failed	Passed	Passed	Passed	Failed	Failed	Failed	
42		200136	15	1035	N/A	01/17/2013	Certified	Failed	Passed	Passed	Failed	Failed	Failed	Passed	
43		200136	15	1035	N/A		In Progress	Failed	Passed	Passed	Failed	Failed	Passed	Failed	
44		200136	15	1035	N/A		In Progress	Failed							
45		200136	15	1035	N/A		In Progress	Failed							
46		200136	15	1035	N/A		In Progress	Failed	Passed	Passed	Passed	Failed	Failed	Failed	
47		200136	15	1035	N/A		In Progress	Failed							
48		200136	15	1035	N/A		In Progress	Failed	Passed	Passed	Passed	Failed	Failed	Failed	
49		200136	15	1035	N/A		In Progress	Failed							
50		200136	15	1035	N/A		In Progress	Failed							
51		200136	15	1035	Override		In Progress	Failed	Failed	Passed	Passed	Failed	Failed	Failed	
52		200136	15	1035	N/A		In Progress	Failed	Passed	Passed	Passed	Failed	Failed	Failed	
53		200136	15	1035	Override		In Progress	Failed	Failed	Passed	Passed	Failed	Failed	Failed	
54		200136	15	1035	N/A		In Progress	Failed							
55		200136	15	1035	N/A	01/17/2013	Certified	Failed	Passed	Passed	Passed	Failed	Failed	Failed	
56		200136	15	1035	Override		In Progress	Failed	Failed	Passed	Passed	Failed	Failed	Failed	
57		200136	15	1035	N/A	12/26/2012	Certified	Failed	Passed	Passed	Passed	Failed	Failed	Failed	
58		200136	15	1035	N/A	01/13/2013	Certified	Failed	Passed	Passed	Passed	Failed	Failed	Failed	
59		200136	15	1035	Override		In Progress	Failed	Failed	Passed	Passed	Failed	Failed	Failed	
60		200136	15	1035	N/A		In Progress	Failed	Passed	Passed	Passed	Failed	Failed	Failed	
61		200136	15	1035	Override		In Progress	Failed	Failed	Passed	Failed	Failed	Failed	Passed	





	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	First Name	Last Name	Application	Grade	Series	Override	CertifiedDate	Status	OnWatchList	ApplicantQuals/Scoring	BasicallyQualified	USCitizen	Non-Fed	Retired-Fed	FormerFedEmpl	CurrentFedEmpl	CurrentAgencyEmpl
2	(b) (6)		200136	15	1035	N/A	01/18/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	(b) (6)
3			200136	15	1035	N/A	01/02/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
4			200136	15	1035	N/A	01/14/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
5			200136	15	1035	N/A	01/17/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
6			200136	15	1035	N/A	12/20/2012	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
7			200136	15	1035	N/A	01/18/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
8			200136	15	1035	N/A	01/03/2013	Certified	Failed	View	Passed	Passed	Failed	Failed	Failed	Passed	
9			200136	15	1035	N/A	01/18/2013	Certified	Failed	View	Passed	Passed	Failed	Failed	Failed	Passed	
10			200136	15	1035	N/A	01/02/2013	Certified	Failed	View	Passed	Passed	Failed	Failed	Passed	Failed	
11			200136	15	1035	N/A	01/17/2013	Certified	Failed	View	Passed	Passed	Failed	Failed	Failed	Passed	
12			200136	15	1035	N/A	12/27/2012	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
13			200136	15	1035	N/A	01/18/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
14			200136	15	1035	N/A	12/28/2012	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
15			200136	15	1035	N/A	12/31/2012	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
16			200136	15	1035	N/A	01/17/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
17			200136	15	1035	N/A	01/18/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
18			200136	15	1035	N/A	01/18/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
19			200136	15	1035	N/A	01/11/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
20			200136	15	1035	N/A	01/17/2013	Certified	Failed	View	Passed	Passed	Failed	Failed	Failed	Passed	
21			200136	15	1035	N/A	01/17/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
22			200136	15	1035	N/A	12/26/2012	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
23			200136	15	1035	N/A	01/13/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
24			200136	15	1035	N/A	01/18/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
25			200136	15	1035	N/A	01/17/2013	Certified	Failed	View	Passed	Passed	Failed	Failed	Passed	Failed	
26			200136	15	1035	N/A	01/18/2013	Certified	Failed	View	Passed	Passed	Failed	Failed	Passed	Failed	
27			200136	15	1035	N/A	12/26/2012	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
28			200136	15	1035	N/A	01/18/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
29			200136	15	1035	N/A	01/18/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
30			200136	15	1035	N/A	01/18/2013	Certified	Failed	View	Passed	Passed	Failed	Failed	Failed	Passed	
31			200136	15	1035	N/A	12/25/2012	Certified	Failed	View	Passed	Failed	Passed	Failed	Failed	Failed	
32			200136	15	1035	N/A	01/16/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
33			200136	15	1035	N/A	01/18/2013	Certified	Failed	View	Passed	Passed	Failed	Failed	Failed	Passed	
34			200136	15	1035	N/A	12/28/2012	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
35			200136	15	1035	N/A	01/18/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
36			200136	15	1035	N/A	01/18/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
37			200136	15	1035	N/A	01/18/2013	Certified	Failed	View	Passed	Passed	Failed	Failed	Failed	Passed	
38			200136	15	1035	N/A	01/18/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
39			200136	15	1035	N/A	12/27/2012	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
40			200136	15	1035	N/A	01/05/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
41			200136	15	1035	N/A	12/27/2012	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
42			200136	15	1035	N/A	01/18/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
43			200136	15	1035	N/A	12/27/2012	Certified	Failed	View	Passed	Passed	Failed	Failed	Failed	Passed	
44			200136	15	1035	N/A	01/08/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
45			200136	15	1035	N/A	01/14/2013	Certified	Failed	View	Passed	Passed	Failed	Failed	Failed	Passed	
46			200136	15	1035	N/A	01/14/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
47			200136	15	1035	N/A	12/29/2012	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
48			200136	15	1035	N/A	01/02/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
49			200136	15	1035	N/A	01/18/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
50			200136	15	1035	N/A	01/18/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
51			200136	15	1035	N/A	01/09/2013	Certified	Failed	View	Passed	Passed	Failed	Failed	Failed	Passed	
52			200136	15	1035	N/A	12/27/2012	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
53			200136	15	1035	N/A	01/12/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
54			200136	15	1035	N/A	01/17/2013	Certified	Failed	View	Passed	Passed	Failed	Failed	Failed	Passed	
55			200136	15	1035	N/A	12/26/2012	Certified	Failed	View	Passed	Passed	Failed	Failed	Failed	Passed	
56			200136	15	1035	N/A	01/18/2013	Certified	Failed	View	Passed	Passed	Failed	Failed	Failed	Passed	
57			200136	15	1035	N/A	01/02/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
58			200136	15	1035	N/A	01/11/2013	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	
59			200136	15	1035	N/A	01/18/2013	Certified	Failed	View	Passed	Passed	Failed	Failed	Failed	Passed	
60			200136	15	1035	N/A	12/22/2012	Certified	Failed	View	Passed	Passed	Passed	Failed	Failed	Failed	

AVUe Recruit  
# 200136

Candidate	Final Score	Current Agency Empl
(b) (6)	96	(b) (6)
NG	95	
NR	96	
Q	95	
NA	95	
NR	96	
NA	94	
Q	94	
NR	94	
NR	92	
NR	94	
Q	95	
NR	94	
NR	91	
NR	95	
NR	98	
NR	94	
NR	94	
NR	94	
Q	96	
NR	96	
Q	96	
NR	94	
NR	92	
NR	92	
NR	94	
NR	94	
NR	96	
NR	94	
Q	95	
NR	92	
NR	96	
NR	91	
NR	92	
Q	92	
NR	91	
NR	90	
NR	92	
NR	95	

Need to verify Non-competitive promotion eligibility

Minimum : 30 sec wait for applicant profile to open

- Why refresh the screen when changing assessment status? Long wait time (~30 sec or more)
- If you open several new tabs to view applicants history/profile, error out when you click on View resume.

Candidate	Final Score	Current Agency Empl
(b) (6)	96	(b) (6)
NA	95	
NA	96	(b) (6)
Q	95	
NA	95	
NA	96	
NA	94 xP	
Q	94	
NA	94	
NA	92	
NA	94	
Q	95	
NA	94	
NA	91	
NA	95	
NA	98	
NA	94	
NA	94	
Q	96	
NA	96	
Q	96	
NA	94	
NA	92	
NA	92	
NA	94	
NA	94	
NA	96	
	94	
	95	
	92	
	96	
	91	
	92	
	92	
	91	
	90	
	92	
	95	

Need to verify Non-competitor promotion eligibility

Minimum : 30 sec wait for applicant profile to open

**Bonneville Power Administration  
Chief Public Affairs Officer  
Applicant Interviews**

1. **May 4<sup>th</sup> – 12:00 – 1:30 p.m.**  
**(b) (6)**
2. **May 4<sup>th</sup> – 1:30 – 3:00 p.m.**  
**(b) (6)**
3. **May 22<sup>nd</sup> – 12:00-1:30 p.m.**  
**(b) (6)**
4. **June 1<sup>st</sup> – 8:30-10:00 a.m.**  
**(b) (6)**
5. **June 1<sup>st</sup> – 10:00-11:30 a.m.**  
**(b) (6)**

Candidate	Presentation	Competency #1	Competency #2	Competency #3	Adaptability Evaluation	Open Ended Questions	Candidate Summary (ea element 1 - 5 and summarized)	Total Score
(b) (6)	3	4	4	3.5	3	3	3	23.5
	4	4	3.5	3	4	3.5	3.38	25.38
	5	4.5	5	4	4	3.5	3.63	29.63
	4	4	4	4	4	3.5	3.5	27
	4	4.5	4.5	4.5	4	4	4.44	29.94
	2	2.5	2.5	2.5	2	2	2.13	15.63

Bill



## Department of Energy

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

FREEDOM OF INFORMATION ACT PROGRAM

May 8, 2015

In reply refer to: FOIA #BPA-2014-00554-F

Ted Sickinger  
The Oregonian  
1500 SW First Avenue, Suite 400  
Portland Oregon 97201

Dear Mr. Sickinger:

This is a second partial response to your request for Bonneville Power Administration (BPA) records under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Your request was received in our office on Wednesday, February 5, 2014, with an acknowledgement letter sent to you on February 12, 2014. On April 23, 2014, July 7, 2014, September 22, 2014, December 12, 2014, and January 20, 2014 BPA sent letters extending response to your request with February 27, 2015, being the final due date for this response. On March 3, 2015, BPA provided a partial release noting that a second response would be sent when BPA finished consultation with outside entities concerning documents within the purview of exemption four with an expected release date of May 5, 2015.

### **You requested:**

“... copies of all correspondence, emails, memos and meeting notes regarding the chief public affairs officer position and recruitment.” Your request was subsequently clarified to include all rating and ranking of candidates and notes of selection panel members.

### **Response:**

We conducted a search of the paper and electronic records of Human Capital Management. We have located 7 pages of material responsive to your request that required consultation required by Exemption 4. Of those 7 pages, we are releasing 3 pages in full. We are releasing 3 pages with redactions under both Exemption 4 and Exemption 6. One page contains information about an unrelated contract which was redacted as non-responsive.

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)).

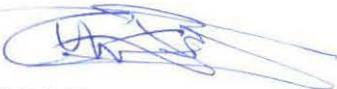
Exemption 4 protects “trade secrets and commercial or financial information obtained from a person and privileged and confidential” (5 U.S.C. § 552(b)(4)). BPA determined that the requested Exemption 4 redactions were justified. As you can see, however, those redactions are very minimal in scope.

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 the names of individuals not engaged in government business. We find no public interest in this information and therefore redact it under Exemption 6.

Information that falls under Exemption 6 cannot be discretionarily released; the right of privacy belongs to the individual, not to the agency. Therefore, we did not analyze this information under the discretionary release guidelines in Attorney General Holder’s March 19, 2009, FOIA Memorandum.

I appreciate the opportunity to assist you. We expect to provide final response on May 29, 2015. If you have any questions, please contact Sarah A. Westenberg, FOIA Case Officer, at (503) 230-3795.

Sincerely,



C. M. Frost  
Freedom of Information Act Officer

Message

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**From:** Rutherford,Nicole A (BPA) - NSSF-4 [/O=BPA/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=NAR3481]  
**Sent:** 12/19/2012 4:30:28 AM  
**To:** Shaut Jr,David L (BPA) - NHQ-1 [/O=BPA/OU=BPASite1/cn=Recipients/cn=DLS5895]  
**Subject:** RE: (b) (4)  
**Attachments:** Document2.doc; PO NONE HF-ALE Training.pdf

Hi Dave,

Please see the attached PO None form and fill it out. I have attached an example for you, as well. Please send it back to me with the final invoice for my supervisor's approval.

Thanks,

*Happy Holidays!*

**Nicole Rutherford**

Contract Specialist  
Bonneville Power Administration  
503.230.4320  
narutherford@bpa.gov

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**From:** Shaut Jr,David L (BPA) - NHQ-1  
**Sent:** Friday, December 14, 2012 11:11 AM  
**To:** Rutherford,Nicole A (BPA) - NSSF-4  
**Subject:** FW: (b) (4)  
Here's the invoice. I neglected to address this in Sept.

**From:** (b) (4), (b) (6)  
**Sent:** Tuesday, December 11, 2012 10:06 AM  
**To:** Shaut Jr,David L (BPA) - NHQ-1  
**Cc:** (b) (4), (b) (6)  
**Subject:** FW: (b) (4) Invoice No. (b) (4)

Hi Dave,

As I mentioned in my voicemail, (b) (4), (b) (6) found this lingering invoice when working to tidy things up for year end. Please let me know if you need any additional information in order to ensure payment.

Thanks,

(b)

(b) (4)

**From:** (b) (4), (b) (6)  
**Sent:** Tuesday, December 11, 2012 11:58 AM  
**To:** (b) (4), (b) (6)  
**Subject:** RE: (b) (4) Invoice No. (b) (4)

Kind Regards,  
(b) (4), (b) (6)

**From:** (b) (4), (b) (6)  
**Sent:** Tuesday, September 18, 2012 2:25 PM  
**To:** 'dlshautjr@bpa.gov'  
**Cc:** (b) (4), (b) (6)  
**Subject:** (b) (4) Invoice No. (b) (4)

Good afternoon Mr. Shaut,

Attached is our Final Invoice for expenses regarding the Chief Public Affairs Officer search engagement. Please do not hesitate to contact us should you have any questions or need additional information.

(b) (4), (b) (6)

**U.S. DEPARTMENT OF ENERGY - BONNEVILLE POWER ADMINISTRATION  
 INVOICE/CREDIT CERTIFICATION AND ACCOUNTING FORM**

**(Only One Invoice Per Form)**

Note: This form is used to authorize payment for non-contract transactions. **ALL FIELDS ARE REQUIRED.**  
 Incomplete forms will not be processed. For questions on this form, contact Accounts Payable x5787.

<b>BPA POINT OF CONTACT FOR QUESTIONS ON THIS INVOICE</b>							
1. Name	2. Dept. ID	3. Work Phone No.					
4. Invoice Receipt Date	5. Vendor Name	6. Vendor ID	7. Vendor Location <i>(2 character code)</i>	8. Invoice No.			

**9. Under What Bonneville Purchasing Instructions (BPI) Policy Authority Was the Purchase Made?\***

**Check one:**  Emergency/Urgent/Other Field Purchases   
 Commercial Utility Services   
 Training Services   
 Library Materials/Subscriptions   
 Memberships  
 Government Bills of Lading *(Freight)*   
 Other Purchases up to \$500 Authorized by Managers   
 BPA Logo/Recognition Merchandise

\* For a more detailed description of each category above and the complete policy see: [Bonneville Purchasing Instructions, Subpart 2.3.](#)

**10. Description of Goods/Service Purchased**

<b>ACCOUNTING INFORMATION</b>								
11. Business Unit	12. G. L. Account	13. DEPT ID	14. ABM	15. WO/PROJECT	16. Task	17. DCE	18. Product	19. \$ Amount
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
<b>\$ TOTAL</b>								<b>\$0.00</b>

<b>IMPORTANT:</b> Must be either a pen/ink signature or a true digital signature. The form "/s/ John Doe" is not acceptable. The same person cannot sign in both blocks.			
<b>20. Receipt &amp; Acceptance Certification - I certify that the goods/services on the attached invoice were received and accepted.</b>			
Name <i>(Type or Print)</i>	Signature	Date	
<b>21. Authorization to Pay - I have verified the information above. I certify the payment for the goods/services on the invoice pursuant to my authority.</b>			
Name <i>(Type or Print)</i>	Signature	Title	Date

**Scan completed form and send, along with any necessary supporting documentation, to the Accounts Payable-FTD e-mail box.**

**U.S. DEPARTMENT OF ENERGY - BONNEVILLE POWER ADMINISTRATION  
INVOICE/CREDIT CERTIFICATION AND ACCOUNTING FORM**

**(Only One Invoice Per Form)**

Note: This form is used to authorize payment for non-contract transactions. **ALL FIELDS ARE REQUIRED.**  
Incomplete forms will not be processed. For questions on this form, contact Accounts Payable x5787.

**Instructions for Specific Sections on Page 1:**

<b>Section:</b>	<b>Instructions:</b>
4	Invoice Receipt Date – What date did BPA receive the invoice? This date is used to calculate the due date and late fees, if necessary, under Prompt Payment.
6	Vendor ID – Vendor ID in the PeopleSoft system. If you do not know this, contact Vendor Maintenance at x2800 for help.
7	Vendor Location – This is a two character code that corresponds to the remittance address or bank information. If you do not know this, contact Vendor Maintenance at x2800 for help.
9	Under What BPI Policy Authority Was Purchase Made – The BPI notes that except as provided in BPI 2.3, persons other than COs shall not contract for supplies and services on behalf of BPA.  Section 9 of this form lays out the BPI exceptions. A detailed description of each of the exceptions can be found here: <a href="http://bpi/BPI102.pdf">bpi/BPI102.pdf</a>
10	Transaction Description – Describe the goods and/or services for which BPA is paying.
11 - 19	Accounting – Fill out the appropriate accounting for this transaction. Accounts Payable is not responsible for looking up the proper accounting information. For "Product" if not used by your organization, enter "n/a".
20	Receipt & Acceptance Certification – By signing you are attesting that you have confirmed that the goods/services were both received and accepted. Accounts Payable will not process a payment request without the proper certification signature.
21	Authorization to Pay – Sign off must be by a BPA employee. By signing you are attesting that you have confirmed that the goods/services were both received and accepted, that you concur with the overall validity of the invoice and that you authorize payment. Signature must be different than that in Section 20. Accounts Payable will not process a payment request without the proper certification signature.

**Scan completed form and send, along with any necessary supporting documentation, to the Accounts Payable-FTD e-mail box.**

U.S. DEPARTMENT OF ENERGY - BONNEVILLE POWER ADMINISTRATION  
INVOICE/CREDIT CERTIFICATION AND ACCOUNTING FORM  
*(Only One Invoice Per Form)*

Electronic Form Approved  
by Forms Mgmt.  
08/27/2012

Note: This form is used to authorize payment for non-contract transactions. **ALL FIELDS ARE REQUIRED.**  
Incomplete forms will not be processed. For questions on this form, contact Accounts Payable x5787.

Non-Responsive

9. Check one:  Emergency/Urgent/Other Field Purchases  Commercial Utility Services  Training Services  Library Materials/Subscriptions  Memberships  
 Government Bills of Lading (Freight)  Other Purchases up to \$500 Authorized by Managers  BPA Logo/Recognition Merchandise

\* For a more detailed description of each category above and the complete policy see: Bonneville Purchasing Instructions, Subpart 2.3.

10. Description of Goods/Service Purchased  
HF-ALE TRAINING

ACCOUNTING INFORMATION

Non-Responsive

Message

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**From:** Shaut Jr, David L (BPA) - NHQ-1 [/O=BPA/OU=BPASITE1/CN=RECIPIENTS/CN=DLS5895]  
**Sent:** 2/11/2013 6:57:01 PM  
**To:** Rutherford, Nicole A (BPA) - NSSF-4 [/O=BPA/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=NAR3481]  
**CC:** Makela, Jonathan A (BPA) - NHQ-1 [/O=BPA/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JAM9470]  
**Subject:** (b) (4)  
**Attachments:** (b) (4).doc; 9710-12-DE Chief Pub Affairs GS-1035-15 (DE).doc

Nicole—

In December I asked a question regarding the (b) (4). Sorry for not following up until now.

Here's a quick summary of the situation and the question.

(b) (4) was issued to recruit for the Chief Public Affairs Officer (vacancy announcement 9710-12-DE, open 1/9/12 – 2/17/12). We advertised the position last year and (b) (4) recruited three candidates for the announcement. Those three were referred to the selection official. The selecting official (Bill Drummond) did not make a selection. We notified candidates in October 2012 that no selection had been made on the announcement, and that no further action would be taken on that recruitment.

It was my assumption that at the time we closed the recruitment activities for the vacancy announcement that the release was finished, and that (b) (4) no longer was entitled collect the last payment for successful placement of a candidate.

When the CPAO position was reannounced (vacancy announcement open 12/20/12 – 1/18/13) (b) (4) contact Jon Makela. Jon is the HR Specialist that (b) (4) has coordinated with on the previous CPAO announcement. (b) (4), (b) (4), one of the (b) (4) recruiters, asked Jon about the status of the announcement, and recently said that (b) (4) expects to be paid for successfully placing a candidate if one of the candidates they referred for the previous announcement was selected.

Jon sent Bill the referral list for the announcement last week. One of the (b) (4) candidates from the previous announcement ((b) (4), (b) (6)) has been referred. In total five candidates were referred. As of today no interviews have been scheduled for the position.

When we talked in December you said you would run this be somebody in the GC office—perhaps Sarah Hawkins? We don't have a problem yet, but wanted to try and get ahead of the situation in case the candidate (b) (4) recruited for the previous announcement is selected and (b) (4) invoices us under (b) (4).

Thanks for your help—it's much appreciated.

**Dave Shaut** | Recruiting & Staffing Advisor  
Human Capital Management | Bonneville Power Administration  
503.230.5344 | [dshautjr@bpa.gov](mailto:dshautjr@bpa.gov)  
Connect with me on [LinkedIn](#)

**Only Here** will you define the future of energy!

Visit [careers.bpa.gov](https://careers.bpa.gov) for career opportunities.



## Department of Energy

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

FREEDOM OF INFORMATION ACT PROGRAM

June 16, 2015

In reply refer to: FOIA #BPA-2014-00554-F

Ted Sickinger  
The Oregonian  
1500 SW First Avenue, Suite 400  
Portland Oregon 97201

Dear Mr. Sickinger:

This is the third and final response to your request for Bonneville Power Administration (BPA) records under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Your request was received in our office on Wednesday, February 5, 2014, with an acknowledgement letter sent to you on February 12, 2014. On April 23, 2014, July 7, 2014, September 22, 2014, December 12, 2014, and January 20, 2014 BPA sent letters extending response to your request with February 27, 2015, being the final due date for this response. On March 3, 2015 and May 8, 2015, BPA provided partial releases.

### **You requested:**

“... copies of all correspondence, emails, memos and meeting notes regarding the chief public affairs officer position and recruitment.” Your request was subsequently clarified to include all rating and ranking of candidates and notes of selection panel members.

### **Response:**

We conducted a search of the paper and electronic records of Human Capital Management. We have located a final 18 pages of material responsive to your request **requiring analysis under Exemption 4**. Of those 18 pages, we are releasing 13 pages in full. We are withholding one page in its entirety under Exemption 4. We are releasing one page with redactions under both Exemption 4 and Exemption 6, and three pages with redactions 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)).

Exemption 4 protects “trade secrets and commercial or financial information obtained from a person and privileged and confidential” (5 U.S.C. § 552(b)(4)). BPA determined that the requested Exemption 4 redactions were justified. As you can see, however, those redactions are very minimal in scope.

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 the names of individuals not engaged in government business. We find no public interest in this information and therefore redact it under Exemption 6.

Information that falls under Exemption 6 cannot be discretionarily released; the right of privacy belongs to the individual, not to the agency. Therefore, we did not analyze this information under the discretionary release guidelines in Attorney General Holder’s March 19, 2009, FOIA Memorandum.

There are no fees associated with this request.

**Appeal:**

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, adequacy of search, 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 Sarah A. Westenberg, FOIA Case Officer, at (503) 230-3795.

Sincerely,

A handwritten signature in blue ink, appearing to read "C. M. Frost", is written over a horizontal line.

C. M. Frost  
Freedom of Information/Privacy Act Officer

Enclosure: Responsive documents

## Hage, Bonnie J (BPA) - K-7

---

**From:** Makela, Jonathan A (BPA) - NHQ-1  
**Sent:** Thursday, December 22, 2011 2:15 PM  
**To:** (b) (6), (b) (4)  
**Cc:** Hunrick, Karl W (BPA) - NH-2; Claire, Jody A (BPA) - NH-7; Drummond, William K (BPA) - D-7; Decker, Anita J (BPA) - K-7  
**Subject:** FW: BPA- Chief Public Affairs Officer questions.docx  
**Attachments:** BPA- Chief Public Affairs Officer questions.docx

(b) (6), please review the attached document. I have added in some information pursuant to some of the questions listed. Please note that the timelines listed near the bottom are projected and do not take into specific account individual's availability.

I look forward to talking with you a little later this afternoon.

Jonathan

---

**From:** (b) (6), (b) (4)  
**Sent:** Tuesday, December 20, 2011 11:01 AM  
**To:** Makela, Jonathan A (BPA) - NHQ-1  
**Cc:** (b) (6), (b) (4)  
**Subject:** BPA- Chief Public Affairs Officer questions.docx

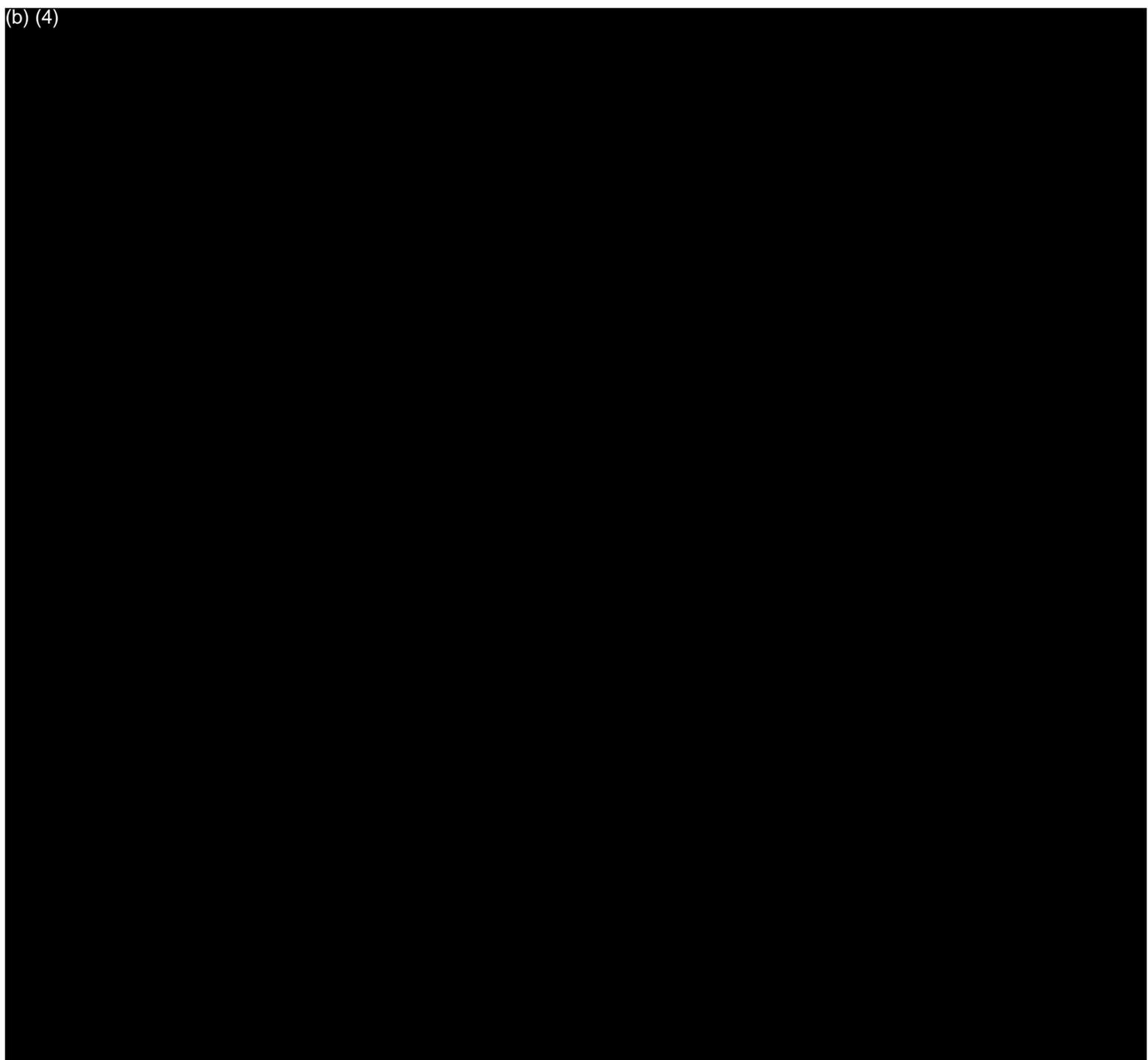
Jonathan,

As promised, attached is a list of discussion points for our Chief Public Affairs Officer search kick-off call scheduled for Thursday.

Please let me know if you need any clarification pre-call.

(b) (6),  
(b) (6), – direct

(b) (4)



(b) (6)

Bonneville Power Administration  
Chief Public Affairs Officer  
Search Discussion Topics  
December 22, 2011

INTERNAL CANDIDATES  
- SECOND CALL

Position Metrics

- 1. Outline reporting relationships and accountabilities, to include entire organization:

Direct reports to CPAO

- Employee Communications - DKC
- Public Communications - DKE
- National Relations - DKN
- Policy Communications - DKP
- Regional Relations - DKR
- Tribal Affairs - DKT

IDEAL CANDIDATE

- 2. Key external constituencies and their related responsibilities and challenges:

- National
- Regional
- Local
- Industry
- Tribal
- Media

(b) (6)

How this interest  
AFFECT HOW WE  
WILL

- 3. Key internal relationships:

- 4. Overlapping responsibilities?

- FERC Compliance
- Power Policy and Rates
- Transmission Policy and Strategy

} ?

- CLEAR WHAT LOOKING FOR  
- GETTING CANDIDATES WE WANT  
- CROSSROADS WHAT WE WANT  
- ADVERT IN YOUR INTEREST

- 5. Duties and responsibilities as they relate to:

(b) (6)

- Freedom of Information Act Officer
- Privacy Act Officer

To be determined - functions not currently assigned to the acting CPAO

- 6. Bonneville Executive Team membership:

(see attached listing of positions on Executive Team)

- Member roster (by function)
- Responsibilities
- Strategic planning contribution

- looking DELT3IDE  
- SWINSON  
- POSITIONS  
ENCOURAGE TO APPLY

## Critical Success Factors

7. Demonstrated competencies; what are the three most critical strengths the appropriate candidates must have for success?
8. 2012 success metrics.
9. Will the successful candidate be charged with the development of a new public affairs strategic initiative or vision? Or, will he/she continue the implementation of the existing strategy? If a new strategy is called for, why is it now needed?
10. Are there specific external groups (IOUs, public power, government agencies, industry associations) that might provide substantive training opportunities for candidates?
11. Alternatively, are there particular groups, or a set of topics, whose issues candidates should have knowledge of and demonstrated success with?
12. How important is regional expertise?
13. Outline specific governmental affairs responsibilities and spheres of influence.

## Internal Recruitment Challenges

14. Reason for the vacancy.
15. Results from internal posting earlier this year – **A non-competitive interest announcement was posted to attract interest in a temporary assignment. It was not a competitive process intended to fill the position on a permanent basis.**
16. What key requirements are the internal applicants lacking?
17. Recent incumbent strengths and weaknesses.

## Search Timeline

18. Posting open/close – January 3<sup>rd</sup> – 30 days.
19. Review period –  
Minimum qualifications week of 2/6 – 2/10;  
Rating/Ranking process week of 2/13 – 2/17.
20. Interviews –  
First-round interviews: 2/27 – 3/9.
21. Offer – First/Second week of April

## Closing Comments

**24 Executive Team positions –**

**Senior Executive Service Positions:**

CEO

COO

Deputy Administrator

CFO

Exec VP-Corporate Strategy

General Counsel

Sr VP Power Services

Exec VP Internal Business Services

Sr VP Transmission Services

VP, Environment, Fish & Wildlife

VP, Bulk Marketing (Power)

VP, Requirements Marketing (Power)

VP, Generation Asset Management (Power)

VP, Energy Efficiency (Power)

VP, CIO (Internal Business Services)

VP, Transmission Marketing & Sales

VP, Transmission Field Services

VP, Engineering & Technical Services (Transmission)

VP, Planning & Asset Management (Transmission)

**Senior Management:**

Chief Risk Officer

Chief Public Affairs Officer

Chief Human Capital Officer

Chief Supply Chain Officer

Senior Policy Advisor

Bonneville Power Administration  
Chief Public Affairs Officer  
Search Discussion Topics  
December 22, 2011

Position Metrics

1. Outline reporting relationships and accountabilities, to include entire organization:

Direct reports to CPAO

Employee Communications - DKC  
Public Communications - DKE  
National Relations - DKN  
Policy Communications - DKP *< POLICY WRITING  
MEDIA*  
Regional Relations - DKR  
Tribal Affairs - DKT

2. Key external constituencies and their related responsibilities and challenges:

National  
Regional  
Local  
Industry  
Tribal  
Media

3. Key internal relationships:

4. Overlapping responsibilities?

FERC Compliance  
Power Policy and Rates  
Transmission Policy and Strategy

5. Duties and responsibilities as they relate to:

Freedom of Information Act Officer  
Privacy Act Officer

To be determined - functions not currently assigned to the acting CPAO

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(see attached listing of positions on Executive Team)

Member roster (by function)  
Responsibilities  
Strategic planning contribution

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COO

Deputy Administrator

CFO

Exec VP-Corporate Strategy

General Counsel

Sr VP Power Services

Exec VP Internal Business Services

Sr VP Transmission Services

VP, Environment, Fish & Wildlife

VP, Bulk Marketing (Power)

VP, Requirements Marketing (Power)

VP, Generation Asset Management (Power)

VP, Energy Efficiency (Power)

VP, CIO (Internal Business Services)

VP, Transmission Marketing & Sales

VP, Transmission Field Services

VP, Engineering & Technical Services (Transmission)

VP, Planning & Asset Management (Transmission)

**Senior Management:**

Chief Risk Officer

Chief Public Affairs Officer

Chief Human Capital Officer

Chief Supply Chain Officer

Senior Policy Advisor

**McClary, Vickie L (BPA) - NHQ-1**

---

**From:** (b) (6)  
**Sent:** Friday, April 27, 2012 6:29 AM  
**To:** Decker, Anita J (BPA) - K-7; Hunrick, Karl W (BPA) - NH-6  
**Cc:** Silverstein, Brian L (BPA) - T-DITT2; Drummond, William K (BPA) - A-7; Boardman, Sandy (BPA) - A-7; Hiraki, Ruth L (BPA) - NH-7  
**Subject:** RE: CPAO Interviews - Request for Questions

How about a question or two about management/coaching style and team management:

5. Please describe your management/coaching philosophy and how you have applied it in your career so far:

- What has worked best and what has worked worst over the years?
- If your employees/former employees were here now, how would they describe your management style? Your best quality or qualities as a manager and the one(s) you need to work on most?

Also, I like Anita's line on Internal Communications and think it would be good to dig a bit more there. Maybe add a sub question or two like:

- Talk about how you have structured internal communications staff and initiatives in the past.
- In your experience, what internal communications channels have been most effective in keeping employees informed? In helping to manage organizational change?

Bill, will you send packets to us in the mail or electronically? Sorry if you've already sent them. I'm out on travel this week.

Thanks. (b) (6)

Sent with Good (www.good.com)

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

**From:** Decker, Anita J (BPA) - K-7 [ajdecker@bpa.gov]  
**Sent:** Thursday, April 26, 2012 10:28 PM Pacific Standard Time  
**To:** Hunrick, Karl W (BPA) - NH-2  
**Cc:** (b) (6); Silverstein, Brian L (BPA) - T-DITT2; Drummond, William K (BPA) - D-7; Boardman, Sandy (BPA) - A-7; Hiraki, Ruth L (BPA) - NH-7  
**Subject:** Re: CPAO Interviews - Request for Questions

I have two:

Tell us about a time you had a difficult working relationship with a colleague or superior - how did you handle the situation?

What is the role of internal communications?

Anita Decker  
Chief Operating Officer  
Bonneville Power Administration  
[ajdecker@bpa.gov](mailto:ajdecker@bpa.gov)  
503.230.5105

On Apr 26, 2012, at 2:49 PM, "Hunrick,Karl W (BPA) - NH-2" <[kwhunrick@bpa.gov](mailto:kwhunrick@bpa.gov)> wrote:

Good afternoon –

Working today with Bill on the overall interview process, we wanted to send an update as you consider questions you want to ask in Part III.

Part I: The presentation topic is:

**Describe your role in leading a major public affairs issue in support of your organization's strategic objectives.**

Part II: Competency Interview questions:

1. *Describe a time you needed to use diplomacy and tact to maintain external relationships in a tension-filled situation.*
2. *Describe a time when you had to gather a lot of information and make a quick decision in a short period of time.*
3. *Tell me about the quickest and toughest mental transition you have ever had to make.*

Part III: Panel questions:

Bill Drummond:

"Tell us how you created and communicated a compelling team vision of goals and objectives that aligned to an organizational strategy. What was the outcome?"

Brian Silverstein:

"Tell us about your experience in measuring and managing work for a communications team, and prioritizing the work that was most important."

Karl.

Karl Hunrick, SPHR  
Strategic Business Partner  
Bonneville Power Administration  
O - 503.230.3002  
C - 503.490.3030  
Questions? HR Help @ x3230

<image001.jpg>

---

**From:** Drummond,William K (BPA) - D-7  
**Sent:** Wednesday, April 25, 2012 1:29 PM  
**To:** (b) (6); Decker,Anita J (BPA) - K-7; Silverstein,Brian L (BPA) - T-DITT2  
**Cc:** Boardman,Sandy (BPA) - A-7; Hunrick,Karl W (BPA) - NH-2; Hiraki,Ruth L (BPA) - NH-7  
**Subject:** CPAO Interviews - Request for Questions

Good Afternoon:

Thanks again for agreeing to be part of the interview panel for BPA's Chief Public Affairs Officer position.

Attached is a list of questions intended to draw out the candidate's specific competencies in certain areas. Each of you has had experience -- some quite extensive -- in the public affairs arena and I would like to draw upon that experience. I would appreciate it if you would each prepare a single question that you would like to ask in addition to the attached questions. Please send your questions to me by **noon on Friday, April 27**, and I will include them in the interview instruction packet that we will send out by COB on Friday the 27<sup>th</sup>.

As you will see when you have a chance to review the interview instruction packet, we have a great list of candidates. I intend to begin the interview with the opportunity for each candidate to make a 10-minute presentation involving one or more of BPA's values (trustworthy stewardship, collaborative relationships and operational excellence). Following the presentation, we will move to the Competency and Adaptability evaluation and then to the prepared questions. The interview would then conclude with an opportunity for each of the candidates to ask any questions they may have.

If you have questions, please feel free to contact me. Again, thanks for your help in filling this important role for BPA.

*William K. Drummond*  
*Deputy Administrator*  
*Bonneville Power Administration*  
[WKDrummond@bpa.gov](mailto:WKDrummond@bpa.gov)  
*503-230-5103*



## Interview Format for Chief Public Affairs Officer Position Bonneville Power Administration

We appreciate your interest and time in interviewing for this position. This outlines what to expect during your interview. Please especially note, you are being asked to come prepared with a 10-minute presentation before the interview panel.

The first part of the interview will be the presentation to the interview panel:

### **Describe your role in leading a major public affairs issue in support of your organization's strategic objectives.**

As appropriate, please refer to the Technical Qualifications from the vacancy announcement (included at the bottom of this page). You're expected to limit your presentation to 10 minutes. You may use hardcopy handouts, (up to four pages) as presentation material -- no projected slides, transparencies, or any other presentation media. Please bring 4 copies of your handout for the interview panel.

The second part of the interview will be based on behavioral competencies. You will be asked a series of behavioral questions based on "**Interpersonal Savvy**", "**Timely Decision Making**" and "**Learning on the Fly**". For each competency you will be asked to describe an event that all candidates are likely to have experienced. Your experience can be work-related or an event from your personal life. Subsequent questions or probes include: your approach and why you selected the approach, the outcome and impact, what you learned from the experience, and how you have applied what you learned in different situations. When selecting an event, try to select those that were significant in forming your own personal "rules of thumb."

Following the behavioral competency questions will be 3 or 4 additional interview questions from the interview panel. We expect the interview to last about an hour and fifteen minutes.

### **Technical Qualifications (from vacancy announcement):**

1. **Public Affairs/Communications Program Management: Ability to provide strategic leadership and direction to an organization providing comprehensive public affairs services.**
2. **Public Affairs/Communications Strategy: Ability to serve as the internal public affairs expert to executive management officials in the planning and execution of communication strategies designed to enhance awareness and understanding of and to defend, justify, and gain support for an organization's business objectives, policies, and programs.**
3. **Government & Legislative Affairs: Skill in assessing the political and institutional environment in which decisions are made and implemented in order to advise BPA executives on building and maintaining productive legislative and governmental relationships and on developing and strategically articulating BPA policy and building support for BPA decisions.**



## PLEASE READ Interview Instruction Packet

Position: Chief Public Affairs Officer

### Summary of Interview Format: 1 hr. 15 min. interview (MAXIMUM) and 15-min. debrief

Introductions and opening the interview (5 minutes)

**Part I:** Prepared 10 minute (MAXIMUM) presentation by the candidates followed by panel questions (5 minutes MAXIMUM = 15 minutes total)

**Part II:** Competency and adaptability evaluation (20 minutes)

**Part III:** Other pre-selected questions by panel (20 minutes)

### ONE HOUR MARK

**Part IV:** Closing the interview including an opportunity for the candidate to ask questions (5 –10 minutes)

**Part V:** Candidate summary evaluation (15-20 minutes)

An *Interview Panel Worksheet* will be provided to gather your input and notes. Detailed instructions for conducting the interview begin on the following page.

### General Information:

#### Using Behavioral Competency Questions (quick review)

- Behavioral Competency Question based interviews are a method of determining candidates' learning agility. Learning agility is a strong predictor of success.
- Behavioral Competencies are behavioral traits that have been identified as essential for success.
- Don't focus on personal impressions—you need to be most interested in how the candidate responds to the questions and prompts. Don't get caught up in whether you like the candidate personally—this will make it more difficult to accurately rate their competencies.
- The probes help discern candidates willingness and ability to learn from experience and how they would apply it in the future. Please ensure to ask all of the probes for all candidates.
- NOTE that after the first question, candidates may “get it” and incorporate the probes into their answers – no need to ask the probes if you've been able to capture them in the answers provided by the candidate.
- Things to focus on: specificity, credibility, candidness, challenge, relevance, context.
- Adaptability Observations: Were they able to communicate the learnings?
- Resist the temptation to be a helper – how they answer, or if, is the answer.

#### General Process for Conducting the Panel Interview

- Reminder to turn off cell phones and pagers.
- Decide panel roles ahead of time. For example, one member opens the interview and sets up the prepared presentation; same or different member asks the Competency Questions and any probes; etc.
- The same interview process must be run for all candidates.

**CONDUCTING THE INTERVIEW**

**Introductions and Opening the Interview (5 minutes)**

- A. Introductions
- B. Thank candidate for their interest and for coming in today
- C. Explain the interview process:
  - 1. Today we will evaluate the interview responses to establish the most qualified candidates.
  - 2. We've allotted about an hour and fifteen minutes for this interview.
  - 3. We'll begin with your prepared presentation followed by our panel questions.
  - 4. Second, you'll be asked a series of competency based questions.
  - 5. You'll then be asked other pre-selected, job-related questions.
  - 6. Please note we may be taking notes during your presentation and your answers, so we all may not maintain eye contact.
  - 7. At the end of the process, you will be able to ask questions about Bonneville and the position.
- D. Ask if the candidate has any questions about the process before proceeding.

**Part I: Prepared 10 minute Presentation by the Candidate and Follow-up Panel Questions (15 minutes)**

- A. Use the **Candidate Prepared 10 minute Presentation Evaluation Worksheet**. Fill this out during and before starting the next part of the interview.
- B. Ask the candidate to begin the presentation. Remind the candidate to limit the presentation to **10 minutes**.

The instruction was to prepare a 10-minute presentation on the topic below with no more than 4 pages of a hard copy handout.

**Describe your role in leading a major public affairs issue in support of your organization's strategic objectives.**

- C. Follow up Panel question examples (Limit to 5 minutes MAXIMUM).
  - 1. What insight or learning did you have?
  - 2. If you could do this over, what would you do differently?

*BREAD BUT  
FOCUSSED  
COMMON  
\*VISION FOR  
PUB AFFAIRS  
- ALL COMM  
TIED BACK TO  
THIS - INTERNAL  
- EXTERNAL  
- TRIBAL  
- REGIONAL*

Part II. Competency and Adaptability Evaluation (20

minutes)

- A. Use the **Competency Evaluation Worksheet** to evaluate the candidate. Candidates were given the following information prior to the interview:

“The second part of the interview will be based on behavioral competencies. You will be asked a series of behavioral questions based on selected competencies identified with the position. For each competency you will be asked to describe an event that all candidates are likely to have experienced. Your experience can be work-related or an event from your personal life. Subsequent questions or probes ask: your approach, why you selected the approach, the outcome, what you learned from the experience, and how you have applied what you learned in different situations. When selecting an event, try to select those that were significant in forming your own personal “rules of thumb.”

- B. Instruct candidates:

- Please take your time to reflect before answering if necessary.
- Keep in mind we are looking for more of the how and why you approached the examples you will share.

- C. Guidelines for the panel:

- ✓ Read the description of the Competency
- ✓ Ask the Competency Questions. Ask the questions exactly as they are written. This ensures consistency amongst the interviews.
- ✓ Don't prompt candidates who are having trouble answering the questions. If the candidate cannot answer the question, move on.
- ✓ Reach closure before moving on to the next competency.
- ✓ Maintain focus—listen for: specific action steps; rationale; consideration of alternatives; impact; personal principles or rules of thumb; applications.
- ✓ Complete the Competency Evaluation Worksheet sheet for each question before moving to the next question. At the end of the competency questions, before you ask closing questions, be careful to record your competency scores first so as not to influence your initial competency rating.

- D. Complete the **Adaptability Evaluation Worksheet** from your overall observations on how they answered the competency based questions.



PLEASE READ  
**Interview Instruction Packet**

**Part III: Other Pre-selected Questions by Panel (20 minutes)**

- A. Use the **Final Interview Questions Worksheet** to take any notes and observations.
- B. **NOTE:** You will not have time to ask all of the questions in this section. Please work with each other to decide on a priority to follow Bill's opening question in this section – you will run out of time (and we must leave time to the candidate to ask at least one question!).

**Part IV: Closing the Interview (5 - minutes)**

- A. Ask if the candidate has any questions about the position or BPA.
- B. Explain the next steps of the process.
- C. Candidate is escorted out to Security (external candidates only)

**Part V: Candidate Summary Evaluation (15-20 minutes)**

- A. Each panel member independently fills out the **Candidate Summary Evaluation Worksheet**. "Scores" are subjectively assigned to the suggested areas of consideration based on the entire interview. (No total point values are calculated. The scores are not intended to rank order the candidates.) This is meant to provide some structure and consistency to the evaluation discussion.
- B. Panel discusses their evaluation of the candidate.
- C. After all interviews are complete, the panel may provide overall recommendations.
- D. All panel members turn in their interview notes and forms to Bill.

**Please contact Karl Hunrick in the event you have questions about the instructions or the interview forms:**

**Desk: 503-230-3002**

**Cell: 503-490-3030**

**email: [kwhunrick@bpa.gov](mailto:kwhunrick@bpa.gov)**

### Ideal candidate graph:

The ideal Chief Public Affairs Officer candidate will be a highly motivated individual who demonstrates a commitment to public service and possesses a proven record of leading and managing a mix of public affairs and government relations in industry, governments, or agencies, preferably with experience from projects and programs related to the electrical utility industry in the Pacific Northwest. This candidate would also have experience translating issues and opportunities into an external context and developing tactical and strategic communications plans to proactively engage key constituencies and policymakers.

### Job Summary:

BPA's Chief Public Affairs Officer (CPAO) is responsible for leading, directing, and promoting a robust public affairs and communications program to promote, establish, and maintain cooperative relationships with the media, customers and ratepayers, and other key external stakeholders and ensure the involvement of groups interested in and affected by BPA's policies, programs, and decisions. This includes leading and managing national, regional, and tribal relations and directing internal and external communications programs that foster knowledge, awareness, and support of BPA's programs, achievements, and value to the Pacific Northwest.

The CPAO serves as BPA's official Freedom of Information Act (FOIA) Officer and Privacy Act Officer and directs the FOIA Liaison staff processing and coordinating of responses to FOIA requests and provides advice on FOIA compliance.

The CPAO also serves as the Agency's Open Government Officer, responsible for ensuring that the Agency complies with Presidential and DOE Open Government guidance by publishing high-value data sets on the Agency's external website.

### Public Affairs functional statement:

BPA serves a broad and unique mission in the Pacific Northwest to create and deliver the best value for our customers and constituents as we act in concert with others to assure the Pacific Northwest:

An adequate, efficient, economical and reliable power supply;

A transmission system that is adequate to the task of integrating and transmitting power from federal and non-federal generating units, providing service to BPA's customers, providing interregional interconnections, and maintaining electrical reliability and stability; and

Mitigation of the Federal Columbia River Power System's impacts on fish and wildlife.

As part of its responsibilities, BPA promotes energy efficiency, renewable resources and new technologies. The agency also funds regional efforts to protect and rebuild fish and wildlife populations affected by hydropower development in the Columbia River Basin. BPA is committed to providing public service and seeks to make its decisions in a manner that provides opportunities for input from all stakeholders. In its vision statement, BPA dedicates itself to providing high system reliability, low rates consistent with sound business principles, environmental stewardship and accountability.

Public Affairs is responsible for developing a comprehensive public affairs strategy and managing the centralized support of the agency implementation of that strategy. This includes direction and support for national, regional, and tribal relations, media and internal and external communications. This function is responsible for fostering support, knowledge, and awareness of BPA's activities, achievements, and value to the Pacific Northwest. Public Affairs is also responsible for ensuring that programs are in place to secure appropriate public input into BPA's decision-making processes.

Public Affairs promotes high quality communications with employees and external groups and fosters understanding and awareness of the activities and achievements of the agency. To carry this out, Public Affairs ensures that BPA involves and considers the views of interested and affected public in the development of new policy and agency decisions. Public Affairs ensures that BPA communicates with employees and the public in a timely, accurate, clear, and complete manner. Public Affairs prepares executive speeches, presentations, other policy materials, prepares release and outreach plans, develops communication strategies including messages, advises and supports business units on Public Affairs considerations, and monitors impacts of strategies.

New Media & Open Government Communications includes Web Content/Design Management acts as "Web content master" for BPA's internal and external websites. They assist business units in translating business needs into effective Web solutions, and develop and operate systems for managing content on the Web, both internal and external. The team develops and manages the look and feel (design and navigation) standards for the internal and external Web, evaluates the effectiveness of Web and initiates revisions.

The team is also responsible for ensuring compliance with Presidential and DOE Open Government guidance by publishing high-value data sets on the Agency's external website as proscribed and the agency's social media policies and directives.

Brand Communications includes Production Support and Community Relations and Education programs.

Production Support is responsible for BPA programs and events, including development and production of publications, brochures, fact sheets, newsletters, posters, flyers, promotional materials, photography (digital or film), signs, presentations (electronic, overhead or handouts), charts and diagrams (bar/pie charts, flow charts, maps, etc.), illustrations, displays/exhibits, ads, Web graphics, video-graphy/video-stream (single-camera not requiring editing), and the BPA Annual Report.

Event Planning, Education and Community Relations provide strategic and tactical advice regarding use of events to further program goals. The staff processes requests for external sponsorship that come into the agency including final approval by the CPAO. They handle event logistics (arrange promotion venue, registration, materials, production, A/V, etc). The staff designs and coordinates agency-wide education and community relations programs and develops materials and curricula for educators.

#### Specialized experience:

Experience as an organization's top public affairs/communications official responsible for:

- Managing a comprehensive public affairs/communications program, including each of the following components: employee communication/information; public information/education; and governmental or legislative affairs programs; and
- Planning, directing, and executing a variety of public affairs/communications strategies targeting multiple audiences and utilizing a variety of mediums designed to enhance awareness and understanding of an organization's policies and programs; and
- Providing advice and guidance to executive officials on interacting with and maintaining relationships with key constituents/constituencies, stakeholders, and other groups affected by or interested in the organization's policies and programs.