



Department of Energy

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

FREEDOM OF INFORMATION ACT/PRIVACY PROGRAM

December 3, 2014

In reply refer to: FOIA #2014-00618

Dan Seligman
P.O. Box 99249
Seattle, WA 98139

Mr. Seligman:

This is a final response to your request for Bonneville Power Administration (BPA) records under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Your request was received in our office on February 18, 2014, with an acknowledgement letter sent to you on March 10, 2014.

You requested:

"Copies of all emails to and from Steve Wright between Jan. 1, 2012, and the final date of his employment at BPA that mention the Office of Inspector General (OIG), the U.S. Office of Personnel Management (OPM), or DOE Human Capital, or any inquiries, reviews and investigations into BPA hiring and promotion practices."

In an email dated Wednesday, April 9, 2014, you revised the above request to:

"...all communications (not just e-mails) to and from Steve Wright on the subject matter and period described in my initial request. This revised request now includes written and electronic documents, reports, memorandum, etc., no matter what the format."

Response:

We conducted a search of the electronic/paper records of Steve Wright's file. We have located 14 pages of material responsive to your request. We are releasing these records in full.

Fees:

There are no fees associated with this request.

Appeal:

You may still seek administrative appeal pursuant to Department of Energy FOIA regulations at 10 C.F.R. § 1004.8 if you feel the search was not adequate. If you choose to appeal, you must do so in writing within 30 days, and include the following information:

- (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 this 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 E. Thanh Knudson (Contract, DEA Onsite) at (503)-230-5221.

Sincerely,

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

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

Enclosure:
Responsive documents

Message

From: Azar, Lauren [Lauren.Azar@Hq.Doe.Gov]
Sent: 3/29/2012 9:19:43 PM
To: Wright, Stephen J (BPA) - A-7 [/O=BPA/OU=BPASite1/cn=Recipients/cn=SJW3819]
CC: Levy, Jonathan [Jonathan.Levy@hq.doe.gov]
Subject: RE: Office of Inspector General Audit Report on "Management of Bonneville Power Administration's Information Technology Program" - DOE/IG-0861

Thanks Steve

Lauren Azar
Senior Advisor to the Secretary
U.S. Department of Energy
1000 Independence Avenue SW
Washington D.C 20585
202-586-6210
Lauren.Azar@hq.doe.gov

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

From: sjwright@bpa.gov
Sent: Thursday, March 29, 2012 5:18 PM
To: Azar, Lauren
Cc: Levy, Jonathan
Subject: Re: Office of Inspector General Audit Report on "Management of Bonneville Power Administration's Information Technology Program" - DOE/IG-0861

Certainly. We used to do more reporting on these and can dial it back up. We will give you a proposed plan for how and when in the process we will report on these.

On Mar 29, 2012, at 12:29 PM, "Azar, Lauren" <Lauren.Azar@Hq.Doe.Gov> wrote:

> Hi Steve - in the future, it would be helpful for Dep Sec and I to find out about IG audits before they are finalized. We do get questions about them. While Dep Sec gets the listing of the ongoing IG audits, knowing what is happening in real time and reviewing draft management responses to such audits is requested. Thanks.

>
> Lauren Azar
> Senior Advisor to the Secretary
> U.S. Department of Energy
> 1000 Independence Avenue SW
> Washington D.C 20585
> 202-586-6210
> Lauren.Azar@hq.doe.gov

>
>
> -----Original Message-----
> **From:** OIG Reports
> **Sent:** Tuesday, March 27, 2012 8:52 AM
> **To:** DL-OIG Reports
> **Subject:** Office of Inspector General Audit Report on "Management of Bonneville Power Administration's Information Technology Program" - DOE/IG-0861

> Good Morning,
>
> Attached is our latest report.
> <IG-0861 (For Double Sided Printing).pdf> <IG-0861.pdf>

Message

From: Poneman, Daniel [Daniel.Poneman@hq.doe.gov]
Sent: 4/2/2012 5:36:16 AM
To: Wright, Stephen J (BPA) - A-7 [/O=BPA/OU=BPASite1/cn=Recipients/cn=SJW3819]; Azar, Lauren [Lauren.Azar@Hq.Doe.Gov]
CC: Levy, Jonathan [Jonathan.Levy@hq.doe.gov]
Subject: RE: IG report

Thanks for the clarifications.

Daniel B. Poneman
Deputy Secretary
US Department of Energy
Washington, DC 20585
(202) 586-5500

From: sjwright@bpa.gov
Sent: Saturday, March 31, 2012 11:04 AM
To: Poneman, Daniel; Azar, Lauren
Cc: Levy, Jonathan
Subject: IG report

First, an apology for not giving you a heads up on the DOE IG report regarding IT and cybersecurity. We are developing a protocol to make sure this does not happen again. I want to take a moment to clarify a potential misunderstanding.

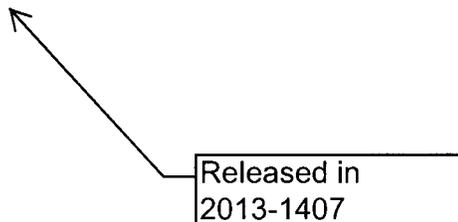
The most important thing to know is the systems covered in the audit report include some critical business systems, but these systems are separate from those BPA uses for real-time operation of the grid. Vulnerabilities identified in the report would not result in blackouts or other transmission system disruptions. We regularly assess the resiliency of our transmission control systems using the assessment services of HSS-44 (the Office of Cyber and Security Oversight). The HSS-44 assessments involve rigorous penetration testing and vulnerability scanning of our control systems, followed up with recommendations for improvement. The HSS-44 assessments are tough and we always feel like we learn something from them. We act on their recommendations and think the availability of this service provides an advantage over the rest of the industry.

With respect to the report itself, most of the IG's recommendations reflect issues we had previously identified and hence we are generally in alignment with respect to the recommendations. We believe the report, unfortunately, gives only cursory review to the substantial improvement of our processes in the last few years and draws conclusions that may mislead readers about the effectiveness of our Information Technology Program. Yet we also know that managing IT projects is one of the most challenging areas for the utility industry as a whole and at BPA, We brought in a new CIO from outside the agency a few years ago and he has made substantial progress in improving performance particularly in project management, We are seeking to build on that foundation to further improve the program.

Message

From: Wright, Stephen J (BPA) - A-7 [/O=BPA/OU=BPASITE1/CN=RECIPIENTS/CN=SJW3819]
Sent: 5/31/2012 11:17:40 PM
To: Decker, Anita J (BPA) - K-7 [/O=BPA/OU=BPASite1/cn=Recipients/cn=AJD0035]
Subject: IG letter

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



Message

From: Wright,Stephen J (BPA) - A-7 [/O=BPA/OU=BPASITE1/CN=RECIPIENTS/CN=SJW3819]
Sent: 11/16/2012 8:53:42 PM
To: Leathley, Kimberly A (BPA) - K-7 [/O=BPA/OU=BPASite1/cn=Recipients/cn=KAL5593]; Buttress, Larry D (BPA) - N-4 [/O=BPA/OU=BPASite1/cn=Recipients/cn=LDB7337]; Fox, Roy B (BPA) - NH-1 [/O=BPA/OU=BPASite1/cn=Recipients/cn=RBF1276]
Subject: FW: Supervisory Training Requirements
Attachments: DOE Performance-Based Culture Training Framework (CHCO Memo).pdf.pdf

for your action

From: Bonilla, Sarah [mailto:Sarah.Bonilla@hq.doe.gov]
Sent: Friday, November 16, 2012 12:45 PM
To: SCHU; Poneman, Daniel; Sandalow, David; Brinkman, Bill; Toone, Eric; Choi, Joanne; Lane, Jeff; Harris, Dot; Danielson, David; Sieminski, Adam (EIA); Huizenga, David; Mcconnell, Charles; Woods, Gregory; Friedman, Greg; DAgostino, Thomas; Miller, Neile; Cook, Don; Harrington, Anne; Lyons, Peter; Hoffman, Patricia; Elkind, Jonathan; Hurlbut, Brandon; Navin, Jeff; Williams, Melvin; Leistikow, Dan; Markovitz, Alison; Kolb, Ingrid; Marmolejos, Poli; Podonsky, Glenn; Held, Edward B (HQ) (IN); Legg, Kenneth; Wright, Stephen J (BPA) - A-7; Brese, Robert; 'Decker, Anita'; Gallagher, Christiana; 'chris.turner@swpa.doe'
Cc: Amaral, David; Clinton, Rita; Honemond, Fletcher; Amaral, David; Benavidez, Rosa M.; Atkinson-Hyman, Debra; carolr@sepa.doe.gov; Carrillo, Suzanne; Fear, Kathy (NETL); Fox, Roy B (BPA) - NH-1; Griswold, Regenia (CHI); Taylor, Helen; Howse-Smith, Pat (OR); Loughhead, Tracylyn C.; Mays, Cyndi; McWilliams, Michael; Perrine, Pamela J; Reck, Kathleen; Robinson, Loretta; 'Rose, Ed'; Skidmore, Margaret; Snider, Linda; Stover, Beth (GO); Telles, Frances (WAPA); DL-HC-1 Senior Leaders; Bednarz, Damian; Chalk, Steven; Dehmer, Patricia; Franklin, Rita; Fygi, Eric; Gamage, Sarah; Greene, Janis; Gruenspecht, Howard (EIA); Klara, Scott; Kosinski, Shane; Lee, Terri; Lersten, Cynthia; Malosh, George; Miotla, Dennis; Morman, Laurie; Mustin, Tracy; Provencher, Richard B (NE-ID); Salmon, Jeffrey; Streit, Devon; Williams, Thomas (EIA); Lee, Steven; Ford, Aronda; Bullington, Dan; Kirchhoff, Stephen; McIlwain, Serena; Gamage, Sarah; Howell, Sheila; Martin, Stephanie (DOE-HQ\HS); Green, Sonja; Richardson, Arlene; Williamson, Denise (IN); Smith, Nathaniel (IN); Dentinger, Sandy; Briggs, Felecia; Sharpe, Deborah; Gilroy, Jennifer Kirk; Wise, Tonya; Bell, Melody; Gibson, Vergina (EIA); Dillon, Marilyn; Hersh, Sandra; Wright, Morgan; Mays, Cyndi; Campbell, Deborah; Estep, Arlene; Woomer, Daniel; Browne, Lametia; Henderson, Kelly; Spencer, Patricia; Poole-Shirriell, Patricia; Collins, Teresa; Whatley, Annie; Boykin, Donnell; Gasperow, Lesley
Subject: Supervisory Training Requirements
Everyone

Over the last couple of years we have received input from managers and employees that we need to improve the emphasis we place on supervisory and management skills. As a result, in compliance with 5 Code of Federal Regulation (CFR) 412, 5 CFR 315.801, and 5 CFR 315.901, we developed a proposal to require managers, supervisors, and executives to attend training each year. The proposal was vetted with senior Department leaders and approved by the Secretary.

The attached guidance requires new supervisors to attend 80 hours of supervisory training with 40 hours required during the supervisory probationary period and all other experienced supervisors to have a minimum of 8 hours of supervisory training per year. The failure of a new supervisor to attend the mandatory training may be the grounds for failing the probationary period.

To assist you in identifying the appropriate training, we have developed a framework which identifies some courses, seminars, series, and other learning experiences that will meet the training requirements. The only courses that are strictly mandatory are the first 40 hours of training for new supervisors ("Supervisory Essentials, Strategies for Success!")

and "Navigating the Federal Hiring Process"). The framework is not all-encompassing as there may be other training events that would satisfy the requirements.

If you have any questions, please contact Fletcher Honemond (202-287-6052) or Ken Venuto (202-586-7138).

Sara Bonilla
Deputy Chief Human Capital Officer
HC-1
202-586-1234





Department of Energy
Washington, DC 20585

November 14, 2012

MEMORANDUM FOR HEADS OF ALL DEPARTMENTAL ELEMENTS
RESOURCE MANAGERS
HUMAN RESOURCES DIRECTORS

FROM: 
SARAH J. BONILLA
ACTING CHIEF HUMAN CAPITAL OFFICER

SUBJECT: Training Framework to Improve the DOE Performance-Based Culture

In FY 2012, the Secretary announced an initiative for *Improving the Performance-Based Culture* of the Department via a memorandum to all employees on March 21st and a town hall on April 20th. This initiative includes the following key integrated components, along with some notable achievements highlighted in 2012:

- Goals-Engagement-Accountability-Results (GEAR) pilot on employee performance management
 - Transitioned from a paper-based system to an online system (ePerformance)
 - Increased the number of progress reviews from one to two documented discussions
- Federal Employee Viewpoint Survey (FEVS) results / Best Places to Work (BPTW) action plans
 - Improved employee participation rate from 39% in 2011 to 47% in 2012
 - Preliminary results analysis: positive change in 2012 vs. 2011 for 80% of survey questions
- Diversity and Inclusion (D&I)
 - Published 2012-2015 DOE Diversity & Inclusion Strategic Plan
- Continual Learning Program (CLP) for professional and leadership development
 - Launched first two colleges of DOE Virtual University on Powerpedia
 - Increased employees with individual development plans from 27% in 2010 to 55% in 2012

Analysis of results and associated focus groups on the GEAR pilot survey and 2011 Employee Viewpoints Survey clearly point out that the Department as a whole would greatly benefit from more focused attention and emphasis on the development of supervisory and managerial skills for both new and experienced supervisors, managers, and executives as well as performance management related training for all employees. As a result, we have developed the attached training framework as a guide and aid to close these identified gaps.

Beginning with the employee performance management cycle for FY 2013, this memorandum identifies three objectives:

1. Reinforce the mandatory training requirements of new and experienced supervisors,
2. Provide a holistic leadership development framework, and
3. Identify annual continual learning opportunities for non-supervisory employees in the areas of performance management and communications.

This framework was vetted with senior leadership throughout the Department and approved by the Secretary.



Mandatory Supervisory Training Requirements

All DOE supervisors, managers, and executives will comply with mandatory supervisory training requirements (5 CFR 412; 5 CFR 315.801; 5 CFR 315.901; DOE O 360.1; and DOE O 320.1):

- **New supervisors:** 80 hours of supervisory training, with 40 hours required to be completed during the supervisory probationary period.
- **Experienced supervisors:** minimum of 8 hours of supervisory training each year.

The Office of Learning and Workforce Development has developed an inventory of training and developmental activities that will meet the supervisory training requirements. The DOE courses *Supervisory Essentials* (32 hours) and *Navigating the Federal Hiring Process* (8 hours) are required to fulfill the first year 40-hour training requirement for new supervisors. All other courses listed in the training framework are suggested to meet the overall continual learning requirements. Other related courses, seminars, and lecture series opportunities may be substituted.

Beginning with the appointment to a supervisory position, supervisors in their probationary period will be notified of the requirement with instructions for how to register for the *Supervisory Essentials* and *Navigating the Federal Hiring Process* courses. Managers of probationary supervisors will reinforce the requirement during initial development of performance standards and individual development plans. Please note that failure for a new supervisor to complete the training within the supervisory probationary period could be grounds for failing the probationary period.

Essential to managing this requirement will be tracking and reporting results at an organizational and agency-wide level. Reporting will occur through bi-monthly management reviews with the Associate Deputy Secretary and business quarterly reviews with the Deputy Secretary.

Holistic Leadership Development Framework

The framework provides a development timeline that starts on “day one” with a newly expanded and continually improving on-boarding program. This approach also emphasizes the importance of effective supervision. For example, a priority is improving the quality, effectiveness, and efficiency of performance and development conversations between supervisors and employees to:

- Support compliance with deadlines for employee performance management milestones
- Achieve strategic alignment of employee performance and development to mission requirements
- Clarify expectations and improving communications
- Improve the planning and execution of individual development plans
- Address poor performance and hold poor performers accountable

The new holistic approach offers learning and development opportunities at each leadership level, such as periodic 360° assessments for senior leaders, as well as suggested learning and development opportunities for non-supervisory employees in the areas of performance management and communications.

Please ensure that supervisors, managers, executives, and non-supervisory employees include training in compliance with this memorandum on their individual development plans beginning in FY 2013.

ATTACHMENTS

DOE Federal Training Framework To Support a Performance-Based Culture

SUPERVISORY TRAINING CURRICULUM			
New Supervisors (first 2 years)	Experienced Supervisors/ Managers (ongoing)	Executive-Level Supervisors (ongoing)	Team Leaders/ Non- Supervisory Employees
<i>Continual Learning</i> →	<i>Continual Learning</i> →	<i>Continual Learning</i> →	<i>Continual Learning</i>
<p>YEAR ONE – Required for first 40 hours requirement:</p> <ul style="list-style-type: none"> • <i>Supervisory Essentials, Strategies for Success!</i>* (32 hours) • <i>Navigating the Federal Hiring Process</i>* (8 hours) <p style="padding-left: 20px;">On-boarding</p> <p>YEAR TWO – Suggested for additional 40 hours requirement:</p> <p><i>Optional: 360 assessment development tool</i></p> <ul style="list-style-type: none"> • Fundamentals of Program Management (40 hours) • Changing Dimensions in DOE (16 hours) • Communication Matters (8 hours) • Dealing with Difficult People (2 hours) • Five Conversations (24 hours) • Executive Learning Series (sessions vary) • Avoiding Problem Performance Simulation ☐ • Dealing w/Problem Performance Simulation ☐ • e-Performance ☐ • Goals and Setting Goals ☐ • Handling Unacceptable Performance ☐ • Just Promoted ☐ • Managerial Skills and Abilities ☐ • Measuring Performance ☐ • Mentoring Employees ☐ • Resolving Conflict with Communication Skills ☐ • Understanding the Hiring Process ☐ • Writing Performance Objectives ☐ 	<p>ANNUAL – Take at least one:</p> <p><i>Optional: 360 assessment development tool</i></p> <ul style="list-style-type: none"> • Making Sense of Performance Appraisal (16 hours) • Federal Budgeting Process (16 hours) • Employee Engagement for Managers (16 hours) • Crucial Confrontations (16 hours) • Five Conversations (24 hours) • Changing Dimensions in DOE (16 hours) • Transforming Conflict in Mediation: Learning for Everyday Negotiation (1.5 hours) • Dealing with Difficult People (2 hours) • Executive Learning Series (sessions vary) • Avoiding Problem Performance Simulation ☐ • Category Rating ☐ • Effective Interview Training for Managers and Supervisors ☐ • e-Performance ☐ • GPRA Management Workshop ☐ • Handling Unacceptable Performance ☐ • Managing Goals ☐ • Measuring Performance ☐ • Mentoring Employees ☐ • Performance Based Management ☐ • Recruiting for the 21st Century ☐ • Setting Performance Expectations ☐ • Writing Performance Objectives ☐ • Rotational Assignments 	<p>ANNUAL – Take at least one:</p> <p><i>Optional: 360 assessment development tool</i></p> <ul style="list-style-type: none"> • Fostering Employees and Workplace (8 hours) • Leading Change for Improved Mission Execution (8 hours) • Five Conversations (24 hours) • Crucial Conversations (24 hours) • Coaching for Performance (16 hours) • Fostering Employees and Workplace (8 hours) • Getting Results Through People (16 hours) • SES Executive Learning Series (sessions vary) • External & Media Communications • e-Performance ☐ • A Primer for Ensuring Accountability ☐ • Creativity and Innovation in the Workplace Simulation ☐ • GPRA Management Workshop ☐ • Handling Unacceptable Performance ☐ • Implementing a Succession Plan Simulation ☐ • Managing High Performance ☐ • Mentoring Employees ☐ • Performance Reporting and Stakeholder Management ☐ • Setting Performance Expectations ☐ • Sustaining Competitive Advantage ☐ • Writing Performance Objectives ☐ • Rotational Assignments 	<p>ANNUAL – Take at least one:</p> <ul style="list-style-type: none"> • Managing Up, Down, and Across to Get Results (16 hours) • Problem Solving Skills Builder (2 hours) • Five Conversations (24 hours) • Communication Matters (8 hours) • Dealing with Difficult People (2 hours) • Changing Dimensions in DOE (16 hours) • Dealing with Difficult People (2 hours) • e-Performance ☐ • Managing Your Manager ☐ • Resolving Conflict w/Communication Skills ☐ • Benefits of Performance Management ☐ • Setting Performance Expectations ☐ • Writing Performance Objectives ☐ • e-Performance ☐ • A Primer for Ensuring Accountability ☐ • Performance Based Management ☐ • Implementing a Succession Plan Simulation ☐

IMPORTANT NOTES: SUPERVISORY TRAINING GUIDANCE COVERS ALL SUPERVISORY APPOINTMENTS WITHIN DOE.

- **5 CFR 412** and **DOE O 360.1C**, requires: 80 hours of training. 40 hours must be completed during the probationary period.
- The additional 40 hours of training to satisfy year two can be selected from the suggested listing. *Italicized training* with (*) denotes curriculum that satisfies the 40 hour requirement.
- After satisfying the initial 80-hour training requirement, supervisors are required to complete at least eight hours of continuing education annually.

SUPERVISORY TRAINING CURRICULUM

New Supervisors (first year)	Experienced Supervisors/ Managers	Executive-Level Supervisors	Non-Supervisory Employees
Continual Learning →			Continual Learning
<ul style="list-style-type: none"> • Diversity & Inclusion Awareness (M) (2 hours) (face-to-face) • Continuity of Operations Plan (COOP) ■ (M) (.5 hour) • Ethics ■ (M)(1 hour) • Information Systems Security Awareness ■ (M) (1 hour) • No Fear Act ■ (M) (1 hour) • Privacy Act ■ (M) (1 hour) • Occupational Health and Safety FEOH (for Managers) ■ (M) (1 hour) • USERRA ■ (M) (1 hour) • Veterans' Employment ■ (M) (1 hour) <p>Courses followed by (M) are mandatory and fulfill additional, federally mandated, annual training</p>		<ul style="list-style-type: none"> • SES Speakers Series (Sessions Vary) 	<ul style="list-style-type: none"> • Diversity & Inclusion Awareness (M) (2 hours) • Continuity of Operations Plan (COOP) ■ (M) (.5 hour) • Information Systems Security Awareness ■ (M) (1 hour) • No Fear Act ■ (M) (1 hour) • Occupational Health and Safety FEOH (for Employees) ■ (M) (1 hour) • Privacy Act ■ (M)(1 hour)

IMPORTANT NOTES:

- Online learning is identified with a ■ following the title. There is no tuition cost to DOE Federal employees for online learning.
- Courses followed by (M) are mandatory and fulfill additional, federally mandated, annual training requirements.

(Revised 9/21/12)

DOE Continual Learning Program: A Corporate Priority Towards Achieving a Performance-Based Culture

0-90 days	< 1 year	< 2 years	Continuing Supervisor/ Manager	Executive	Employees
On-boarding <ul style="list-style-type: none"> • Strategic Perspective • Humanized • DOE values, beliefs, principles • Mission 	First Time Supervisor Training (40 hrs – 1 st 90 days)	First Time Supervisor Training electives (40 hours)	8 hours of electives 360^o Assessment (@ 2 years)	8 hours from electives	Developmental training
			Annual Training 		
	Electives (list)	Electives (list)	Leadership/ Management competency training based on 360^o assessment	Leadership/ Management competency development electives	Electives training (list)

Training for New Supervisors and Managers

- Mandatory 40 hours of training during first year (coincides with new supervisor probationary period)
- Include requirement in job announcement
- Communicate requirement to employee and employee's immediate supervisor:
 - When notified of selection
 - After 6 months on-board
 - 30 days before end of 1-year probation
 - Use the 1-year probationary period to reinforce
 - Failure to complete training could be grounds for failing probation
- Requirement already spelled out in regulations and DOE orders
 - 5 CFR 412; 5 CFR 315.801; 5 CFR 315.901; DOE O 360.1; and DOE O 320.1
 - Managers accountable for ensuring their supervisors are trained:
- Under the Supervisory Performance Element for non-SES
- Under the Leading People Critical Element for SES

Consequences of failing supervisory probation

- If in federal service: Reassigned to position equal to previous non-supervisory position at that grade level
- If new to federal service: Dismissed

Message

From: Bonilla, Sarah [Sarah.Bonilla@hq.doe.gov]
Sent: 2/1/2013 5:41:30 PM
To: SCHU [SCHU@hq.doe.gov]; Poneman, Daniel [Daniel.Poneman@hq.doe.gov]; Hurlbut, Brandon [Brandon.Hurlbut@hq.doe.gov]; Navin, Jeff [Jeff.Navin@Hq.Doe.Gov]; Sandalow, David [David.Sandalow@hq.doe.gov]; Brese, Robert [Robert.Brese@hq.doe.gov]; Lane, Jeff [laneje@Hq.Doe.Gov]; Harris, Dot [Dot.Harris@doe.gov]; Danielson, David [David.Danielson@EE.doe.gov]; Sieminski, Adam (EIA) [adam.sieminski@eia.gov]; Hoffman, Patricia [Pat.Hoffman@hq.doe.gov]; Huizenga, David [David.Huizenga@nnsa.doe.gov]; Woods, Gregory [Gregory.Woods@Hq.Doe.Gov]; Podonsky, Glenn [Glenn.Podonsky@hq.doe.gov]; Marmolejos, Poli [Poli.Marmolejos@hq.doe.gov]; Black, Steven K. (IN) (IN) [steven.k.black@doe.gov]; Geiser, David [David.Geiser@hq.doe.gov]; Martin, Cheryl [Cheryl.Martin@Hq.Doe.Gov]; Miller, Neile [Neile.Miller@NNSA.doe.gov]; Cook, Don [Don.Cook@nnsa.doe.gov]; Lyons, Peter [Peter.Lyons@Nuclear.Energy.gov]; Brinkman, Bill [bill.brinkman@science.doe.gov]; Williams, Melvin [Melvin.Williams@Hq.Doe.Gov]; Gallagher, Christiana [Christiana.Gallagher@Hq.Doe.Gov]; Bednarz, Damian [Damian.Bednarz@hq.doe.gov]; Markovitz, Alison [Alison.Markovitz@Hq.Doe.Gov]; Harrington, Anne [Anne.Harrington@NNSA.Doe.Gov]; Kolb, Ingrid [Ingrid.Kolb@hq.doe.gov]; Leistikow, Dan [Dan.Leistikow@hq.doe.gov]; Elkind, Jonathan [Jonathan.Elkind@hq.doe.gov]; Wright, Stephen J (BPA) - A-7 [/O=BPA/OU=BPASite1/cn=Recipients/cn=SIW3819]; 'Decker, Anita' [ADecker@WAPA.GOV]; Legg, Kenneth [KEN.LEGG@SEPA.DOE.gov]; 'Chris Turner' [Chris.Turner@swpa.gov]; Gibbs, Robert [Robert.Gibbs@Hq.Doe.Gov]; Drummond, William K (BPA) - D-7 [/O=BPA/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BKD0000]; Smith, Christopher A [Chris.Smith@hq.doe.gov]; Frantz, David [David.Frantz@hq.doe.gov]; Doone, Alison [Alison.Doone@Hq.Doe.Gov]; Lebeau, Tracey [Tracey.Lebeau@Hq.Doe.Gov]
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Subject: Impact of Secretary's Announcement on Personnel Management

Importance: High

Everyone

The Secretary's announcement that he will be leaving in the near future has one major impact on personnel management – the imposition of a moratorium on approval of new Senior Executive Service (SES) members by the Office of Personnel Management's (OPM) Qualifications Review Board (QRB). **All approvals of new selectees into the SES by OPM's QRB will cease today.** This includes any actions currently with the QRB waiting for approval. The QRB moratorium will remain in effect until such time as a new Secretary is appointed and has reviewed and approved the selections. The moratorium does not affect the selection of a current career SES or an individual who has obtained certification by the QRB through an SES Candidate Development Program. OPM will consider on a case-by-case basis requests for exceptions to support an agency's continuity of operations. The requests for exceptions must be based on an adverse impact on national security, homeland security, or critical agency operations and will be granted only in exceptional cases.

How does the QRB moratorium specifically impact us?

- Any action currently with the QRB will be returned by OPM today. They will remain in a hold status until such time as a new Secretary has been appointed and approved the actions. They will then be resent to the QRB. The OPM 90 day rule (requests for approval of a new SES must be submitted to OPM within 90 work days of the closing date of the announcement) will not apply to these cases. The candidates will be notified that their approvals have been delayed. They should not be allowed to perform the work of the position for which selected. If the individual is a current DOE employee, you may want to consider detailing the individual into the position.
- It does not affect the reassignment, detail, removal, selection, or other actions of any career SES.
- It does not affect the noncompetitive selection of an individual who is QRB certified. This certification is granted usually as a result of successful completion of an OPM sanctioned SES Candidate Development Program and the approval of the individual's Executive Core Qualifications by the QRB. Such individuals must have a certificate of approval by OPM. Our office will provide everyone with a list of DOE employees who are already QRB certified for your consideration.
- **You should continue your selection process for SES positions.** This includes forwarding to the Senior Management Review Board (SMRB) requests to establish, backfill, reassign, select, etc. any SES position. The selection actions of individuals requiring QRB approval will continue to be considered by the SMRB and, upon their approval, will be retained by our office until such time as a new Secretary is appointed and has reviewed and approved them prior to submission to the QRB. The OPM 90 day rule will not apply to these actions. If a selection of individual requiring QRB approval is made, you must notify the selectee that approval of their appointment may take a significant amount of time and is contingent upon the appointment of a new Secretary in addition to security, conflict of interest, and other appointment requirements..
- It does not affect any SL, ST, or excepted service (EJ, EK, EN, etc.) appointments.

There are no other restrictions on personnel management at this time. We will provide you additional information when the QRB moratorium is lifted and what requirements will be in place when the new Secretary and other PAS are appointed.

If you have any questions, please contact Ken Venuto, Rita Clinton, or myself at 202-586-1234.

Sara Bonilla
Deputy Chief Human Capital Officer
HC-1
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