



Department of Energy

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

FREEDOM OF INFORMATION ACT PROGRAM

January 23, 2018

In reply refer to: FOIA #BPA-2017-00992-F (Transfer HQ-004865-F)

Ben Tansey
Senior Contrib. Editor
Energy NewsData Publications
1509 Fair Oaks Ave. Unit A
S. Pasadena, CA 91030

(b) (6)

Dear Mr. Tansey:

This is Bonneville Power Administration's (BPA) final response to your request for records under the Freedom of Information Act, 5 U.S.C. § 552. BPA received your FOIA request from the Department of Energy (HQ-004186-F) requesting agency records made under the Freedom of Information Act, 5 U.S.C. § 552 (FOIA). In coordination with DOE, we determined that the specific parts of your request outlined below include records from BPA; therefore, those requested items have been transferred to BPA for processing. Your request was received in our office on March 28, 2017, with an acknowledgement letter sent to you on May 20, 2017.

Your Request

"Copies of any and all letters, emails, audits or other materials that relate to the human resource practices at the (Bonneville Power Administration, and which were created between Oct. 1, 2012 and Oct 1, 2013, and which were sent to or from Daniel Poneman, former Deputy Secretary of Energy, to or from . . . [item 1.c] Anyone at the Bonneville Power Administration.

"Copies of any and all letters, emails, audits or other materials that relate to the human resource practices at the Bonneville Power Administration, and which were created between Oct. 1, 2012 and Oct 1, 2013, and which were sent to or from Gregory H. Friedman, former DOE Inspector General, to or from . . . Anyone at the Bonneville Power Administration.

"Copies of any and all letters, emails, audits or other materials that relate to the human resource practices at the Bonneville Power Administration, and which were created between Oct. 1, 2012 and Oct 1, 2013, and which were sent to or from Kenneth T. Venuto. Director, Office of Human Capital Management, to or from: [item 3.a] Anyone at the Bonneville Power Administration."

Response

In 2013, BPA received a number of FOIA requests regarding human resources practices, and performed a comprehensive search of the Human Capital Management office and the Office of General Counsel. Any records responsive to your request would have been searched and processed at that time.¹ Therefore, in response to your request, we have conducted a search of records from prior related releases, including BPA-2013-01309-F, BPA-2013-1310-F, BPA-2013-13111-F and BPA-2013-01328-F. BPA located 122 pages of records responsive to your request (not including cover pages). We are releasing 95 pages in full, 18 pages with redactions under Exemptions 5 and 6, and withholding 9 pages in full under Exemption 5.

When the Department of Energy transferred your request to BPA, they also provided a set of responsive records from the Department of Energy's Office of Inspector General. These documents originated with BPA. Of these records, we received 24 pages from the DOE. We are releasing 12 pages in full, 7 pages with redactions under Exemptions 5, 6 and 7(c), and withholding 5 pages in full under Exemption 5.

Exemption 5

Certain records responsive to your request include material containing "pre-decisional" and "deliberative" information, the release of which might harm interests intended to be protected by the 5 U.S.C. § 552(b)(5) (Exemption 5) deliberative process privilege. The deliberative process privilege protects records evincing the deliberative or decision-making processes of government agencies from public release. Materials withheld here under Exemption 5 include draft documents, pre-decisional and deliberative e-mail discussions, and reply comments. That said, please be aware that while responding to your FOIA request, and in reviewing the responsive agency records for potential redaction under Exemption 5, BPA has been at all times mindful of Attorney General Holder's Memorandum for Heads of Executive Departments and Agencies Concerning the FOIA, 74 Fed. Reg. 51879 (Oct. 8, 2009) (Holder Memo), directing all Federal agencies to adopt a presumption in favor of disclosure. In accord with the Holder Memo, records protected by Exemption 5's deliberative process privilege may be discretionarily released. BPA has considered and approved the discretionary release of some information in the responsive records set that would otherwise be arguably subject to Exemption 5.

Exemption 6

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 is used when there is no public interest that would outweigh the privacy interest of the individual. In this case, we have used Exemption 6 to protect personal information including discussions about specific performance and application issues, and personal cell phone numbers. We find a privacy interest in this information, and that the public interest does not outweigh the privacy interest because this information does not shed light on how BPA performs its functions as a federal agency.

¹ You can see a complete copy of these requests at <https://www.bpa.gov/news/FOIA/library/Pages/2013-FOIA.aspx>. The responsive documents are too voluminous to post online, but they are available upon request.

Exemption (7)(e)

The DOE applied redactions under Exemption 7(e), because they were part of communications between DOE and OIG during the regulatory/investigative process.

Your FOIA request BPA-2017-000992-F is now closed. Pursuant to 10 C.F.R. § 1004.7(b)(2), I am the individual responsible for the determination to release the information described above.

For any further assistance and to discuss any aspect of your request, you may contact BPA's FOIA Public Liaison, Sarah A. Westenberg, at 503-230-4753, or by mail at:

CGI-7
905 NE 11th Avenue
Portland, Oregon 97220

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road-OGIS
College Park, MD 20740-6001
E-mail: ogis@nara.gov;
Phone: 202-741-5770; Toll free: 1-877-684-6448; Fax: 202-741-5769

Fee

There are no FOIA fees applicable to the fulfillment of your request for BPA records.

Appeal

Pursuant to Department of Energy FOIA regulations at 10 C.F.R. § 1004.8, you may administratively appeal this response in writing within 90 calendar days. If you choose to appeal, please include the following:

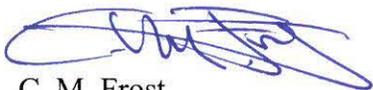
- (1) The nature of your appeal - denial of records, partial denial of records, adequacy of search, or denial of fee waiver;
- (2) Any legal authorities relied upon to support the appeal; and
- (3) A copy of the determination letter.

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, HG-1
L'Enfant Plaza
U.S. 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 Thank Knudson (Flux Resources, LLP) at 503-230-5221 or etknudson@bpa.gov.

Sincerely,



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

Enclosed: responsive records

Greg H. Friedman Records

From: [Clark,David C \(BPA\) - NHI-1](#)
To: [Mantei,Charles T \(BPA\) - NHI-1](#)
Subject: FW: U.S. OPM Delegated Examining Unit (DEU) Evaluation Scheduling Letter dated 4.10.13 for Bonneville Power Administration (BPA), U.S. Department of Energy (DOE), in Portland, OR.
Date: Wednesday, April 10, 2013 2:26:09 PM
Attachments: [DA DOE BPA DE Scheduling Letter dated 4.10.2013.pdf](#)

fyi

From: Fischer, John C. [mailto:John.Fischer2@opm.gov]
Sent: Wednesday, April 10, 2013 1:07 PM
To: Decker, Anita J (BPA) - K-7
Cc: Gibbs, Bob; Bonilla, Sarah; Gregory.Friedman@hq.doe.gov; Kenneth.Venuto@hq.doe.gov; Loretta.Robinson@hq.doe.gov; Fox, Roy B (BPA) - NH-1; Clark, David C (BPA) - NHI-1
Subject: U.S. OPM Delegated Examining Unit (DEU) Evaluation Scheduling Letter dated 4.10.13 for Bonneville Power Administration (BPA), U.S. Department of Energy (DOE), in Portland, OR.

John C. Fischer, HR Assistant
Dallas Oversight
Merit System Audit & Compliance
U.S. Office of Personnel Management
(214) 880-4959
John.Fischer2@opm.gov



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Dallas Oversight, 700 North Pearl Street, Suite 525, Dallas, TX 75201

Merit System Audit
and Compliance

Ms. Anita Decker
Chief Operating Officer
Bonneville Power Administration
U.S. Department of Energy
905 NE 11th Ave
Portland, OR 97232
ajdecker@bpa.gov

APR 10 2013

Dear Ms. Decker:

The U.S. Office of Personnel Management (OPM) plans to conduct an evaluation of competitive examining authority exercised by your Delegated Examining Unit (DEU) at the Bonneville Power Administration under the delegation agreement between the Department of Energy and OPM. This review, led by Connie Langston of OPM's Dallas Oversight, will take place April 22 – 26, 2013.

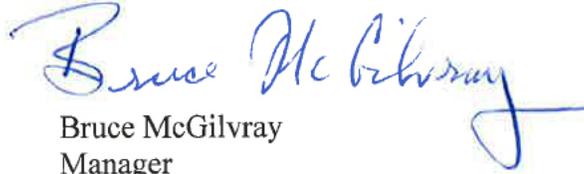
Merit System Audit and Compliance carries out OPM's statutory oversight responsibilities under 5 U.S.C. 1104 to ensure agency human resources management programs adhere to merit system principles, operate effectively, and meet requirements set by law, regulation, and government-wide policy. In addition to evaluating how your use of competitive examining and other hiring authorities support mission accomplishment and in recruiting a high performing, diverse workforce, our review coverage will focus on the effectiveness of your delegated examining (DE) accountability system and your progress in meeting the President's hiring reform objectives. We plan to review and evaluate your usage of other types of staffing actions exercised by your human resources staff under other authorities, as well.

We have contacted Mr. Dave Clark, who will be assisting us with scheduling and logistical arrangements in preparation for our review. We plan a short briefing for you and any leadership officials you wish to include. In addition, we will discuss our preliminary findings with your staff once our evaluation is complete. We will work with Mr. Clark to schedule this closeout briefing for your staff. A written report outlining our findings, recommendations, and required actions, if any are necessary, will follow.

This evaluation will satisfy the requirement for your annual DE audit. Completion of this requirement should be noted on your next quarterly workload report to OPM summarizing DE activity.

If you have any questions concerning this review, please contact Connie Langston at (214) 880-4984 or Connie.Langston@opm.gov.

Sincerely,


Bruce McGilvray
Manager

Enclosure

cc:

Mr. Robert Gibbs
Chief Human Capital Officer
U.S. Department of Energy
Robert.Gibbs@hq.doe.gov

Ms. Sarah Bonilla
Deputy Chief Human Capital Officer
U.S. Department of Energy
Sarah.Bonilla@hq.doe.gov

The Honorable Gregory H. Friedman
Inspector General
U.S. Department of Energy
Gregory.Friedman@hq.doe.gov

Mr. Kenneth T. Venuto
Director, Office Human Capital Management
U.S. Department of Energy
Kenneth.Venuto@hq.doe.gov

Ms. Loretta Robinson
Director, Human Capital Policy Division
U.S. Department of Energy
Loretta.Robinson@hq.doe.gov

Mr. Roy Fox
Human Resources Director
Bonneville Power Administration
RBFox@bpa.gov

Mr. Dave Clark
Manager, HR Strategy & Policy
Bonneville Power Administration
DCClark@bpa.gov

From: [McKee-Price,Kayla C \(CONTR\) - NHI-1](#)
To: [Clark,David C \(BPA\) - NHI-1](#)
Subject: RE: U.S. OPM Delegated Examining Unit (DEU) Evaluation Scheduling Letter dated 4.10.13 for Bonneville Power Administration (BPA), U.S. Department of Energy (DOE), in Portland, OR.
Date: Thursday, April 11, 2013 9:31:05 AM

DONE

From: Clark,David C (BPA) - NHI-1
Sent: Thursday, April 11, 2013 7:18 AM
To: McKee-Price,Kayla C (CONTR) - NHI-1
Subject: FW: U.S. OPM Delegated Examining Unit (DEU) Evaluation Scheduling Letter dated 4.10.13 for Bonneville Power Administration (BPA), U.S. Department of Energy (DOE), in Portland, OR.

Let's put in DOE/BPA battle folder

From: Fischer, John C. [<mailto:John.Fischer2@opm.gov>]
Sent: Wednesday, April 10, 2013 1:07 PM
To: Decker,Anita J (BPA) - K-7
Cc: Gibbs, Bob; Bonilla, Sarah; Gregory.Friedman@hq.doe.gov; Kenneth.Venuto@hq.doe.gov; Loretta.Robinson@hq.doe.gov; Fox,Roy B (BPA) - NH-1; Clark,David C (BPA) - NHI-1
Subject: U.S. OPM Delegated Examining Unit (DEU) Evaluation Scheduling Letter dated 4.10.13 for Bonneville Power Administration (BPA), U.S. Department of Energy (DOE), in Portland, OR.

John C. Fischer, HR Assistant
Dallas Oversight
Merit System Audit & Compliance
U.S. Office of Personnel Management
(214) 880-4959
John.Fischer2@opm.gov

Daniel Poneman Records

Alison;

Actually, I do not have the letter from OPM, nor do I believe does anyone here have it. If you could please forward it to me, I would appreciate it.

Thanks,

Bill

On May 28, 2013, at 8:54 AM, "Markovitz, Alison" <Alison.Markovitz@Hq.Doe.Gov> wrote:

Hi Bill – In terms of materials, you already have the April memo from DOE HQ, the HQ memo from last Friday, and the letter from OPM from last week. What I think would be the most helpful is if you could meet with Bob Gibbs for an hour tomorrow morning before you meet with the Secretary. Bob indicated he has time on his schedule tomorrow morning and can spend an hour with you going over the issues and providing whatever background you need as well as helping to reconcile what you've been hearing with what Bob and his staff have learned.

Best,

Alison

From: DRUMMOND,WILLIAM K
Sent: Tuesday, May 28, 2013 10:01 AM
To: Poneman, Daniel
Cc: Markovitz, Alison
Subject: Bonneville Hiring Issues

Dan;

Pursuant to our conversation last week, I am continuing to try to reconcile what you told me and what I am hearing from the Bonneville staff. I am meeting with Bob Gibbs tomorrow morning to work on this reconciliation, but I was wondering if I might see the briefing papers you have received so I can be better prepared for my meetings with Bob, Secretary Moniz, and you.

I recognize my accountability for Bonneville and the actions of our staff, so I am committed to gathering all the facts around this situation.

Regards,

Bill

William K. Drummond

Administrator

Bonneville Power Administration

(503) 230-5103

wkdrummond@bpa.gov

William K. Drummond
Administrator
Bonneville Power Administration
(503) 230-5103
wkdrummond@bpa.gov

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

From: Poneman, Daniel [<mailto:Daniel.Poneman@hq.doe.gov>]
Sent: Wednesday, July 10, 2013 3:36 PM
To: Drummond, William K (BPA) - A-7
Cc: Woods, Gregory; Knobloch, Kevin; Gibbs, Robert; Markovitz, Alison
Subject: For your immediate action
Importance: High

Bill:

It has come to my attention that BPA has proposed or is considering adverse personnel actions against several HCM employees. As we have already made clear to you, it is essential that all employees are able to cooperate freely with the OIG and other investigations without fear of retaliation. You must convey this fundamental principle to all BPA employees immediately.

I also hereby direct you to do the following, until further notice from me:

- (a) take no adverse personnel actions against BPA's HCM employees, and
- (b) immediately suspend any such actions that have already been taken and instruct any such employee who is currently on administrative or any other type of leave due to a proposed removal or suspension to return to work immediately.

Finally, you are to provide a full, prompt report of any actions that conceivably could fall into these categories to the Department's Office of Human Capital Management.

Daniel B. Poneman
Deputy Secretary
U.S. Department of Energy
(202) 586-5500

Message

From: Decker, Anita J (BPA) - K-7 [/O=BPA/OU=BPASITE1/CN=RECIPIENTS/CN=AJD0035]
Sent: 7/11/2013 6:58:23 PM
To: Saroka, Joan M (BPA) - DKC-7 [/O=BPA/OU=BPASite1/cn=Recipients/cn=JMS2296]
CC: Hairston, John L (BPA) - N-4 [/O=BPA/OU=BPASite1/cn=Recipients/cn=JLH6216]; Roach, Randy A (BPA) - L-7 [/O=BPA/OU=BPASite1/cn=Recipients/cn=RAR3985]; Decker, Anita J (BPA) - K-7 [/O=BPA/OU=BPASite1/cn=Recipients/cn=AJD0035]; Cogswell, Peter (BPA) - DK-7 [/O=BPA/OU=BPASite1/cn=Recipients/cn=PTC2324]; Marker, Douglas R (BPA) - DKR-7 [/O=BPA/OU=BPASite1/cn=Recipients/cn=DRM2623]; Johnson, G Douglas (BPA) - DKPM-7 [/O=BPA/OU=BPASite1/cn=Recipients/cn=GDJ9900]; Goodwin, Helen A (BPA) - DG-7 [/O=BPA/OU=BPASite1/cn=Recipients/cn=HAG8271]; Claire, Jody A (BPA) - NH-7 [/O=BPA/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JAC6591]; Drummond, William K (BPA) - A-7 [/O=BPA/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BKD0000]
Subject: ExecCorner_HCM issue_v3 (2)
Attachments: ExecCorner_HCM issue_v3 (2).doc

I haven't read both docs yet, but some edits for consideration on this one. It seems like a very mixed message having both retaliation and hiring in the same message though – it's a little hard to follow.

- actions we've taken to uncover or investigate any allegations of retaliation to this point

If we think of anything else that might be helpful, will include it. Please pay for the internet access on the plane so we can get info to you in flight. Else it will be there in DC when you get in.

Anita

Anita J Decker
Chief Operating Officer
Bonneville Power Administrator
ajdecker@bpa.gov
503-230-5105

On Jul 10, 2013, at 8:32 PM, "Drummond, William K (BPA) - A-7" <wkdrummond@bpa.gov> wrote:

Here is what I forwarded to Dan earlier this evening. He has requested that I take the next available flight back to Washington to talk about all the actions involving these and any other HCM employees.

I anticipate leaving first thing tomorrow. I would appreciate any additional information you can get to me before I meet with him tomorrow afternoon.

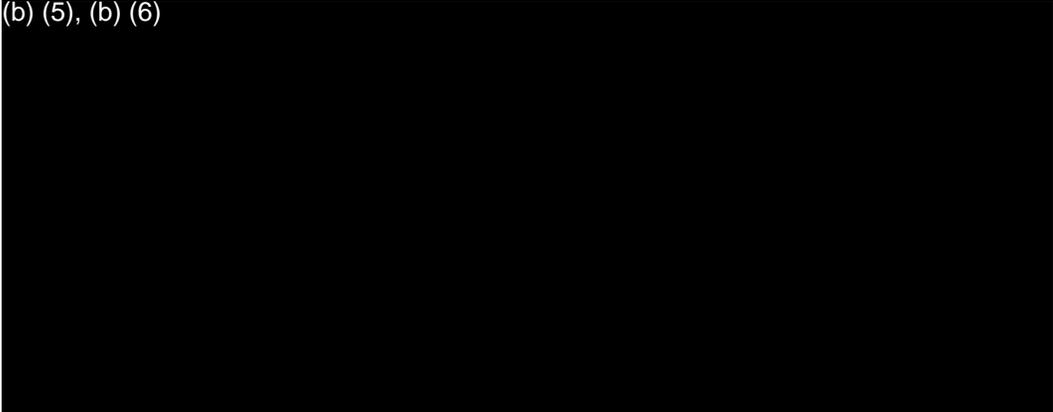
Bill

Begin forwarded message:

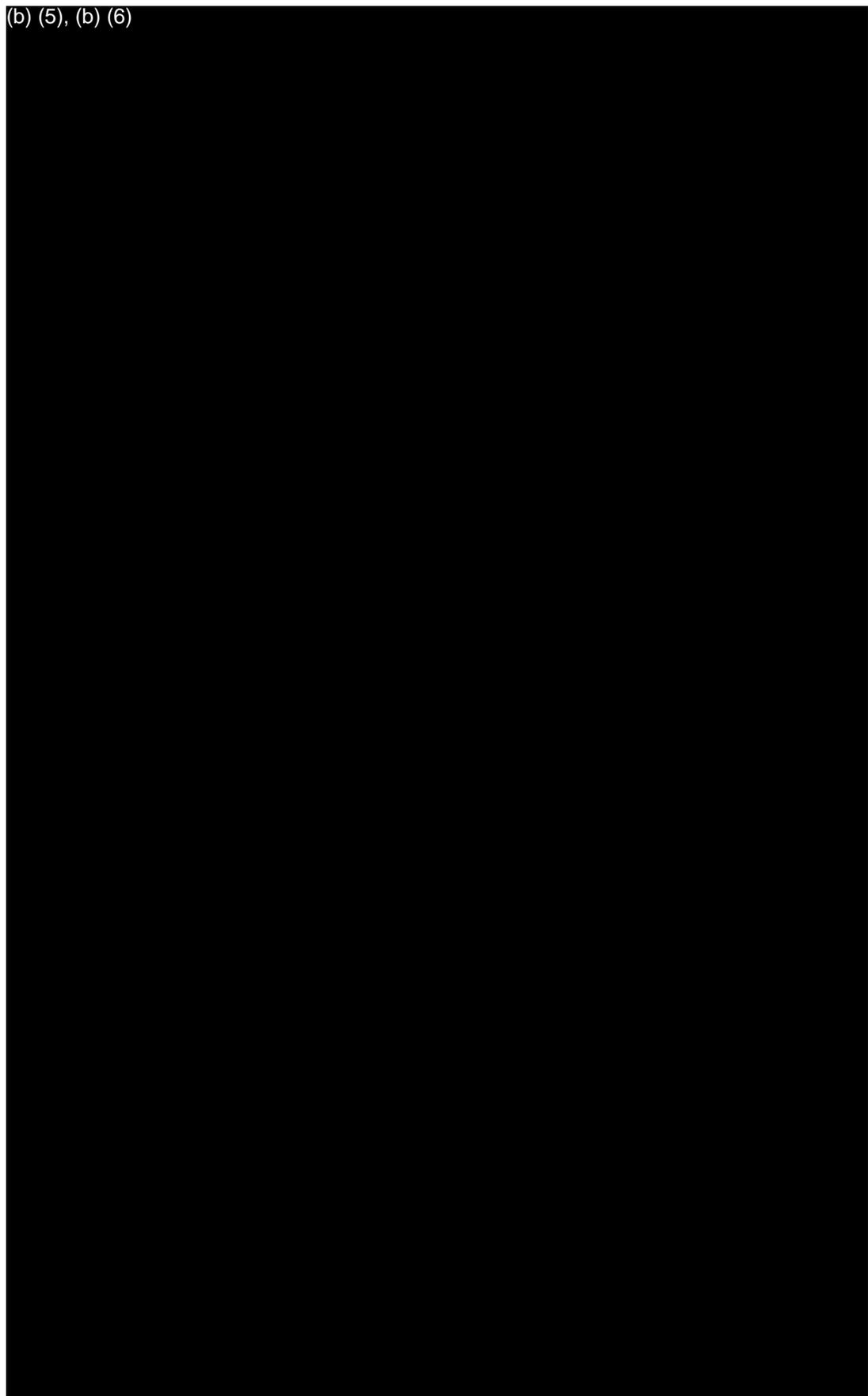
From: "Drummond, William K (BPA) - A-7" <wkdrummond@bpa.gov>
Date: July 10, 2013, 7:29:49 PM PDT
To: "'Poneman, Daniel'" <Daniel.Poneman@hq.doe.gov>
Cc: "'Woods, Gregory'" <Gregory.Woods@Hq.Doe.Gov>, "'Knobloch, Kevin'" <Kevin.Knobloch@Hq.Doe.Gov>, "'Gibbs, Robert'" <Robert.Gibbs@Hq.Doe.Gov>, "'Markovitz, Alison'" <Alison.Markovitz@Hq.Doe.Gov>
>
Subject: RE: For your immediate action

Dan,

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



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



Bill

William K. Drummond

Administrator
Bonneville Power Administration
(503) 230-5103
wkdrummond@bpa.gov

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

From: Poneman, Daniel [<mailto:Daniel.Poneman@hq.doe.gov>]
Sent: Wednesday, July 10, 2013 3:36 PM
To: Drummond, William K (BPA) - A-7
Cc: Woods, Gregory; Knobloch, Kevin; Gibbs, Robert; Markovitz, Alison
Subject: For your immediate action
Importance: High

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I also hereby direct you to do the following, until further notice from me:

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- (b) immediately suspend any such actions that have already been taken and instruct any such employee who is currently on administrative or any other type of leave due to a proposed removal or suspension to return to work immediately.

Finally, you are to provide a full, prompt report of any actions that conceivably could fall into these categories to the Department's Office of Human Capital Management.

Daniel B. Poneman
Deputy Secretary
U.S. Department of Energy
(202) 586-5500

Message

From: Decker, Anita J (BPA) - K-7 [/O=BPA/OU=BPASITE1/CN=RECIPIENTS/CN=AJD0035]
Sent: 7/12/2013 8:53:14 PM
To: Hairston, John L (BPA) - N-4 [/O=BPA/OU=BPASite1/cn=Recipients/cn=JLH6216]; Claire, Jody A (BPA) - NH-7 [/O=BPA/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JAC6591]; Black, Kathy L (BPA) - LC-7 [/O=BPA/OU=BPASite1/cn=Recipients/cn=KLB1193]; Margeson, Jacilyn R (BPA) - LC-7 [/O=BPA/OU=BPASite1/cn=Recipients/cn=JRM5397]
Subject: FW: IG Management Alert Regarding Draft HCM Findings

Anita J. Decker
Chief Operating Officer
Bonneville Power Administration
ajdecker@bpa.gov
503-230-5105

From: Drummond, William K (BPA) - A-7
Sent: Friday, July 12, 2013 1:52 PM
To: Decker, Anita J (BPA) - K-7; Baskerville, Sonya L (BPA) - DKN-WASH
Subject: Fwd: IG Management Alert Regarding Draft HCM Findings

Here is what I sent on the IG alert.

Begin forwarded message:

From: "Drummond, William K (BPA) - A-7" <wkdummond@bpa.gov>
To: "Daniel Poneman" <Daniel.Poneman@hq.doe.gov>
Cc: "Robert Gibbs" <Robert.Gibbs@Hq.Doe.Gov>, "Alison Markovitz" <Alison.Markovitz@Hq.Doe.Gov>
Subject: IG Management Alert Regarding Draft HCM Findings
Dan;

This afternoon we received a short management alert (below) from the IG's office detailing their interim findings (moving the line and the impact on veterans and other applicants). The alert also raises a concern about retaliation against Bonneville employees who reported their concerns to the IG. The alert recommends that all disciplinary actions against be suspended and that anyone who has been terminated or placed on administrative pending termination leave be returned to their prior positions until the IG's inquiry is completed and presented to DOE.

Although I have not yet consulted legal counsel, it appears to me that per your request earlier this week, these actions have already been taken

The report requests a response within five working days. We will share our draft response with you prior to sending it to the IG.

Regards,
Bill
<IDR-S13IS008 - BPA Management Alert with Transmittal.pdf>

From: [Drummond, William K \(BPA\) - A-7](#)
To: [Poneman, Daniel](#)
Cc: [Azar, Lauren](#); [Markovitz, Alison](#)
Subject: Follow-up
Date: Wednesday, April 03, 2013 11:10:00 AM
Attachments: [20130125DOEIGmemo.pdf](#)

Dan;

As a follow-up to our conversation this morning, attached is the report Bonneville's Human Resources Director provided in January 2013 to DOE's HC Officer regarding what we found and how we responded in May 2012 to the concerns raised about our hiring practices. The last paragraph of this memorandum provides the statistics on Bonneville's hiring of veterans for the past several years. We believe that all hires starting in June 2012 have followed the practices the April 2013 DOE report to us views as required.

Please let me know if you need additional information on this issue.

Regards,
Bill

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



Department of Energy

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

INTERNAL BUSINESS SERVICES

January 25, 2013

In reply refer to: BPA/NH-1

MEMORANDUM FOR THE ACTING CHIEF HUMAN CAPITAL OFFICER

FROM: ROY B. FOX
HUMAN RESOURCES DIRECTOR

SUBJECT: REVIEW OF BONNEVILLE POWER ADMINISTRATION (BPA)
HUMAN RESOURCES CASE FILES

I understand that you are now near the end of your review of the BPA case files provided last summer. As you are aware, BPA became aware in May 2012 of potential issues with the way we were implementing category rating as part of the President's hiring reform initiative. In response, we revised our practices and undertook our own review. Subsequent to these actions, the Department requested that we provide certain case files for your review. We have fully complied with that request.

We understand that your guidance to us will reflect what you have learned from reviewing our case files. To help you place our actions in context, I'm providing information concerning our past practice and our response to concerns raised about this practice.

BPA's past practice

BPA implemented category ranking November 1, 2010, as required by the Federal Government's Hiring Reform initiative. BPA's approach in defining categories was to generally define each category in terms of a numerical score range applicants would achieve based on application of a crediting plan. BPA's three categories based on this approach were: Best Qualified, applicants scoring 91-100; Well Qualified, applicants scoring 81-90; and Qualified, applicants scoring 71-80. BPA created a Standard Operating Procedure (SOP) that broadly defined each category, including describing the score range for each category, and undertook internal training for BPA's delegated examining staff.

Internal training was provided by a BPA Human Capital Management employee with prior Office of Personnel Management (OPM) experience. Training covered basic concepts and category rating methodology, including the trainer's own observation while at OPM that there is

flexibility in the system to redefine categories when large numbers of qualified candidates apply beyond what is feasible for a selecting official to consider.

BPA's delegated examining unit (DEU) adopted a practice of referring the top five to 10 candidates in the best qualified category based upon the understanding that flexibility exists to adjust the pre-defined categories in response to the size of the applicant pool. BPA's Recruiting and Staffing Advisors (RSAs) based the determination of where to cut-off referral through criteria such as appropriate number of candidates or a percentage of the pool, taking into consideration a natural break. This was intended to provide the selecting official with a manageable pool of candidates. Although BPA had not documented this practice in written policies or procedures, the DEU staff believes it is consistent with the flexibilities outlined in training and OPM guidance.

Internal concerns with BPA practice

In May 2012, a new RSA with category rating experience in her prior federal agency raised concerns about BPA's practice of redefining categories after announcement. The specific concern is that redefining categories after the vacancy is announced is inconsistent with category rating guidance and could, for example, violate veteran's preference. While CP and CPS veterans always remained at the top under BPA's practice, the redefinition of best qualified to the top five to 10 scoring candidates could have resulted in other veterans being excluded.

Immediate response to these concerns

In response to this concern, the Talent Acquisition Supervisor promptly halted and reviewed all in-process hiring actions and simultaneously issued new category rating guidance to the staffing team disallowing redefinition of categories in the manner described above. BPA also revised its category rating SOP to reflect more manageable categories: Best Qualified, applicants scoring 95-100; Well Qualified, applicants scoring 85-94; and Qualified, applicants scoring 70-84.

We operated from the perspective that the practice of redefining the best qualified category to make the size of the pool more manageable for selecting officials is compliant and appropriate as long as the method used is documented and objective. However, we erred in not documenting our practice to redefine best qualified as the top five to 10 candidates based on a "natural break" of at least two points in the score.

We are aware of no regulation or guidance specifically prohibiting the practice, and such process has roots in OPM's own practices of redefining best qualified groups to produce a manageable referral. In recent conversation with OPM trainers on site for DEU training, it was indicated that OPM still uses the practice of redefining best qualified categories to produce reasonable referrals where the volume of initially ranked best qualified candidates was greater than practical for managers to consider. Nevertheless, we understand and appreciate the importance of ensuring

that we are exercising our responsibilities in accordance with regulation and accepted implementing practice.

BPA continues to see increases in our hiring activity. Of all our external hires in FY10, 19% were veterans. In FY11, that percentage grew to 23%, and we proudly accepted recognition of BPA as leading Department of Energy (DOE) in veterans hiring. In FY12, our percentage of veteran new hires grew to 26%. And while we are very proud of BPA's ability to attract and retain qualified people, including veterans, we are staying focused on improving our own organization practices so that we consistently meet both DOE and OPM guidance. If there is any additional information that would help you as you finish your review, please let me know.

A handwritten signature in blue ink, appearing to read "Roy B. Fox". The signature is stylized and cursive.

Roy B. Fox
Human Resources Director

cc:

K. Leathley – BPA/K-7

S. Burns – BPA/NHQ-1

From: [Poneman, Daniel](#)
To: [Drummond, William K \(BPA\) - A-7](#)
Cc: [Azar, Lauren](#); [Markovitz, Alison](#)
Subject: RE: Notification of IG Audit
Date: Wednesday, April 03, 2013 7:45:50 PM

Thanks for keeping me apprised, Bill.

From: DRUMMOND, WILLIAM K
Sent: Wednesday, April 03, 2013 8:30 PM
To: Poneman, Daniel
Cc: Azar, Lauren; Markovitz, Alison
Subject: Notification of IG Audit

Dan;

Auditors in the DOE IG's office contacted our Chief Auditor and General Counsel today, stating that they would be here April 15 auditing whether we have engaged in prohibited personnel practices and that, in that connection, they had received a complaint that personnel records were being destroyed or altered. As a consequence, and at their direction, a preservation hold notice went out from our General Counsel directing that all records related to personnel matters be preserved. (b) (5)



I will provide more information as I get it.

Regards,
Bill

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



Department of Energy

Washington, DC 20585

April 4, 2013

MEMORANDUM FOR THE ADMINISTRATOR, BONNEVILLE POWER ADMINISTRATION

FROM:

Sandra D. Bruce
Sandra D. Bruce

Assistant Inspector General
For Inspections
Office of Inspector General

Subject:

Preservation of Records

Pursuant to an official Office of Inspector General review, the Office of Inspector General requests the preservation of any and all hard copy and electronic documents, records and materials relating to personnel actions at the Bonneville Power Administration. This request encompasses:

- The full range of vacancy documentation, including but not limited to requests and justifications to fill vacancies, workforce analyses, development of position descriptions, formulation of ranking methods, vacancy announcements, recruitment activities, selection criteria, applicant packages, screening, ranking and evaluation records, interview notes and summaries, reference checks, certificates, job offers, and selection and non-selection decisions;
- Full-time and part-time positions, permanent appointments, career conditional appointments, time limited appointments, excepted service appointments and internships;
- All vacancy announcements, even if the announcement was canceled or a selection was not made;
- Any type of written communication, including but not limited to forms, notes, memoranda, emails, reports, letters, logs, spreadsheets, and charts; and,
- Items in the custody, possession or control of any Bonneville Power Administration organization, office, employee or contractor.

The terms "document(s)" and "records" mean, without limitation, any hard copy or electronic written, printed, typed, photographed, recorded or otherwise reproduced or stored communication or representation, whether composed of letters, words, numbers, pictures, sounds or symbols, or any combination thereof and whether considered official or unofficial. By way of example, "document(s)" include, but are not limited to attachments, audio tapes, computer disks (including compact disks, floppy diskettes, digital video disks, hard discs, hard drives, magnetic tapes, or any other computer storage media), copies, deletions, drafts (whether preliminary,

secondary, or additional), duplicates, electronic mail, enclosures, facsimiles, handwritten notations, originals, photographs, telegrams, video tapes, and, working papers. Unless otherwise stated, this memorandum applies to any documents that were created, authored, edited, or modified.

All responsive items must be retained and not altered, deleted or otherwise discarded. Any routine or non-routine destruction or disposal must be suspended. Failure to preserve the requested documents will be taken as a failure to cooperate with an Office of Inspector General special inquiry.

Further, in March 2013, the Office of Investigations requested email correspondence for specific individuals for the period January 1, 2010 to the present. We would like to receive this requested correspondence by April 15, 2013.

The materials identified herein are necessary in the performance of the responsibility of the Inspector General under the Inspector General Act of 1978, P.L. 95-452, as amended, Title 5 U.S.C. App. 3, to conduct and supervise audits, inspections, and investigations relating to the programs and operations of the Department of Energy.

This document is for OFFICIAL USE ONLY. It may be shared with Department of Energy officials who may have responsive documents, records and materials as outlined above. Public disclosure is determined by the Freedom of Information Act (Title 5, U.S.C., Section 552) and the Privacy Act (Title 5, U.S.C., Section 552a).

If you have any questions concerning this memorandum, you may call me at 202-586-4109 or Richard Curran, Director, Western Region Inspections, at 505-845-5153.

cc: General Counsel

From: [Decker, Anita J \(BPA\) - K-7](#)
To: [Drummond, William K \(BPA\) - A-7](#)
Subject: RE: Follow-up
Date: Monday, April 08, 2013 2:05:07 PM

Roy Fox and I had a very good and I think, productive, conversation with Bob Gibbs, Sarah Bonilla and Loretta Robertson this morning. DOE is going to send someone out to be on site as we correct the 17 situations we identified and to ensure we have in fact, applied the correct procedures since retraining and recertifying our recruiting staff. They should be on-site next week.

Anita J. Decker
Chief Operating Officer
Bonneville Power Administration
ajdecker@bpa.gov
503-230-5105

From: Drummond, William K (BPA) - A-7
Sent: Monday, April 08, 2013 7:14 AM
To: Decker, Anita J (BPA) - K-7
Subject: Fwd: Follow-up

FYI

Begin forwarded message:

From: "Poneman, Daniel" <Daniel.Poneman@hq.doe.gov>
Date: April 7, 2013, 10:49:04 PM PDT
To: "Drummond, William K (BPA) - A-7" <wkdummond@bpa.gov>
Cc: "Azar, Lauren" <Lauren.Azar@Hq.Doe.Gov>, "Markovitz, Alison" <Alison.Markovitz@Hq.Doe.Gov>
Subject: RE: Follow-up

Thanks for your note, Bill. We believe that due diligence fact-finding is still called for, and that we need to verify the proper corrective actions took place. Thanks again. DP

From: DRUMMOND, WILLIAM K
Sent: Wednesday, April 03, 2013 2:10 PM
To: Poneman, Daniel
Cc: Azar, Lauren; Markovitz, Alison
Subject: Follow-up

Dan;

As a follow-up to our conversation this morning, attached is the report Bonneville's Human Resources Director provided in January 2013 to DOE's HC Officer regarding

what we found and how we responded in May 2012 to the concerns raised about our hiring practices. The last paragraph of this memorandum provides the statistics on Bonneville's hiring of veterans for the past several years. We believe that all hires starting in June 2012 have followed the practices the April 2013 DOE report to us views as required.

Please let me know if you need additional information on this issue.

Regards,
Bill

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

From: [Drummond, William K \(BPA\) - A-7](#)
To: ["Daniel Poneman \(Daniel.Poneman@hq.doe.gov\)"; "Azar, Lauren"; "Markovitz, Alison"](#)
Subject: Bonneville Update May 12, 2013
Date: Sunday, May 12, 2013 3:07:00 PM

Dan, Lauren, and Alison;

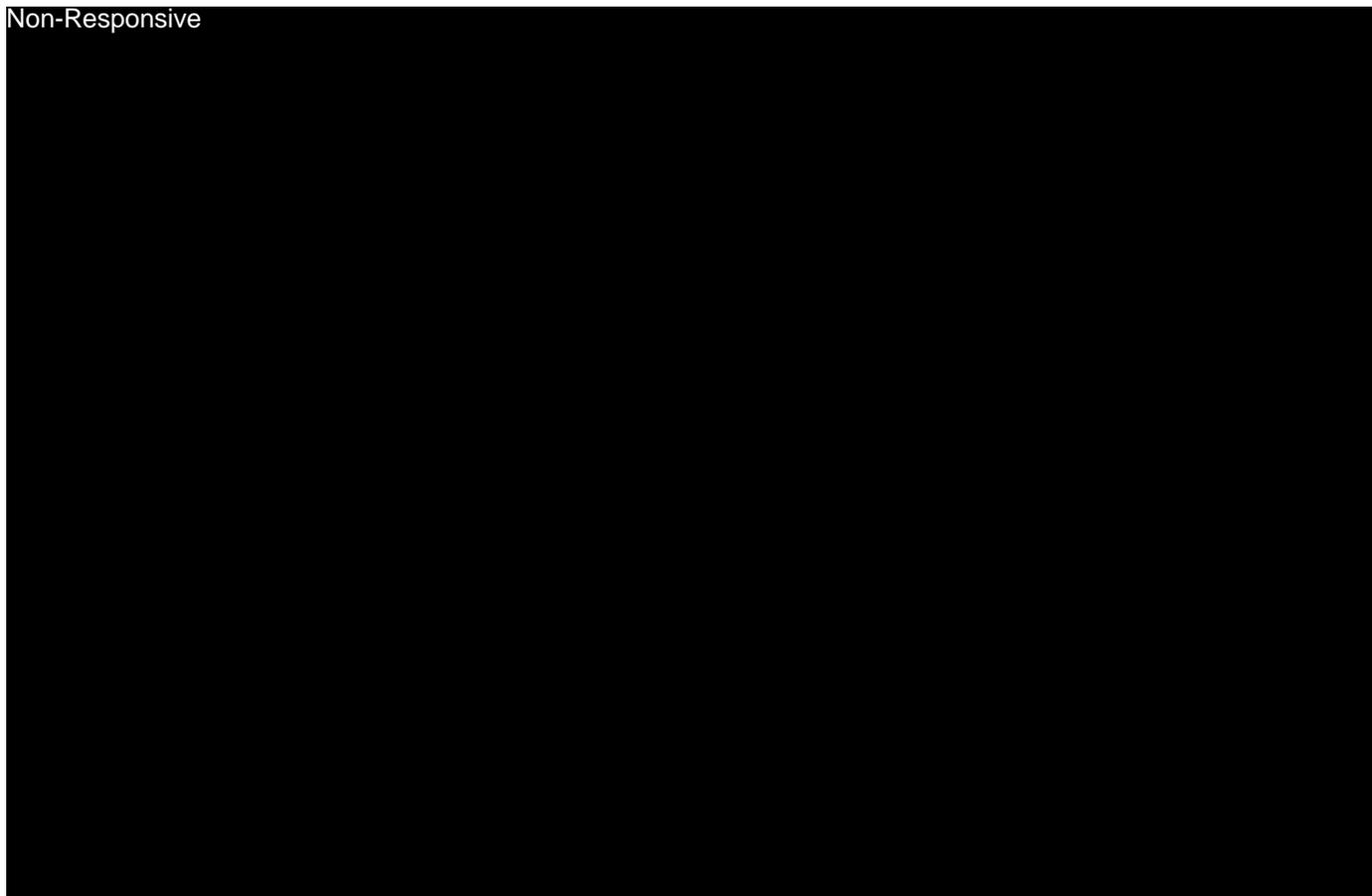
A quick update on current issues at Bonneville:

Human Capital:

A couple of things regarding DOE HCM this week. Anita met with Bob Gibbs Wednesday morning and had a very good conversation regarding working together on any corrective action noted by either OPM or DOE HC's review. To this point we have not received conclusive findings from either DOE, OPM or the IG, but nonetheless we are taking proactive actions and working to strengthen the relationships.

Bonneville's CHCO Roy Fox was also at DOE on Wednesday. He briefly met with Bob and Anita, but he spent most of his time meeting with DOE HC staff and AVUE representatives clarifying our use of AVUE as our recruiting system and further working with HC on some of the options for going forward. I understand from Roy that his meeting went well also.

Non-Responsive



Please let me know if you have any questions.

Regards,
Bill

William K. Drummond
Administrator
Bonneville Power Administration
(503) 230-5103
wkdrummond@bpa.gov

From: [Drummond,William K \(BPA\) - A-7](#)
To: [Decker,Anita J \(BPA\) - K-7](#); [Fox,Roy B \(BPA\) - NH-1](#)
Subject: Fwd: Bonneville Hiring Issues
Date: Tuesday, May 28, 2013 11:45:29 AM

Do we have the OPM letter Alison references? I asked her to send it to me as I haven't seen it.

Bill

Begin forwarded message:

From: "Markovitz, Alison" <Alison.Markovitz@Hq.Doe.Gov>
Date: May 28, 2013, 8:54:49 AM PDT
To: "Drummond,William K (BPA) - A-7" <wkdrummond@bpa.gov>
Cc: "Poneman, Daniel" <Daniel.Poneman@hq.doe.gov>
Subject: RE: Bonneville Hiring Issues

Hi Bill – In terms of materials, you already have the April memo from DOE HQ, the HQ memo from last Friday, and the letter from OPM from last week. What I think would be the most helpful is if you could meet with Bob Gibbs for an hour tomorrow morning before you meet with the Secretary. Bob indicated he has time on his schedule tomorrow morning and can spend an hour with you going over the issues and providing whatever background you need as well as helping to reconcile what you've been hearing with what Bob and his staff have learned.

Best,
Alison

From: DRUMMOND,WILLIAM K
Sent: Tuesday, May 28, 2013 10:01 AM
To: Poneman, Daniel
Cc: Markovitz, Alison
Subject: Bonneville Hiring Issues

Dan;

Pursuant to our conversation last week, I am continuing to try to reconcile what you told me and what I am hearing from the Bonneville staff. I am meeting with Bob Gibbs tomorrow morning to work on this reconciliation, but I was wondering if I might see the briefing papers you have received so I can be better prepared for my meetings with Bob, Secretary Moniz, and you.

I recognize my accountability for Bonneville and the actions of our staff, so I am committed to gathering all the facts around this situation.

Regards,
Bill

William K. Drummond
Administrator
Bonneville Power Administration
(503) 230-5103
wkdrummond@bpa.gov

From: [Poneman, Daniel](#)
To: [Drummond, William K \(BPA\) - A-7](#)
Cc: [Markovitz, Alison](#)
Subject: RE: Bonneville Hiring Issues
Date: Tuesday, May 28, 2013 10:59:42 PM

Bill:

Have not had briefing papers per se but just seen the docs from opm, etc., and heard from our staff. Your meetings w Bob and Alison should help fill in context.

Appreciate your statement re commitment and accountability, both of which will be essential to steering through this challenging issue.

Regards,

DP

From: DRUMMOND, WILLIAM K
Sent: Tuesday, May 28, 2013 10:01 AM
To: Poneman, Daniel
Cc: Markovitz, Alison
Subject: Bonneville Hiring Issues

Dan;

Pursuant to our conversation last week, I am continuing to try to reconcile what you told me and what I am hearing from the Bonneville staff. I am meeting with Bob Gibbs tomorrow morning to work on this reconciliation, but I was wondering if I might see the briefing papers you have received so I can be better prepared for my meetings with Bob, Secretary Moniz, and you.

I recognize my accountability for Bonneville and the actions of our staff, so I am committed to gathering all the facts around this situation.

Regards,
Bill

William K. Drummond
Administrator
Bonneville Power Administration
(503) 230-5103
wkdrummond@bpa.gov

From: [Drummond, William K \(BPA\) - A-7](#)
To: ["Daniel Poneman \(Daniel.Poneman@hq.doe.gov\)"; "Gibbs, Robert \(Robert.Gibbs@Hq.Doe.Gov\)"](#)
Cc: ["Markovitz, Alison"](#)
Subject: Draft Hiring Practices Memorandum
Date: Wednesday, June 05, 2013 11:31:00 AM
Attachments: [FINAL DRAFT Bill Drummond to BPA managers.doc](#)

Dan and Bob;

I would like to send a communication to our managers tomorrow on the issues involving our faulty hiring practices. As you can imagine, there are a number of rumors and questions that I want to address directly.

I have drafted the attached memorandum and would appreciate your input/comments. I would like to send this out tomorrow afternoon, so if you are able to please get back to me with any edits by 3:00 PM Eastern tomorrow, I would appreciate it.

I am getting daily briefings and my staff indicates that we are making progress on a number fronts.

Regards,
Bill

William K. Drummond
Administrator
Bonneville Power Administration
(503) 230-5103
wkdrummond@bpa.gov

I want to let you know about recent events affecting BPA external hiring.

In November 2010, BPA implemented a key element of President Obama's Hiring Reform Initiative known as Category Rating. This was a significant change from BPA's previous practice for rating and ranking candidates for open positions. In May of 2012, BPA's Human Capital Management changed its implementation of Category Rating after a serious concern was raised with our initial practices. The Office of Personnel Management has now determined that a practice BPA used from November 2010 to May 2012 was in error.

Unfortunately, the erroneous practice disadvantaged some external applicants, a number of whom were veterans. The DOE Office of the Inspector General is currently conducting an inquiry into the flawed practice and the DOE Human Capital Office and the Office of Personnel Management (OPM) are in the process of conducting audits of BPA's hiring practices.

The mistakes discovered to date are deeply troubling to me. I am committed to rectifying these errors and ensuring that they do not happen again.

As a result of the information developed to date, OPM determined that BPA's delegated examining certified staff needs additional training to ensure compliance with Category Rating guidelines and other hiring practices. All of BPA's hiring staff has been decertified, meaning they can no longer manage external hiring actions.

DOE further suspended its delegation of authority to BPA to process external hiring actions. DOE and OPM are working closely together to determine actions to correct the hiring errors, initiate training for BPA's HCM staff to obtain recertification, and determine a path to restore BPA's delegated examining authority.

This situation has serious implications for hiring at BPA. Hiring actions for open positions will be delayed while we work with DOE on a plan on how to move forward. The recertification training plan will take a few months to complete in order to regain our staff certification. In the meantime, we are working with DOE to put in place a temporary approach for managing external hiring actions using certified individuals from DOE Human Capital and other sources, including BPA-procured contractors until such time as DOE restores our full hiring authority.

DOE will also oversee the reconciliation of improper hiring actions taken between November 2010 and May 2012 to address any impacts to veterans. In some cases, this reconciliation process will require BPA to extend offers to qualified candidates who were adversely affected by our actions in a limited number of job series.

BPA has an outstanding record of recruiting and hiring veterans into its workforce. I am proud of that record and our commitment to Merit System Principles for all. I regret that we have now fallen short of compliance with federal hiring requirements and the effects our actions have had on veterans. We will determine and are committed to a path forward that rectifies all issues our past practices created.

As we continue to work with DOE to chart a path forward, we will communicate as much as we are able. In the meantime, I ask for your patience.

From: [Drummond, William K \(BPA\) - A-7](#)
To: ["Daniel Poneman \(Daniel.Poneman@hq.doe.gov\)"](#)
Cc: ["Markovitz, Alison"](#)
Subject: BPA Hiring Audit
Date: Friday, June 21, 2013 12:29:00 PM

Dan;

I just off a phone call with Ken Venuto who said that as a result of the hiring practices audit they have been conducting this week at Bonneville, the agency will be decertified on all merit promotion hiring and that they will be suspending our classification authority, effective immediately. I am going to the audit out-briefing in a few minutes and will be able to provide more details about what the audit has turned up, but I wanted to give you a heads-up as soon as I found out.

Regards,
Bill

William K. Drummond
Administrator
Bonneville Power Administration
(503) 230-5103
wkdrummond@bpa.gov

From: [Drummond,William K \(BPA\) - A-7](#)
To: ["Daniel.Poneman@hq.doe.gov"](mailto:Daniel.Poneman@hq.doe.gov)
Subject: Re: For your immediate action
Date: Wednesday, July 10, 2013 8:00:26 PM

Dan;

Just got home and saw your calls. Call at your convenience.

Bill

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

From: Poneman, Daniel [<mailto:Daniel.Poneman@hq.doe.gov>]
Sent: Wednesday, July 10, 2013 07:45 PM Pacific Standard Time
To: Drummond,William K (BPA) - A-7
Cc: Woods, Gregory <Gregory.Woods@Hq.Doe.Gov>; Knobloch, Kevin <Kevin.Knobloch@Hq.Doe.Gov>; Gibbs, Robert <Robert.Gibbs@Hq.Doe.Gov>; Markovitz, Alison <Alison.Markovitz@Hq.Doe.Gov>
Subject: Re: For your immediate action

(b) (5)

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

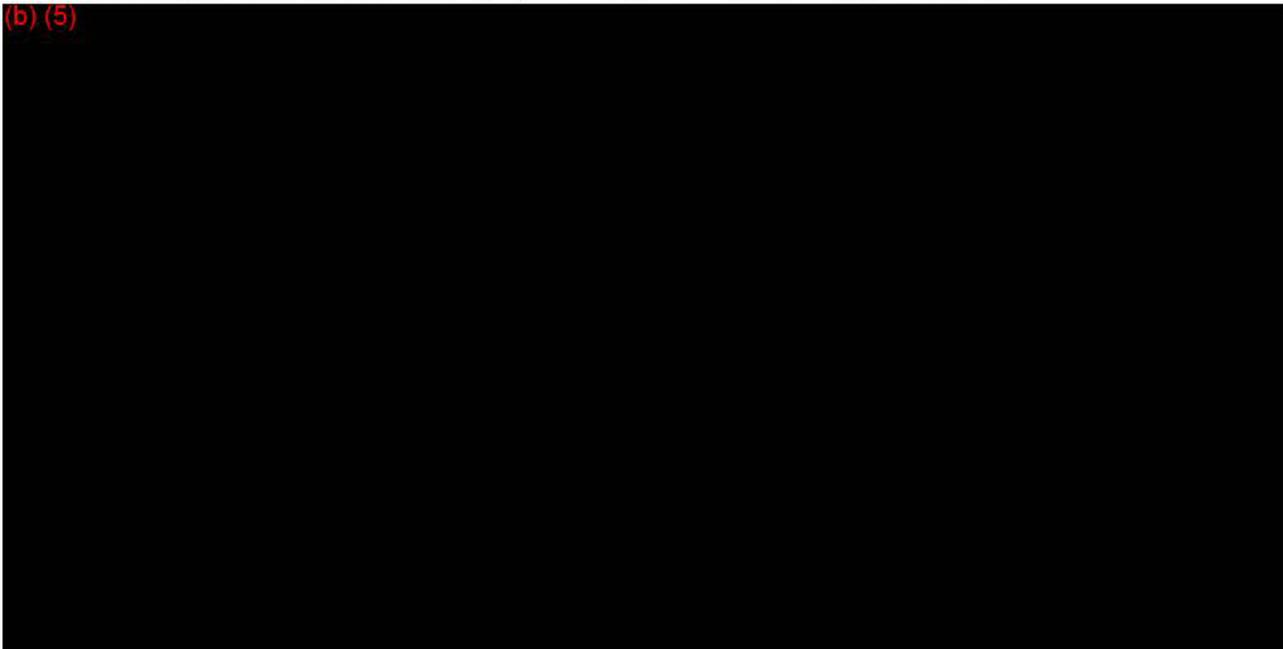
From: DRUMMOND,WILLIAM K
Sent: Wednesday, July 10, 2013 10:29 PM
To: Poneman, Daniel
Cc: Woods, Gregory; Knobloch, Kevin; Gibbs, Robert; Markovitz, Alison
Subject: RE: For your immediate action

Dan,

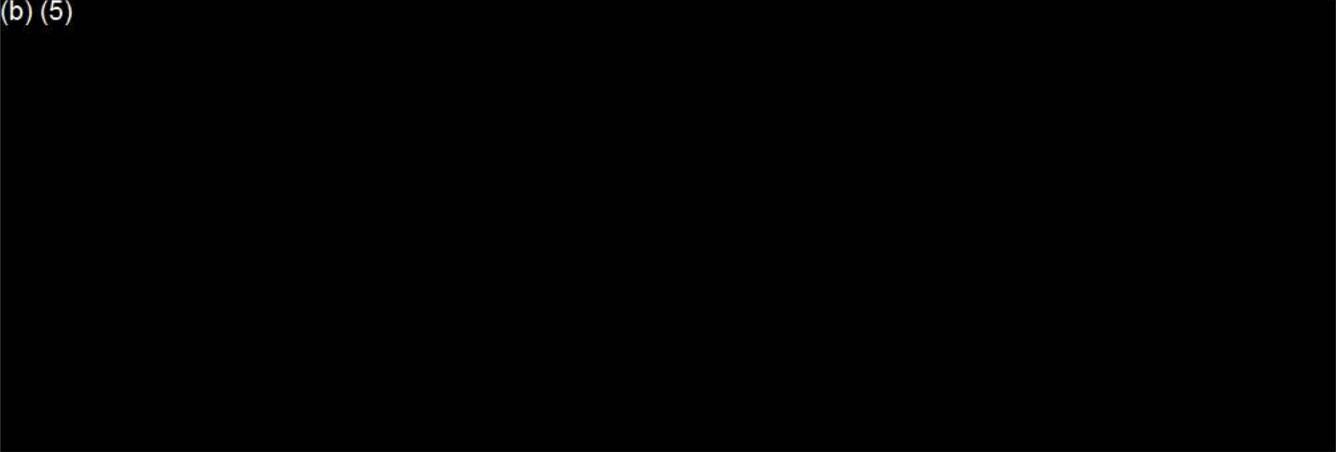
As you requested, we have suspended any adverse actions pertaining to BPA's HCM employees. However, I am asking your reconsideration of one case due to the nature of the abuse. I am also re-issuing our no tolerance for retaliation message to all employees tomorrow and will be further investigating any suggestion of retaliation.

While we continue to investigate any suggestion of retaliation, I want to confirm the status of some specific individuals in the interest of everyone's awareness of the state of each case:

(b) (5)



(b) (5)



Bill

William K. Drummond
Administrator
Bonneville Power Administration
(503) 230-5103
wkdrummond@bpa.gov

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

From: Poneman, Daniel [<mailto:Daniel.Poneman@hq.doe.gov>]
Sent: Wednesday, July 10, 2013 3:36 PM
To: Drummond, William K (BPA) - A-7
Cc: Woods, Gregory; Knobloch, Kevin; Gibbs, Robert; Markovitz, Alison
Subject: For your immediate action
Importance: High

Bill:

It has come to my attention that BPA has proposed or is considering adverse personnel actions against several HCM employees. As we have already made clear to you, it is essential that all employees are able to cooperate freely with the OIG and other investigations without fear of retaliation. You must convey this fundamental principle to all BPA employees immediately.

I also hereby direct you to do the following, until further notice from me:

(a) take no adverse personnel actions against BPA's HCM employees, and

(b) immediately suspend any such actions that have already been taken and instruct any such employee who is currently on administrative or any other type of leave due to a proposed removal or suspension to return to work immediately.

Finally, you are to provide a full, prompt report of any actions that conceivably could fall into these categories to the Department's Office of Human Capital Management.

Daniel B. Poneman
Deputy Secretary
U.S. Department of Energy
(202) 586-5500

From: [Drummond,William K \(BPA\) - A-7](#)
To: [Decker,Anita J \(BPA\) - K-7](#); [Baskerville,Sonya L \(BPA\) - DKN-WASH](#)
Subject: Fwd: IG Management Alert Regarding Draft HCM Findings
Date: Friday, July 12, 2013 1:52:30 PM

Here is what I sent on the IG alert.

Begin forwarded message:

From: "Drummond,William K (BPA) - A-7" <wkdrummond@bpa.gov>
To: "Daniel Poneman" <Daniel.Poneman@hq.doe.gov>
Cc: "Robert Gibbs" <Robert.Gibbs@Hq.Doe.Gov>, "Alison Markovitz" <Alison.Markovitz@Hq.Doe.Gov>
Subject: IG Management Alert Regarding Draft HCM Findings

Dan;

This afternoon we received a short management alert (below) from the IG's office detailing their interim findings (moving the line and the impact on veterans and other applicants). The alert also raises a concern about retaliation against Bonneville employees who reported their concerns to the IG. The alert recommends that all disciplinary actions against be suspended and that anyone who has been terminated or placed on administrative pending termination leave be returned to their prior positions until the IG's inquiry is completed and presented to DOE.

Although I have not yet consulted legal counsel, it appears to me that per your request earlier this week, these actions have already been taken

The report requests a response within five working days. We will share our draft response with you prior to sending it to the IG.

Regards,
Bill

<IDR-S13IS008 - BPA Management Alert with Transmittal.pdf>

memorandum

DATE: July 11, 2013

REPLY TO:

ATTN OF: IG-30 (S13IS008)

SUBJECT: Draft Management Alert on "Allegations Regarding Prohibited Personnel Practices at the Bonneville Power Administration"

TO: Chief Human Capital Officer

Attached is a copy of the subject draft Management Alert. Although the matters discussed in this document have not been fully coordinated with management, the information is being conveyed at this time because of the need for prompt management action.

Please review the information in this alert and provide written comments within **5 working days** on the facts presented, conclusions reached, appropriateness of the recommendations, and reasonableness of benefits that may be realized. If you agree with the recommendations, please state the corrective actions taken or planned and the actual or target dates for the actions. Your comments should discuss alternative recommendations if you know of better ways to solve the problems discussed in the report. If you submit alternatives, please estimate the potential benefits to be realized from these alternative actions.

The Office of Inspector General (OIG) will make every effort to include management's comments in their entirety in the final report. Management should limit its comments to no more than two pages, with more detailed comments addressed in an attachment. To facilitate the process of placing the audit report on our website, please provide the OIG with an electronic version of your comments that is compliant with Section 508(c) of the Rehabilitation Act¹. Specifically, please provide your comments in Microsoft Word and Portable Document Format (pdf) file format. The OIG will review the comments submitted by management and address relevant comments in the final report or revise the report, if appropriate. The content of the final management report is the responsibility of the OIG.

This management alert is subject to change and does not represent the final position of the OIG. Therefore, the contents shall be safeguarded at all times to prevent improper disclosure. The management alert should not be provided to anyone outside the Department of Energy (Department) without the express approval of the OIG. In this context, management and operating contractors shall be considered to be part of the Department. Department Order 221.3A, as amended, states that all copies of the management alert remain the property of the OIG and shall be returned on request.

¹ See <http://www.section508.gov/index.cfm?FuseAction=Content&ID-12#Web> for a technical discussion of Section 508 requirements.

Your cooperation will be greatly appreciated. If you have any questions, please contact Richard Curran at (505) 845-5153, or Stacey Crouser at (720) 356-1705. Technical questions regarding Section 508 requirements for the electronic submission of management's comments should be directed to Evita Hill at (202) 586-2488 or at evita.hill@hq.doe.gov.



Rickey R. Hass
Deputy Inspector General
for Audits and Inspections
Office of Inspector General

Attachment

cc: Deputy Secretary
General Counsel
Director, Office of Risk Management and Financial Policy, CF-50
Assistant Director, Office of Risk Management and Financial Policy, CF-50
Audit Resolution Specialist, Office of Risk Management and Financial Policy, CF-50

Kenneth T. Venuto Records

Message

From: Venuto, Kenneth [Kenneth.Venuto@hq.doe.gov]
Sent: 4/2/2013 9:17:34 PM
To: Decker, Anita J (BPA) - K-7 [/O=BPA/OU=BPASite1/cn=Recipients/cn=AJD0035]
CC: Gibbs, Robert [Robert.Gibbs@Hq.Doe.Gov]; Bonilla, Sarah [Sarah.Bonilla@hq.doe.gov]; Amaral, David [David.Amaral@hq.doe.gov]; Robinson, Loretta [Loretta.Robinson@hq.doe.gov]
Subject: Corrective Actions on BPA Hiring Related to IG Complaint
Attachments: BPA Memo 4-2-13.pdf

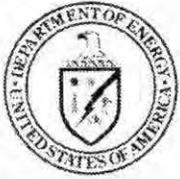
Anita,

I understand that Bob Gibbs has given you a heads up on this. Attached is a memorandum signed by me concerning actions that BPA must undertake as a result of an investigation into some BPA delegated examining hiring cases identified in an IG Complaint. Loretta Robinson has the lead for HC in coordinating and overseeing the corrective actions process with BPA. If you have any questions, please don't hesitate to contact either Loretta or me.

Ken

Kenneth T. Venuto
Director, Office of Human Capital Management
Office of the Chief Human Capital Officer
Department of Energy
(202) 586-7138

Providing quality service is our business. Please let us know if we've hit the mark by completing a short comment card



Department of Energy

Washington, DC 20585

APR 2 2013

MEMORANDUM FOR WILLIAM K. DRUMMOND, ADMINISTRATOR
BONNEVILLE POWER ADMINISTRATION

FROM: 
KENNETH T. VENUTO, DIRECTOR
OFFICE OF HUMAN CAPITAL MANAGEMENT

SUBJECT: CORRECTIVE ACTIONS RELATED TO HIRING PRACTICES AT
BONNEVILLE POWER ADMINISTRATION

Pursuant to the request from the Department of Energy's Office of Inspector General (OIG), the Office Human Capital Management reviewed 20 delegated examining cases from Bonneville Power Administration (BPA). The cases were reviewed in response to alleged improper hiring practices taking place at BPA. The review revealed a consistent misuse of the category rating process, especially pertaining to the application and adjudication of veterans' preference, which resulted in a significant and disturbing number of illegal hires and violations of merit system principles for both veteran and non-veteran candidates.

Of the 20 cases reviewed, 17 were inconsistent with U.S. Office of Personnel Management's Delegated Examining Operations Handbook, Code of Federal Regulations, merit system principles, and veterans' preference laws.

The common trend found in a majority of the cases reviewed was the process of changing the cut-off score for the Best Qualified list after the announcement was published. This practice is not acceptable or appropriate in any circumstance and has resulted in:

1. A substantial number of illegal appointments of non-veterans' preference hires.
2. A significant number of missed considerations for veterans' preference applicants and non-veterans' preference candidates. This is a direct violation of Merit Systems Principles, codified under Title 5 U.S.C. 2301 (b) (1) and (b) (2)

The extent of the discrepancies may reflect either a lack of technical human capital management (HCM) knowledge or a disregard for the applicable laws, regulations, and DOE policies. As a result, extraordinary measures must be taken to ensure that these errors are quickly rectified and that they do not re-occur in the future.

A corrective action plan must be developed and fully implemented for the cases we reviewed (see attached chart) within 90 days of receipt of this memorandum. Effective immediately, all outstanding and future BPA hiring actions stemming from delegated examining activities must be submitted to DOE HC (HC-11) for review and approval. No offer can be made until the relevant delegated examining case file has been reviewed and approved by HC-11. In addition,



BPA must immediately cancel any hiring action that has not yet taken place where a category rating cut-off score was changed after the announcement was published.

A longer term get well plan must be developed by BPA in partnership with HC-11. The plan must include the review of all delegated examining activities for at least the past 12 months and the development of proposed corrective actions for those cases found to be in violation. It also must address how BPA will close skill gaps in Federal HR basics, including delegated examining, and how the on-going work can be accomplished. This plan must be approved by my office and must be in place within 45 days. In addition, BPA must undertake the following actions:

- Effective immediately, make BPA HR IT systems including Avue accessible to HC staff.
- Provide HC-11 with data on all new BPA hires that were separated during their probationary period in FY-11, FY-12, and FY-13 to date. This must include the name of the individual and whether they were a veterans' preference or non-veterans' preference hire.
- Provide HC-11 with data on all new BPA hires in FY-10, FY-11, FY-12, and FY-13 to date. This must include identifying them as either a veterans' preference or a non-veterans' preference hire.
- Arrange for HR staff to undergo specialized delegated examining training from OPM and/or be detailed to work with experienced HCM specialists in the Department within 90 days of the date of this memorandum.
- Complete all required actions detailed on the attached chart. These actions must be submitted to HC-11 for review and approval prior to execution.
- Allocate sufficient resources (staff and funding) to ensure these actions are accomplished in a timely fashion.

I am obligated to take these actions on behalf of the Department. Failure to execute the aforementioned requirements may result in suspension of BPA's HR authority. My staff is available to provide guidance and assistance as you execute all corrective actions and improve staff technical competencies.

Should you have any questions or need clarification, please contact me directly or have your staff contact Loretta Robinson, Director, Human Capital Policy Division (HC-11), at (202) 586-9239 or loretta.robinson@hq.doe.gov.

Attachment

Message

From: Decker, Anita J (BPA) - K-7 [/O=BPA/OU=BPASITE1/CN=RECIPIENTS/CN=AJD0035]
Sent: 4/2/2013 10:11:50 PM
To: Fox, Roy B (BPA) - NH-1 [/O=BPA/OU=BPASite1/cn=Recipients/cn=RBF1276]
Subject: FW: Corrective Actions on BPA Hiring Related to IG Complaint
Attachments: BPA Memo 4-2-13.pdf

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

From: Venuto, Kenneth [mailto:Kenneth.Venuto@hq.doe.gov]
Sent: Tuesday, April 02, 2013 2:18 PM
To: Decker, Anita J (BPA) - K-7
Cc: Gibbs, Robert; Bonilla, Sarah; Amara, David; Robinson, Loretta
Subject: Corrective Actions on BPA Hiring Related to IG Complaint

Anita,

I understand that Bob Gibbs has given you a heads up on this. Attached is a memorandum signed by me concerning actions that BPA must undertake as a result of an investigation into some BPA delegated examining hiring cases identified in an IG Complaint. Loretta Robinson has the lead for HC in coordinating and overseeing the corrective actions process with BPA. If you have any questions, please don't hesitate to contact either Loretta or me.

Ken

Kenneth T. Venuto
Director, Office of Human Capital Management Office of the Chief Human Capital Officer Department of Energy
(202) 586-7138

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Message

From: Decker, Anita J (BPA) - K-7 [/O=BPA/OU=BPASITE1/CN=RECIPIENTS/CN=AJD0035]
Sent: 4/3/2013 10:26:52 PM
To: Fox, Roy B (BPA) - NH-1 [/O=BPA/OU=BPASite1/cn=Recipients/cn=RBF1276]
Subject: FW: Corrective Actions on BPA Hiring Related to IG Complaint

Bill now has the report.

Anita J. Decker
Chief Operating Officer
Bonneville Power Administration
ajdecker@bpa.gov
503-230-5105

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

From: Drummond, William K (BPA) - A-7
Sent: Wednesday, April 03, 2013 2:15 PM
To: Venuto, Kenneth
Cc: Gibbs, Robert; Bonilla, Sarah; Decker, Anita J (BPA) - K-7
Subject: RE: Corrective Actions on BPA Hiring Related to IG Complaint

Thanks, Ken. Anita did hand me a copy yesterday but I appreciate getting one directly.

Regards,
Bill

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

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

From: Venuto, Kenneth [mailto:Kenneth.Venuto@hq.doe.gov]
Sent: Wednesday, April 03, 2013 12:54 PM
To: Drummond, William K (BPA) - A-7
Cc: Gibbs, Robert; Bonilla, Sarah; Decker, Anita J (BPA) - K-7
Subject: Corrective Actions on BPA Hiring Related to IG Complaint

Bill,

I'm sorry. I thought the attached was going to be delivered to you yesterday by other means. The attached memorandum signed by me outlines actions that BPA must undertake as a result of an investigation into some BPA delegated examining hiring cases identified in an IG Complaint. Loretta Robinson has the lead for HC in coordinating and overseeing the corrective actions process with BPA. If you have any questions, please don't hesitate to contact either Loretta or me.

Ken

Kenneth T. Venuto
Director, Office of Human Capital Management Office of the Chief Human Capital Officer Department of Energy
(202) 586-7138

Providing quality service is our business. Please let us know if we've hit the mark by completing a short comment card

Message

From: Gibbs, Robert [Robert.Gibbs@Hq.Doe.Gov]
Sent: 4/22/2013 7:22:33 PM
To: Decker, Anita J (BPA) - K-7 [/O=BPA/OU=BPASite1/cn=Recipients/cn=AJD0035]
Subject: FW: Scheduling

Anita,

In the interest of being transparent- I am sending you Loretta's response to me (unedited). It answers your questions and provides some details. Please hold close and as always, I am willing to discuss.

Bob

From: Robinson, Loretta
Sent: Monday, April 22, 2013 3:16 PM
To: Gibbs, Robert; Venuto, Kenneth
Subject: Re: Scheduling

Hello,

I let David Clark know last week, then let Roy Fox and his staff know at the In Brief this morning that we cannot determine the full scope of what we will need to include in the HCMAP audit until we have a clear picture of the outcome of this week's review. The reason is because OPM may have requirements that impact what we will need to review going forward for the HCMAP.

Regarding their actions... They sent them to me on Thursday evening and I looked at them on Friday, and needed them to provide additional information. But when they sent the information it raised more questions than answers. I told them that this week if I get a chance to review them in the evenings I will try, but during the workday I must follow OPM's agenda of work. My two staffing experts in delegated examining are here also. So, their current selections are not going to be able to be anything quick. In addition, it's now Noon here and I still don't have systems access to their stuff so I am trying to review cases without it.

Also, during the In Brief, Roy made a point of asking OPM to review the 20 cases we reviewed because there are some things in our assessment they don't agree with. OPM explained that they are here on an independent review and that BPA is still required to work whatever issues they have on our requirements to them with us. Roy said they were only asking OPM to look at them because they were not given the opportunity to provide clarification to us before we just sent them that last memo. OPM made it clear that they are not going to get in the middle of that and they are here only for the purpose of this audit. They basically explained that the agency gets authority from OPM and BPA gets it from the agency, i.e., the CHCO. They asked me if I would meet with them on Friday afternoon before we leave to discuss our DOE specific issues.

Loretta Robinson
Director,
Human Capital Policy Division
U.S. Dept. Of Energy
(202)586-9239

<http://humancapital.doe.gov/>

From: Gibbs, Robert
Sent: Monday, April 22, 2013 02:48 PM
To: Robinson, Loretta; Venuto, Kenneth
Subject: FW: Scheduling

I would like to discuss.

From: Decker, Anita (BPA)
Sent: Monday, April 22, 2013 2:29 PM
To: Gibbs, Robert
Subject: RE: Scheduling

Bob,

I understand from Roy that no DOE staff will be here next week – wanted to confirm with you? Wanted to check in whether you would still consider coming out so we can spend some time with you on BPA?

Also, I understood that there would be a quick turn around on offers we have pending. We are heading into week two on the first two we sent up for review. Any ideas on how we can keep things moving more expeditiously?

Thanks!
Anita

Anita J. Decker
Chief Operating Officer
Bonneville Power Administration
ajdecker@bpa.gov
503-230-5105

From: Gibbs, Robert [<mailto:Robert.Gibbs@Hq.Doe.Gov>]
Sent: Thursday, April 18, 2013 5:20 AM
To: Decker, Anita J (BPA) - K-7
Subject: RE: Scheduling

Anita,

Thanks for the email. When I get out there, my main objective is to learn about BPA and gain some perspective on your mission, problems, requirements, etc - I am open to anything that helps with that objective and will leave it up to you as to how that is best accomplished.

Interesting perspective on the discipline order. I am very interested to see it and have a discussion with my folks about it.

Loretta will be coming out with two additional DOE folks.

The position we discussed (and the bonus) were approved at Tuesday's SMRB.

Bob

From: Decker, Anita (BPA)
Sent: Wednesday, April 17, 2013 8:33 PM
To: Gibbs, Robert
Subject: Scheduling

Hi Bob,

Thanks for making time to meet with me Tuesday. We certainly covered a lot of ground! I wanted to follow up on a couple of things. While we've gotten the notice from OPM on their schedule for next week, we haven't received anything from your team. Do you know who we should be looking for this from and how many folks will be here? We want to make sure we've set aside appropriate room and I'd like to let Bill know who all is coming out as well.

Also, while OPM is here, they have asked to see a bit more of BPA than just our HCM team at our Headquarters. I should have asked if you also would like to see more of BPA than just our HCM team and HQ, although I would like to set some time aside for you to spend 30 minutes with our Administrator and a couple other of our key executives. Would you have an interest in seeing our Dispatching facilities or Bonneville Dam? (We don't own or operate the dam, we just sell the output from the 32 dams that Corp of Engineers and Bureau of Reclamation operates in the Columbia River Basin system.) Bonneville Dam is the closest of the large facilities.

On the draft table of penalties directive, I think you mentioned that at the last HCMA that BPA did not have a table of penalties. In following up, we actually did and do. I'll be sending it along with the updates we're making to it so you can see the differences in what your team is proposing and what we currently have and where we're going. And – to the question of whether what we're doing is within guidance – the answer is yes it is. Folks were surprised at that question when I posed it.

Have a good week and talk with you soon!

Anita

Anita J. Decker
Chief Operating Officer
Bonneville Power Administration
ajdecker@bpa.gov
503-230-5105

Message

From: Fox,Roy B (BPA) - NH-1 [/O=BPA/OU=BPASITE1/CN=RECIPIENTS/CN=RBF1276]
Sent: 5/31/2013 6:05:11 AM
To: Decker,Anita J (BPA) - K-7 [/O=BPA/OU=BPASite1/cn=Recipients/cn=AJD0035]
Subject: RE: 2013 Human Capital Management Accountability Audit

I am considering whether I need to ask Steve Capps to delay this work. Much of my leadership team is very concerned about the disruption the work solutions project will cause for the staff as they engage with DOE in the audit. Others believe we can and should power through. I've not yet talked to Steve to even see what is possible.

From: Decker,Anita J (BPA) - K-7
Sent: Thursday, May 30, 2013 2:16 AM
To: Robinson, Loretta
Cc: Fox,Roy B (BPA) - NH-1; Amaral, David; Venuto, Kenneth; Wheeler, Tiffany; Jones, Svet; Sexton, Shannon; Buckner, Lorrenda; Hillsmith, Judith; Tyson, Michelle; Murray, Bruce W.; Robert Gibbs
Subject: Re: 2013 Human Capital Management Accountability Audit

Loretta,

Thank you for the advance communication. As I mentioned to Bob, we are in the middle of space reconfiguration with the HCM team at BPA and this will really help us to make sure we have ready access to information being requested and can prepare in advance as well.

Looking forward to having you and your team back so we can move ahead.

Anita

Anita J Decker
Chief Operating Officer
Bonneville Power Administration
ajdecker@bpa.gov
503-230-5105

On May 29, 2013, at 7:33 PM, "Robinson, Loretta" <Loretta.Robinson@hq.doe.gov> wrote:

Good Evening Roy,

This serves as official notification that the Bonneville Power Administration's (BPA) Human Resource Office will undergo an accountability audit beginning Monday, June 17 through Friday, June 21, 2013. The purpose of the Human Capital Management Accountability Program (HCMAP) review is to measure levels of compliance, effectiveness and efficiency for each of the following drivers:

- Talent Management
- Results-Based Performance Culture
- Leadership and Knowledge Management
- Workforce Planning and Strategic Alignment

Talent Management is divided into two components (Staffing and Classification). The staffing component will include an assessment of the organizations recruitment and placement program to

include Merit Promotion, Delegated Examining, use of Student Employment Programs covered under Pathways (or under the previous SCEP, STEP, PMF and CIP programs), Direct Hiring Authorities, and any authorized Recruitment/Retention Incentives to include student loan repayments, advance-in-hires, superior qualifications appointments, and approvals of service credit for related experience for non-Federal work.

Our original objective was to access your HR IT systems to pull together a sampling list of actions to be reviewed, however, because our office has still not been able to obtain proper access to your systems in order to compile these listings, we will need your office to provide access to all case files, personnel actions, employee eOPF's and any additional associated documentation in the areas described above for the period covering October 1, 2010 – April 30, 2013. Access to these cases, both hardcopy, and any related systems information must be readily available to our audit team upon arrival. You may omit the cases that were reviewed as part of the OPM audit conducted in April of this year, and the case files we requested in a memorandum from Ken Venuto on August 8, 2012.

The assessment of the classification system may include a cursory review of position descriptions associated with the DE, MP or excepted service hiring cases we review, and if warranted, desk audits of selected positions may be conducted when we arrive onsite. Requests from our audit team for information and documentation associated with classification actions may be made once we arrive onsite and begin reviewing cases. We will provide as much notice as possible regarding any onsite desk audits we will be conducting, as these will require interviews of the employees and supervisors of the positions identified. Additionally, there may be interviews conducted of HR Staff members responsible for classification.

Performance Management will include a review of BPA's awards program along with a comprehensive review of selected performance appraisals and plans.

Leadership and Knowledge Management will consist of a comprehensive review of training programs, tuition assistance programs, courses that relate to leadership/succession planning, and any other professional development.

The Strategic Alignment and Workforce Planning review is designed to measure your organizations compliance as it relates to the agency's as well as your organizations strategic goals.

It is important that you make note that if needed, additional information may be requested at a later date. Our objective is to effectively and efficiently expedite the audit process for all parties.

At the end of the review, our team will analyze all the information gathered in order to issue a formal report to you and the facility manager, as well as senior leadership within the Office of The Chief Human Capital Officer. There will be an opportunity for your office to provide comments upon receipt of the final report.

Attached you will find a check list of advance information, and questionnaires that we will need prior to your audit review. Please let me know if you have any questions regarding this upcoming audit.

Thanks.

Loretta Robinson

*Director,
Human Capital Policy Division
U.S. Dept. of Energy
(202) 586-9239
<http://humancapital.doe.gov/>*

<image001.jpg>

Providing quality service is our business. Please let us know if we've hit the mark by completing a short [comment card](#)

<Strategic Alignment Questionnaire- SITE.docx>

<Leadership and Knowledge Management Questionnaire- SITE.docx>

<Performance Culture Questionnaire- SITE.docx>

<DOE advance information request for HCMAP audit's.docx>

Leadership and Knowledge Management Questionnaire

Leadership Succession Management

1. What programs exist in your organization to ensure continuity of leadership through succession planning and executive development? *Please list them.*
 - 1.1 Do these programs address needs which are identified through competency gap analysis? Do these programs result in a diverse pool of qualified internal, other Government, and non-Government sources for all mission-critical leadership positions? *If, yes how is this measured?*
2. Does this organization have a comprehensive management succession program which provides training to employees to develop them as managers for the organization/agency? If, yes please describe.

Integrity and Inspiring Employee Commitment

1. Please describe how the leaders and employees within this organization maintain high standards of honesty and ethics.
2. How do the leaders within this organization promote teamwork and communicate the organization's shared vision to all levels of the organization, and seek feedback from employees.
3. How does this organization meet the training requirements of the Ethics in Government Act? If yes, how? Does this organization maintain a system for identifying violations and taking corrective actions. If yes, please describe.

Continuous Learning

1. How does this organization foster a culture of continuous learning and high performance through investments in education, training, and other developmental opportunities that help employees build mission-critical competencies? If yes, please provide examples.
2. What training and development initiatives and strategies of this organization support mission-critical competencies? Are the initiatives and strategies of this organization linked to the agency mission, and do the initiatives and strategies of this organization demonstrate a positive impact on agency mission accomplishment?
4. How does this organization use appropriate learning technology and innovative learning strategies to meet the training and development needs of the workforce? Please describe.

5. How does the organization administer a process to evaluate training and development programs and their impact in terms of learning, performance, work environment, and contribution to mission accomplishment? Please describe.
6. Are the training programs in this organization complying with the provisions of 5 U.S.C. 4101 and 5 CFR 410 and 412?

Knowledge Management

1. The organization's knowledge management process provides a means to share critical knowledge across the organization and supports appropriate investments in training and technology.
2. Information technology tools that facilitate gathering and sharing knowledge within and outside the agency are available to employees to improve individual and organizational performance.

Performance Culture Questionnaire

1. What are the processes or methods used to share information and ideas about the organization with all employees?
2. What are the processes or methods used to ensure employees are knowledgeable about the strategic plan and their role in supporting the agency's mission and performance goals?
3. What are the processes or methods used to ensure that meaningful distinctions are made between high and low levels of performance?
4. What are the processes or methods used to track performance plan creation, mid-year reviews, and year-end performance appraisals?
5. What are the processes or methods used to ensure that individual, team, or unit performances are linked to organizational goals and desired results?
6. What are the processes or methods used ensure employees have a direct line of sight between performance elements (performance expectations) and the agency mission? Is there a method in place to determine if these links have been communicated to and are understood by employees, enabling them to focus their work effort on those activities most important to mission accomplishment?
7. Are employees are held accountable for achieving results that support the agency's strategic plan goals and objectives? Please explain:
8. Do supervisors and managers use performance results to offer feedback, identify developmental needs to help improve employee performance, and address instances of poor performance? Please explain:
9. Are cash awards based on the results of the appraisal process, and do they accurately reflect and recognize individual performance and/or contribution to the agency's performance? Please explain:
10. Has the organization created a "reward environment" beyond compensation and benefits that contributes to attracting, retaining, and motivating employees? Please explain:
11. Do award programs for employees reflect adequate funding? Are awards justified based upon accomplishments? Please explain:

Strategic Alignment/Workforce Planning Questionnaire

Human Capital Planning

1. What are the processes or methods used to share information and ideas about the organization with all employees? If, yes please describe.
2. What are the processes or methods used to ensure employees are knowledgeable about the strategic plan and their role in supporting the agency's mission and performance goals?
3. What are the processes or methods used to ensure that Human resources policies and programs are aligned with organizational mission, strategic goals, and performance outcomes?
4. What are the systems in place to assess human capital planning and investment and a means to measure their impact on mission accomplishments? If, yes please describe.

Workforce Planning

1. Please describe how your organization approaches workforce planning strategically and in an explicit documented manner based upon workforce analysis and assessment of future needs to support mission accomplishment?
2. Please describe how mission-critical occupations (MCOs) (including leadership positions) and competencies, including competency gaps, are identified and documented. Is there a baseline of this information that the organization uses to develop strategies to recruit, develop, and retain talent needed for program performance.
3. Which of these workforce planning and management practices does your organization use? Please include samples of the strategies used. Restructuring, Competitive sourcing, Redeployment, Retraining, Technology solutions.

Human Resources as Strategic Partner

1. How are the HR professionals and key stakeholders in your organization involved in the strategic and workforce planning efforts? Please describe.
2. Is the HR function in your organization adequately staffed and knowledgeable in competencies and resources, to proactively partner and consult with line managers? If yes, please provide examples of this partnering.

**Department of Energy's
Human Capital Management Accountability Program
Advance Information Request
Bonneville Power Administration (BPA)**

The following information is requested in advance in preparation of your upcoming Human Capital Accountability Audit. All information (where applicable) should be sent by the specific timeframe indicated on this notification. Please ensure onsite computer access and systems access to all BPA HR systems is available to audit team for the duration of the audit.

For the items checked "Please Forward," send them, along with this checklist, to Loretta Robinson, Director, Human Capital Division, no later than June 10, 2013. Upon receiving this checklist, please indicate which of the following information you will or will NOT have by the designated timeframe.

PLEASE FORWARD **AVAILABLE ON-SITE**

General Audit Information Request

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. A list of the HR Specialists with the lead in the following areas: Staffing, Classification, Performance Management, Leadership & Knowledge Management, Strategic Alignment/Workforce Planning. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. A copy of the HR Office strategic plan or operational plan. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. A comprehensive list of your Mission Critical Occupations. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. A copy of the organizational chart (structure) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5. A copy of any business process maps (staffing, classification, training and development, and performance. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6. Copy of your RPL policy |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7. All of your local policies, SOP's, handbooks for each functional area (staffing, classification, performance, and training and development) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 8. Any Customer Service Standards |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 9. Written updates on 2012 Federal Human Capital Survey Action Plan |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10. Any workforce/staffing action plans and milestones. |

Delegated Examining and Alternate Rating Activities

1. A copy of any logs for DE/OPM and/or Alternate Rating (such as Category Rating) activity that you maintain. These include, but are not limited to, logs of certificates, announcements, objections, and correspondence. Please identify the titles, series, and grades for all positions for which standing inventories (registers) are maintained. The copies should cover the time period from October 1, 2010 – April 30, 2013.
2. A list of the delegated examining unit staff (if applicable) including their names, phone numbers, program responsibilities, length of delegated examining experience, and date of most recent certification or recertification training for each by OPM, if applicable.
3. A list of the contractors who perform any DE activities including annual audits of DEUs with proof they have completed DEU training provided by OPM's HR Solutions (formerly HR Products and Services) division within the past three years.
4. The names, phone numbers, and official mailing and e-mail addresses of selecting officials who have worked DE and/or (OPM) certificates (whether making selections or not) during the evaluation period cited in Item No.1 above. Include title, series, and grade for the certificates issued to the selecting official, and the number of selections (if any) they made.
5. The names, phone numbers, and addresses of your installation's special emphasis program managers (Black, Women's, Hispanic, Veterans, etc.).
6. Any agency or local guidance regarding how lost certification and priority consideration cases are handled within your organization. Provide a list of applicants who are currently entitled to/and of those who have received lost/priority certification referral benefits during the past year, and a brief description of the circumstances that resulted in the lost certification problem arising in each case.
7. Any agency or local guidance regarding the acceptance of late applications and maintenance of applications from 10-point veterans who file late for positions filled through case examining procedures.
8. Any agency (HQ and local) guidance, policy and procedures on the implementation and use of category rating and selection procedures.

9. Any agency (HQ and local) policy and procedures for accepting and processing applications from all applicants, including status applicants.
10. The total number of appointments made using an approved direct hire authority, as specified in the OPM Director's memorandum to agencies and departments, subject: New HR Flexibilities – Direct Hire Authority dated June 20, 2003, or any later such authority.
11. The total number of objections to candidates submitted and the certificate number(s) associated with each for the period from October 1, 2010 – April 30, 2013.
12. The total number of objections/pass-over(s) involving preference candidates submitted and the certificate number(s) associated with each for the period from October 1, 2010 – April 30, 2013.
13. Copies of your DE quarterly workload reports submitted to OPM for the period from October 1, 2010 – April 30, 2013.
14. A breakdown of the area serviced by your DEU (i.e., geographic locations, other agencies, etc); and FTE devoted to DEU activities.
15. Any other information relevant to DE activity such as 1) locally prepared DE policies, standard operating procedures, or instructions; 2) a copy of your last internal annual audit report, and 3) any other directives from higher agency levels regarding DE activities.
16. A copy of any Departmental orders or other documents that establish and implement the agency's DE accountability system.

Merit Promotion and Internal Placement Program and Activities

1. A copy of any Departmental or other documents that establishes your organizations Merit Promotion Placement Program such as your Merit Promotion Plan (for non-bargaining unit position as well as bargaining unit positions).
2. Any Departmental guidance or local policies and procedures pertaining to the hiring and placement of your organizations FWS positions (e.g. positions under the pay plan of BB, WG, etc).
3. Any vacancy announcement and certificate logs related to any recruitment activity under your internal placement program.
4. List of files maintained in regards to special authorities requested from

the Office of the Chief Human Capital Officer

- 5. Re-employment priority listing (RPL)
- 6. Re-promotion priority consideration list (if maintained and applicable)
- 7. Special Consideration list as a result of missed consideration (failure to receive proper consideration).
- 8. **Any pay setting policy and procedures used for setting pay for all positions serviced at your organization.** Please include any and all pay schedules used in setting pay (this year and previous years dated back to 2006).
- 9. RIF/TOF files for actions processed during FY07 – FY10 (include any RIF related appeals/grievances).

American Recovery and Reinvestment Act Information (If Applicable)

- 1. A copy of any logs of hiring activity under ARRA initiatives that you maintain. These include, but are not limited to, logs of certificates and announcements. The copies should cover the time period from February 17, 2010 to present.
- 2. A list of all appointments made using ARRA appropriations. (Note: all ARRA appointments should reflect proper legal authority codes on SF-50s for tracking purposes).
- 3. A list of all permanent staff reassigned or detailed to perform ARRA work, along with a list of all temporary or term employees who back-filled those positions.
- 4. A copy of any Departmental or bureau level guidance, policies, or other documents regarding ARRA.
- 5. A copy of any accountability documentation to ensure the appropriate use of hiring authorities and flexibilities in support of ARRA.

Hiring Flexibilities and Incentives

- 1. The total number of compensation flexibilities, broken down by category (e.g., superior qualifications, use of student loan repayments, payment of candidate travel or new appointee relocation cost expenses, recruitment incentives, etc.), used in effecting DE and Merit Promotion based selections, as well as any agency HQ or local policy

guidance on use of such flexibilities.

Classification

- | | | |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. A copy of any local policies and procedures related to your organizations Classification business process' (e.g. desk audits, accretion of duties, etc.) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 2. A copy of the official position description of all selected positions of record along with a record of all the proper documentation for the position being reviewed. |

Training and Development and Leadership and Knowledge Management

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Completion of the following (which is attached) document: Leadership and Knowledge Management Questionnaire. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. A list of training courses and programs provided to employees that relate to leadership/succession planning, results-based performance, and any other professional development. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. Any information on policies, guidance, etc on developmental programs offered to employees. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 4. Completion of the Training and Development Questionnaire. |
| | | 5. Completion of the Leadership and Knowledge Management Status form: <u>please list all training initiatives (FY12, 11, and 10) which supports the Human Capital Strategic Plan.</u> |

Strategic Alignment

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 1. All FY 10 – 12 internal staffing/workforce submission reports and action plans by the requested date under the request section. |
|-------------------------------------|--|

Results Based Performance

PLEASE FORWARD **AVAILABLE ON-SITE**

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Completion of the Performance Culture Questionnaire (attached). Provide examples to support answers if possible. <i>This information will be used to assess critical success factors of a results-oriented performance culture.</i> |
|-------------------------------------|--------------------------|--|

- 2. Performance management and incentive award policies in affect from October 1, 2010 to present.
- 3. Performance management and incentive awards Standard Operating Procedures (SOP) in effect from October 1, 2010 to present. (if applicable)
- 4. FY12 performance awards payout information (e.g. calculations, share values, etc.). ***This information will used to verify that performance awards were calculated properly.***
- 5. Samples of FY12 information that was provided to the workforce (e.g. emails, memorandums) relating to performance management, (e.g. initiating performance plans, progress reviews, etc.). ***This information will be used to verify that the workforce was provided information on performance management throughout the appraisal period.***
- 6. Samples of notifications (e.g. emails, memorandums) on performance management training that was provided to the workforce during FY10, FY11, and FY12. ***Include training materials if applicable.***
- 7. One NI & one FME rating of record issued for the FY11 and FY12 appraisal period. Provide the corresponding PIP for FME's.

Installation point of contact for this cycles audit review: _____

E-mail address: _____ Phone number: _____

Message

From: Decker, Anita J (BPA) - K-7 [/O=BPA/OU=BPASITE1/CN=RECIPIENTS/CN=AJD0035]
Sent: 5/30/2013 7:46:24 PM
To: Crawford, Brian E (CONTR) - NJQ-3 [/O=BPA/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BEC9264]
CC: Fox, Roy B (BPA) - NH-1 [/O=BPA/OU=BPASite1/cn=Recipients/cn=RBF1276]
Subject: Fwd: Support for BPA item - RE: HC's Financial Manager

Brian,

I am going to send you some information on what it looks like we are looking at for contact staff to be engaged through DOE HCM. I'm sending this note so you can see that we do need to clarify what the services are for.

As this gets clarified, I'll provide additional information. This is a sensitive situation so I would ask that you not share at this time. You will be working with Scott Deters at DOE HCM on the financial arrangements.

If you have ANY questions about any information, please ASK Roy or I.

Anita

Anita J Decker

Chief Operating Officer

Bonneville Power Administrator

ajdecker@bpa.gov

503-230-5105

Begin forwarded message:

From: "Decker, Anita J (BPA) - K-7" <ajdecker@bpa.gov>

Date: May 30, 2013, 3:41:36 PM EDT

To: Kenneth Venuto <Kenneth.Venuto@hq.doe.gov>

Cc: Robert Gibbs <Robert.Gibbs@Hq.Doe.Gov>, "Fox, Roy B (BPA) - NH-1" <rbfox@bpa.gov>, Loretta Robinson <Loretta.Robinson@hq.doe.gov>

Subject: Re: Support for BPA item - RE: HC's Financial Manager

Ken,

Is there a scope of work that goes with this? Bob and I talked about the need for contractors this morning, and we agree, but it would be helpful to understand which element this specific contract action is intended to cover:

- current in the pipeline,
- reconstruction,
- new, going forward

I've asked Roy to provide to Loretta, based on the conversation with Bob this morning, a list of AVUE DE certified contract staff that 'could' be available in both Portland and DC along with their certifications and training for her approval to potentially address the new, going forward work as the AVUE system is prospective.

Does this work for you? It is really important that we actually get communication before or at a minimum as actions are being taken. It will build better communication and enable all of us to stay in lock-step to progress to a healthier outcome.

Thanks!

Anita
Anita J Decker
Chief Operating Officer
Bonneville Power Administrator
ajdecker@bpa.gov
503-230-5105

On May 30, 2013, at 2:53 PM, "Deters, Scott" <SCOTT.DETERS@hq.doe.gov> wrote:
Hi Anita,

No problem. I encrypted it because of the sensitive nature of the overall issue and the contractor/cost info included. If you need anything in the interim or have problems opening the note tomorrow, just let me know. Thanks,

Scott A. Deters
Financial Manager
U.S. Department of Energy
Office of the Chief Human Capital Officer
Business Management Office, HC-1.5
Phone 202-586-2273; Fax 202-586-0077
scott.deters@hq.doe.gov

From: Decker, Anita (BPA)
Sent: Thursday, May 30, 2013 2:44 PM
To: Deters, Scott
Subject: Re: Support for BPA item - RE: HC's Financial Manager

Scott,
I will not be able to read an encrypted message until tomorrow.

Thanks,
Anita

Anita J Decker
Chief Operating Officer
Bonneville Power Administration
ajdecker@bpa.gov
503-230-5105

On May 30, 2013, at 1:36 PM, "Deters, Scott" <SCOTT.DETERS@hq.doe.gov> wrote:
This message is encrypted. Install a profile containing your encryption identity to decrypt this message.

Message

From: Robinson, Loretta [Loretta.Robinson@hq.doe.gov]
Sent: 6/3/2013 9:29:23 PM
To: Clark,David C (BPA) - NHI-1 [/O=BPA/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=DXC7678]; Amaral, David [David.Amaral@hq.doe.gov]; Venuto, Kenneth [Kenneth.Venuto@hq.doe.gov]; Decker, Anita J (BPA) - K-7 [/O=BPA/OU=BPASite1/cn=Recipients/cn=AJD0035]; Fox,Roy B (BPA) - NH-1 [/O=BPA/OU=BPASite1/cn=Recipients/cn=RBF1276]
Subject: RE: Action: Review---May 31 DOE HC/BPA Conference Call Summary

Good Afternoon,

I have made some revisions to the summary below regarding our May 31 conference call. Also, I just had a conversation with Roy, during which I think we cleared some of the question marks on things we need to cover in our June 6 meeting. The things highlighted in yellow or with strike-outs are where I made changes.

Please let me know if you have any questions.

Thanks.

A. BPA's required actions from DOE's May 24th memo

1. ~~On May 24, 2012 BPA stopped its practice of changing the category rating cutoff score after the published announcement. If DOE HC has information indicating this is incorrect, please forward it.~~ (Note: the May 24 memo does not state that BPA is continuing the practice of changing the cut-off score, it states that BP must cancel any current DE action in which the cut score was changed after the vacancy announcement was posted. If this did not occur in any current action, then this requirement may be considered to be met.
2. Effective May 27, 2013 BPA stopped all DE hiring actions by its staff.
3. Effective immediately, Loretta Robinson and George Waldman of DOE HC will be the approving authority for all BPA DE certifications.
4. For BPA to regain its Delegated examining authority, it must do the following: a) BPA staff must successfully demonstrate it has corrected all identified hiring actions discrepancies; b) BPA staff must successfully complete specialized delegated examining training; and c) BPA staff must demonstrate it has the KSAs to properly execute delegated examining responsibilities. There is no set time frame that can be outlined as to when Delegated Examining authority will be returned to BPA. The CHCO's office will make a determination on when all required actions have been sufficiently met.
5. BPA has established a 90-day plan to undergo specialized delegated examining training with OPM for our entire recruiting staff. BPA will share the details of this plan in an upcoming meeting with DOE HC on June 6.
6. BPA will meet with DOE HC on June 6th to develop an effective process to transfer current delegated examining workload cases to a third-party contractor. Currently, BPA is using a qualified third-party contractor, Avue. BPA agreed to submit Avue's DE certification documentation for DOE HC approval ~~at the June 6th meeting.~~
7. BPA will retain independent contractor, approved by DOE HC to conduct and complete 1) an in-depth reconstruction of all the cases identified by the OPM and HC audits, 2) existing DE work for BPA, and 3) implementation of the corrective actions (i.e., priority placement, requests for variances). All activities performed by BPA contractors will be submitted for review and approval by DOE HC. The contractor retained will report directly to DOE HC and the organization and assignment of contractor work at BPA will be approved by DOE HC. BPA will cover the cost of the DOE HC contractors to support DOE HC's

responsibilities in executing BPA HR activities which DOE HC estimates to be in the \$400-600K range for the next six months.

B. Corrective action plan to address BPA's improper hiring actions

1. Results from DOE HC case file review (20 cases) and OPM's April'13 audit determined BPA's hiring practices lead to a number of cases of erroneous appointments and misapplication of qualifications procedures. Separately, BPA's internal review of additional cases revealed additional erroneous appointments. To determine the full extent of possible erroneous appointments, DOE HC is requiring a 100% audit of all DE cases where BPA changed the category rating cutoff score after the published announcement and case files where we may have eliminated qualified candidates by improperly assessing minimum qualifications standards. The results of step #1 will lead to the creation of a Priority Consideration list which will be used to for priority placement of applicants who lost employment consideration in BPA's hiring process. BPA will use this list for placement in similar DE or merit promotion current or future openings. At this time, this priority consideration list will only apply to BPA openings, not across DOE.
2. DOE HC and BPA will meet on June 6th to establish the specific protocols to achieve items B1 and B2.
3. At the June 6th meeting, BPA will seek final resolution on category rating case findings discrepancies with DOE HC's case file review. (Not sure what this is referencing).

C. Regular DOE HC/BPA Communications

1. Both parties agreed to establish a regular meeting cadence to report and share status updates on all required corrective actions. A specific schedule will be established at the June 6th meeting.
2. BPA will provide a monthly written status report (due the 1st of each month) to DOE HC on its progress on addressing all items mandated in May 24th memo.

D. Additional Topics

1. BPA communicated that Robin Henderson (ryhenderson@bpa.gov) will be HC's single point of contact for any BPA system access needs and issue resolution. This includes Avue.
2. Avue will meet with DOE HC on June 6th and address any concerns on manager's access of applicant data.
3. BPA's financial contact for budgeting the DOE HC independent contractors is Bryan Crawford (bvcrawford@bpa.gov).
4. BPA can proceed with merit promotion selections and work closely with DOE HC for potential matches off the Priority Consideration List.

Next Steps

1. BPA will meet with DOE HC on June 6th to address all items above.
2. DOE HC finance will work BPA Finance for funding of independent contractors.
3. BPA will resolve current DOE HC system access issues.

Loretta Robinson

Director,
Human Capital Policy Division
U.S. Dept. of Energy
(202) 586-9239
<http://humancapital.doe.gov/>



Providing quality service is our business. Please let us know if we've hit the mark by completing a short comment card

From: Clark, David C (BPA) - NHI-1 [mailto:dcclark@bpa.gov]
Sent: Monday, June 03, 2013 10:06 AM
To: Robinson, Loretta; Amaral, David; Venuto, Kenneth; Decker, Anita (BPA); Fox, Roy
Subject: Action: Review---May 31 DOE HC/BPA Conference Call Summary

All

This shares my summary of our 5/31 conference call between DOE HC and BPA. Participants included: Anita Decker, Roy Fox, Dave Clark from BPA and Ken Venuto, David Amaral, Loretta Robinson from DOE HC.

The purpose of the call was: 1) clarify required BPA actions to respond to DOE's May 24 memo; 2) develop a joint action plan to address BPA's DE improper hiring practices; 3) establish a regular communications and issue resolution cadence between DOE HC and BPA HCM.

E. BPA's required actions from DOE's May 24th memo

8. On May 24, 2012 BPA stopped its practice of changing the category rating cutoff score after the published announcement. If DOE HC has information indicating this is incorrect, please forward it.
9. Effective May 27, 2013 BPA stopped all DE hiring actions by its staff.
10. Effective immediately, Loretta Robinson and George Waldman of DOE HC will be the approving authority for all BPA DE certifications.
11. For BPA to regain its Delegated examining authority, it must do the following: a) BPA staff must successfully demonstrate it has corrected all identified hiring actions discrepancies; b) BPA staff must successfully complete specialized delegated examining training; and c) BPA staff must demonstrate it has the KSAs to properly execute delegated examining responsibilities.
12. BPA has established a 90-day plan to undergo specialized delegated examining training with OPM for our entire recruiting staff. BPA will share the details of this plan in an upcoming meeting with DOE HC on June 6.
13. BPA will meet with DOE HC on June 6th to develop an effective process to transfer current delegated examining workload cases to a third-party contractor. Currently, BPA is using a qualified third-party contractor, Avue. BPA agreed to submit Avue's DE certification documentation for DOE HC concurrence at the June 6th meeting.

F. Corrective action plan to address BPA's improper hiring actions

4. Results from DOE HC case file review (20 cases) and OPM's April '13 audit determined BPA's hiring practices lead to a number of cases of erroneous appointments and misapplication of qualifications procedures. Separately, BPA's internal review of additional cases revealed additional erroneous appointments. To determine the full extent of possible erroneous appointments, DOE HC is requiring a 100% audit of all DE cases where BPA changed the category rating cutoff score after the published announcement and case files where we may have eliminated qualified candidates by improperly assessing minimum qualifications standards. DOE HC will retain independent contractors to conduct and complete an in-depth review of all these cases by August 1, 2013. BPA will cover the cost of these contractors which DOE HC estimates to be in the \$400-600K range for the next six months.
5. The results of step #1 will lead to the creation of a Priority Consideration list which will be used to for priority placement of applicants who lost employment consideration in BPA's hiring process. BPA will use this list for placement in similar DE or merit promotion current or future openings. At this time, this priority consideration list will only apply to BPA openings, not across DOE.

6. DOE HC and BPA will meet on June 6th to establish the specific protocols to achieve items B1 and B2.
7. At the June 6th meeting, BPA will seek final resolution on category rating case findings discrepancies with DOE HC's case file review.

G. Regular DOE HC/BPA Communications

3. Both parties agreed to establish a regular meeting cadence to report and share status updates on all required corrective actions. A specific schedule will be established at the June 6th meeting.
4. BPA will provide a monthly written status report (due the 1st of each month) to DOE HC on its process on addressing all items mandated in May 24th memo.

H. Additional Topics

5. BPA communicated that Robin Henderson (ryhenderson@bpa.gov) will be HC's single point of contact for any BPA system access needs and issue resolution. This includes Avue.
6. Avue will meet with DOE HC on June 6th and address any concerns on manager's access of applicant data.
7. BPA's financial contact for budgeting the DOE HC independent contractors is Bryan Crawford (bvcrawford@bpa.gov).
8. BPA can proceed with merit promotion selections and work closely with DOE HC for potential matches off the Priority Consideration List.

Next Steps

4. BPA will meet with DOE HC on June 6th to address all items above.
5. DOE HC finance will work BPA Finance for funding of independent contractors.
6. BPA will resolve current DOE HC system access issues.

Message

From: Deters, Scott [SCOTT.DETERS@hq.doe.gov]
Sent: 6/20/2013 12:31:03 PM
To: Crawford, Bryan V (BPA) - FBF-2 [/O=BPA/OU=BPASite1/cn=Recipients/cn=BVC8295]; Fox, Roy B (BPA) - NH-1 [/O=BPA/OU=BPASite1/cn=Recipients/cn=RBF1276]; Andrews, Claudia R (BPA) - F-2 [/O=BPA/OU=BPASite1/cn=Recipients/cn=CRA8253]; Decker, Anita J (BPA) - K-7 [/O=BPA/OU=BPASite1/cn=Recipients/cn=AJD0035]; Kroshus, Gloria M (BPA) - FBS-2 [/O=BPA/OU=BPASite1/cn=Recipients/cn=GMK6618]
CC: Venuto, Kenneth [Kenneth.Venuto@hq.doe.gov]; Amaral, David [David.Amaral@hq.doe.gov]; Robinson, Loretta [Loretta.Robinson@hq.doe.gov]; Lawrence, Corlis [Corlis.Lawrence@hq.doe.gov]; Clinton, Rita [Rita.Clinton@Hq.Doe.Gov]
Subject: RE: DOE HCM - BPA IPA
Attachments: DOE-HCM-BPA post HC and GC-77 2013-06-20.docx
Importance: High

Good morning all,

We have vetted the IAA document within HC and HQ General Counsel (GC); attached is the latest version. Please review and let us know if you have any questions/concerns. I believe interviews for the first few contractor positions are scheduled for early next week; we have also initiated travel plans for one HC staff member in July. Once we have a better idea of the specific labor categories and level of effort we can refine the cost estimate further. Thanks,

Scott A. Deters
Financial Manager
U.S. Department of Energy
Office of the Chief Human Capital Officer
Performance & Budget Staff, HC-1.2
Phone 202-586-2273; Fax 202-586-0077
scott.deters@hq.doe.gov

From: Deters, Scott
Sent: Tuesday, June 18, 2013 9:44 AM
To: Crawford, Bryan
Subject: RE: DOE HCM - BPA IPA

Hi Bryan,

We are working on finalizing our changes/input from HC; I'm planning to forward a version to HQ GC today for their review. Thanks,

Scott A. Deters
Financial Manager
U.S. Department of Energy
Office of the Chief Human Capital Officer
Business Management Office, HC-1.5
Phone 202-586-2273; Fax 202-586-0077
scott.deters@hq.doe.gov

From: Crawford, Bryan
Sent: Friday, June 07, 2013 10:55 AM

To: Deters, Scott; Lawrence, Corlis
Cc: Fox, Roy; Kroshus, Gloria M (BPA) - FBS-2; Andrews, Claudia; Decker, Anita (BPA)
Subject: RE: DOE HCM - BPA IPA

Attached is a first draft at an interagency agreement for the Delegated Examining officer function. We have prepared this based on other agreements we have. As you will see, there are a number of holes we will need your help in filling. Gloria Kroshus from my staff will be our lead technical contact on this and will be the person that will verify the IPAC transfers when they come in. Please look this over and add your material. We can then have this reviewed by both of our contracting and legal staff prior to signature. Thanks for your assistance in getting this vital work done. Please contact me at 503-230-5130 if you have any questions. Thanks again.

From: Deters, Scott [<mailto:SCOTT.DETERS@hq.doe.gov>]
Sent: Monday, June 03, 2013 3:33 PM
To: Decker, Anita J (BPA) - K-7
Cc: Crawford, Bryan V (BPA) - FBF-2; Fox, Roy B (BPA) - NH-1; Lawrence, Corlis
Subject: RE: DOE HCM - BPA IPA

Hi Anita,

Our Office of Strategic Planning & Policy (HC-10) has provided a brief description of the work to be performed by contract staff:

Contractors will support the Human Capital Policy Division (HC-11) in the review of delegated examining and other staffing DE-related work performed at the Bonneville Power Administration. The contractor will be reviewing DE recruitment and selection packages and all supporting documentation submitted to HC-11 for approval before selections can be made. The purpose of the review is to ensure the packages are complete and in compliance with all applicable DE requirements and can be approved by the HC official. In addition, the contractor will review reconstructed case files and proposed corrective actions, when warranted, and execution of those corrective actions. All work performed will be accomplished in accordance with applicable laws and regulations and established DOE policies and procedures.

We will look to provide additional details as we finalize the new task to be added to our existing contract; I believe the vendor is pulling together resumes to submit for our review shortly. If you have any questions or need additional info please let us know. Thanks,

Scott A. Deters
Financial Manager
U.S. Department of Energy
Office of the Chief Human Capital Officer
Business Management Office, HC-1.5
Phone 202-586-2273; Fax 202-586-0077
scott.deters@hq.doe.gov

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

From: Decker, Anita (BPA)
Sent: Friday, May 31, 2013 2:14 PM
To: Deters, Scott
Cc: Crawford, Bryan; Fox, Roy
Subject: DOE HCM - BPA IPA

Scott,
Bryan Crawford is BPA's finance person to work with on the IPA. I understand Ken or Loretta will be providing a short scope of work to go with this as well that Bryan will need.

Thanks!
Anita

Anita J Decker
Chief Operating Officer
Bonneville Power Administration
ajdecker@bpa.gov
503-230-5105

INTRAGENCY AGREEMENT
Between
BONNEVILLE POWER ADMINISTRATION
And
THE OFFICE OF THE
CHIEF HUMAN CAPITAL
OFFICER
For
Delegated Examining
Support Assistance

(b) (5)

Background: (b) (5)

Title: U.S. Department of Energy- Delegated Examining Support Assistance

I. PURPOSE:

(b) (5)

II. THE BPA SHALL:

A. (b) (5)

B. (b) (5)

[REDACTED]

BILLING DATA	BPA	HC SERVICE
--------------	-----	------------

(b) (5)

[REDACTED]

III. HC SHALL:

A. (b) (5)

[REDACTED]

IV. IT IS MUTUALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT:

A. (b) (5)

[REDACTED]

B. COSTS & LEVEL OF EFFORT.

1. (b) (5)

[REDACTED]

2. A(b) (5)

Principal BPA Contacts:

BPA Program Manager Contact	BPA Administrative Contact
<p>Name: Roy Fox Bonneville Power Administration Address: 905 NE 11th Ave. City, State, Zip: Portland, OR 97232 Telephone: 503-230-4234 Email: rbfox@bpa.gov</p> <p>Name: Mitch Cockrum Bonneville Power Administration Address: 905 NE 11th Ave City, State, Zip: Portland, OR 97232 Telephone: 503-230-3190 Email: macockrum@bpa.gov</p>	<p>Name: Gloria Kroshus, Program Analyst (Budget) Bonneville Power Administration Address: 905 NE 11th Ave. City, State, Zip: Portland, OR 97232 Telephone: 503-230-4741 Email: gmkroshus@bpa.gov</p>

Principal HC Contacts:

HC Program Manager Contact	HC Administrative Contact
<p>Name: George Waldmann Office of the Chief Human Capital Officer Address: 1000 Independence Ave. SW City, State, Zip: Washington, DC 20585 Telephone: 202-586-9904 Email: George.waldmann@hq.doe.gov</p>	<p>Name: Scott Deters, HC Financial Mgr. Address: 1000 Independence Ave. SW City, State, Zip: Washington, DC 20585 Telephone: 202-586-2273 Email: scott.deters@hq.doe.gov</p> <p>Name: Corlis Lawrence, COR Address: 1000 Independence Ave. SW City, State, Zip: Washington, DC 20585 Telephone: 202-586-1709 Email: corlis.lawrence@hq.doe.gov</p>

D. NOTICES. (b) (5)

[REDACTED]

E. TERMINATION – INTRAAGENCY AGREEMENTS. (b) (5)

[REDACTED]

F. ALTERNATE DISPUTE RESOLUTION – INTRAAGENCY. (b) (5)

[REDACTED]

G. MODIFICATIONS. (b) (5)

[REDACTED]

H. COMMENCEMENT/EXPIRATION DATE. (b) (5)

[REDACTED]

I. AUTHORIZED REPRESENTATIVES. (b) (5)

[REDACTED]

Roy B. Fox, Human Resources Manager
Bonneville Power Administration

Date

Kenneth T. Venuto, Director of HC Management
Department of Energy

Date

Message

From: Deters, Scott [SCOTT.DETERS@hq.doe.gov]
Sent: 6/27/2013 7:51:57 PM
To: Crawford,Bryan V (BPA) - FBF-2 [/O=BPA/OU=BPASite1/cn=Recipients/cn=BVC8295]; Fox,Roy B (BPA) - NH-1 [/O=BPA/OU=BPASite1/cn=Recipients/cn=RBF1276]; Andrews,Claudia R (BPA) - F-2 [/O=BPA/OU=BPASite1/cn=Recipients/cn=CRA8253]; Decker,Anita J (BPA) - K-7 [/O=BPA/OU=BPASite1/cn=Recipients/cn=AJD0035]; Kroshus,Gloria M (BPA) - FBS-2 [/O=BPA/OU=BPASite1/cn=Recipients/cn=GMK6618]
CC: Venuto, Kenneth [Kenneth.Venuto@hq.doe.gov]; Amaral, David [David.Amaral@hq.doe.gov]; Robinson, Loretta [Loretta.Robinson@hq.doe.gov]; Waldmann, George [George.Waldmann@hq.doe.gov]; Lawrence, Corlis [Corlis.Lawrence@hq.doe.gov]; Clinton, Rita [Rita.Clinton@Hq.Doe.Gov]
Subject: Signed final - RE: DOE HCM - BPA IPA
Attachments: DOE-HCM-BPA IAA (signed-both) 2013-06-27.pdf
Importance: High

Good afternoon all,

I did receive the fax sent, and have had Ken sign as well. Attached is a PDF copy signed by both parties. Thanks to everyone for your assistance on this item.

Scott A. Deters
Financial Manager
U.S. Department of Energy
Office of the Chief Human Capital Officer
Performance and Budget Staff, HC-1.2
Phone 202-586-2273; Fax 202-586-0077
scott.deters@hq.doe.gov

From: Crawford, Bryan
Sent: Thursday, June 27, 2013 2:07 PM
To: Deters, Scott
Cc: 'Kenneth.Venuto@hq.doe.gov'; 'David.Amaral@hq.doe.gov'; 'Loretta.Robinson@hq.doe.gov'; Lawrence, Corlis; 'Rita.Clinton@Hq.Doe.Gov'
Subject: RE: Status inquiry - RE: DOE HCM - BPA IPA

I have a signed copy by Roy Fox. How would you prefer I get this to you? I can fax or mail at your discretion. Thanks.

From: Crawford,Bryan V (BPA) - FBF-2
Sent: Thursday, June 27, 2013 10:22 AM
To: 'SCOTT.DETERS@hq.doe.gov'; Fox,Roy B (BPA) - NH-1; Decker,Anita J (BPA) - K-7
Cc: Andrews,Claudia R (BPA) - F-2; Kroshus,Gloria M (BPA) - FBS-2; 'Kenneth.Venuto@hq.doe.gov'; 'David.Amaral@hq.doe.gov'; 'Loretta.Robinson@hq.doe.gov'; 'Lawrence, Corlis (Corlis.Lawrence@hq.doe.gov)'; 'Rita.Clinton@Hq.Doe.Gov'
Subject: RE: Status inquiry - RE: DOE HCM - BPA IPA

Attached is the final draft. We can sign this today if everyone is in agreement. Thanks for your help on this.

From: "Deters, Scott" <>
Date: June 27, 2013, 9:25:48 AM PDT

To: "Crawford, Bryan" <bvcrawford@bpa.gov>, "Fox, Roy" <rbfox@bpa.gov>, "Andrews, Claudia" <crandrews@bpa.gov>, "Decker, Anita (BPA)" <ajdecker@bpa.gov>, "Kroshus, Gloria M (BPA) - FBS-2" <gmkroshus@bpa.gov>

Cc:

Subject: Status inquiry - RE: DOE HCM - BPA IPA

Good afternoon all,

Just wanted to check in on the status of this item and see if BPA reps have had the chance to review the proposed IAA document version. In an effort to expedite activities, we have started to incur some related costs already (we shifted hours from some of our existing contract employees toward this task, and we have a travel authorization in the system); we would really like to have a signed document in place as soon as feasible. If you have any questions or need additional information please let us know. Thank you.

Scott A. Deters
Financial Manager
U.S. Department of Energy
Office of the Chief Human Capital Officer
Performance and Budget Staff, HC-1.2
Phone 202-586-2273; Fax 202-586-0077
scott.deters@hq.doe.gov

From: Deters, Scott

Sent: Thursday, June 20, 2013 8:31 AM

To: Crawford, Bryan; Fox, Roy; Andrews, Claudia; Decker, Anita (BPA); Kroshus, Gloria M (BPA) - FBS-2

Cc: Venuto, Kenneth; Amaral, David; Robinson, Loretta; Lawrence, Corlis; Clinton, Rita

Subject: RE: DOE HCM - BPA IPA

Importance: High

Good morning all,

We have vetted the IAA document within HC and HQ General Counsel (GC); attached is the latest version. Please review and let us know if you have any questions/concerns. I believe interviews for the first few contractor positions are scheduled for early next week; we have also initiated travel plans for one HC staff member in July. Once we have a better idea of the specific labor categories and level of effort we can refine the cost estimate further. Thanks,

Scott A. Deters
Financial Manager
U.S. Department of Energy
Office of the Chief Human Capital Officer
Performance & Budget Staff, HC-1.2
Phone 202-586-2273; Fax 202-586-0077
scott.deters@hq.doe.gov

From: Deters, Scott

Sent: Tuesday, June 18, 2013 9:44 AM

To: Crawford, Bryan

Subject: RE: DOE HCM - BPA IPA

Hi Bryan,

We are working on finalizing our changes/input from HC; I'm planning to forward a version to HQ GC today for their review. Thanks,

Scott A. Deters
Financial Manager
U.S. Department of Energy
Office of the Chief Human Capital Officer
Business Management Office, HC-1.5
Phone 202-586-2273; Fax 202-586-0077
scott.deters@hq.doe.gov

From: Crawford, Bryan
Sent: Friday, June 07, 2013 10:55 AM
To: Deters, Scott; Lawrence, Corlis
Cc: Fox, Roy; Kroshus, Gloria M (BPA) - FBS-2; Andrews, Claudia; Decker, Anita (BPA)
Subject: RE: DOE HCM - BPA IPA

Attached is a first draft at an interagency agreement for the Delegated Examining officer function. We have prepared this based on other agreements we have. As you will see, there are a number of holes we will need your help in filling. Gloria Kroshus from my staff will be our lead technical contact on this and will be the person that will verify the IPAC transfers when they come in. Please look this over and add your material. We can then have this reviewed by both of our contracting and legal staff prior to signature. Thanks for your assistance in getting this vital work done. Please contact me at 503-230-5130 if you have any questions. Thanks again.

From: Deters, Scott [<mailto:SCOTT.DETERS@hq.doe.gov>]
Sent: Monday, June 03, 2013 3:33 PM
To: Decker, Anita J (BPA) - K-7
Cc: Crawford, Bryan V (BPA) - FBF-2; Fox, Roy B (BPA) - NH-1; Lawrence, Corlis
Subject: RE: DOE HCM - BPA IPA

Hi Anita,

Our Office of Strategic Planning & Policy (HC-10) has provided a brief description of the work to be performed by contract staff:

Contractors will support the Human Capital Policy Division (HC-11) in the review of delegated examining and other staffing DE-related work performed at the Bonneville Power Administration. The contractor will be reviewing DE recruitment and selection packages and all supporting documentation submitted to HC-11 for approval before selections can be made. The purpose of the review is to ensure the packages are complete and in compliance with all applicable DE requirements and can be approved by the HC official. In addition, the contractor will review reconstructed case files and proposed corrective actions, when warranted, and execution of those corrective actions. All work performed will be accomplished in accordance with applicable laws and regulations and established DOE policies and procedures.

We will look to provide additional details as we finalize the new task to be added to our existing contract; I believe the vendor is pulling together resumes to submit for our review shortly. If you have any questions or need additional info please let us know. Thanks,

Scott A. Deters
Financial Manager
U.S. Department of Energy
Office of the Chief Human Capital Officer
Business Management Office, HC-1.5
Phone 202-586-2273; Fax 202-586-0077
scott.deters@hq.doe.gov

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

From: Decker, Anita (BPA)

Sent: Friday, May 31, 2013 2:14 PM

To: Deters, Scott

Cc: Crawford, Bryan; Fox, Roy

Subject: DOE HCM - BPA IPA

Scott,

Bryan Crawford is BPA's finance person to work with on the IPA. I understand Ken or Loretta will be providing a short scope of work to go with this as well that Bryan will need.

Thanks!

Anita

Anita J Decker

Chief Operating Officer

Bonneville Power Administration

ajdecker@bpa.gov

503-230-5105

INTRAGENCY AGREEMENT
Between
BONNEVILLE POWER ADMINISTRATION
And
THE OFFICE OF THE
CHIEF HUMAN CAPITAL
OFFICER
For
Delegated Examining
Support Assistance

This INTRAGENCY AGREEMENT is hereby made and entered into by and between the Bonneville Power Administration, hereinafter referred to as "BPA," and the Office of the Chief Human Capital Officer hereinafter referred to as "HC," under the authority of the Economy Act of June 30, 1932 (31 U.S.C. 1535 P.L. 97-258 and 98-216).

Background HC and BPA have provided a brief description of the work to be performed by contract staff:

Contractors will support the Human Capital Policy Division (HC-11) in the review of delegated examining (DE) and other staffing DE-related work performed at the BPA. The contractor will be reviewing for completeness DE recruitment and selection packages and all supporting documentation submitted to HC-11 before selections can be made. The purpose of the review is to ensure the packages are technically complete and in compliance with all applicable DE requirements before they are approved by an HC Federal official. In addition, the contractor will review for technical accuracy reconstructed case files and proposed corrective actions, when warranted, and execution of those corrective actions before they are approved by an HC Federal official. All work performed will be accomplished in accordance with applicable laws and regulations and established U.S. Department of Energy (DOE) policies and procedures.

Title: U.S. Department of Energy- Delegated Examining Support Assistance

I. PURPOSE:

The purpose of this agreement is to document the cooperation between the parties to provide financial support for contractor employees and services in accordance with the following provisions and the Operating and Financial Plan incorporated herein by reference and, attached as Exhibit A. The financial support will include reimbursement for costs incurred by HC in direct support of the BPA work. These costs include office space and equipment, IT services, phone and fax, copying and mailing, and similar direct costs.

In consideration of the above premises, the parties hereto agree as follows:

II. THE BPA SHALL:

- A. Perform in accordance with the Financial and Operating Plan, Exhibit A.
- B. Provide funding through FY 2013, and into FY 2014 as necessary. The agreement may be modified to add or revoke funds through the life of the agreement. Addition/revocation of funds may occur as needed, provided both parties mutually agree to such modification.
- C. Communicate with HC a minimum of six (6) weeks prior to the end of the funding period so BPA can prepare a modification if additional funds will be added.
- D. BILLING – IA. The estimated total cost to BPA for this agreement is \$706,500. Funding for reimbursable work will be collected in advance via an Economy Act process. Billing will occur on a monthly basis and transfer of funds to HC must be through an Interagency Payment and Collection System (IPAC) billing. A detailed list of charges incurred must be made available for review and approval by BPA prior to approving the IPAC transfer.

The IPAC billing document which HC prepares must contain the following information:

BILLING DATA	BPA	HC SERVICE
Obligation Document Number	BPA-1-13	N/A
Agency Location Code (ALC)	89-01-1401	89000001
Treasury Account Symbol (TAS)	89X4045	89-13/14-0228
Account/Cost Structure		
Budget Object Code (BOC)		
Document Agreement Number		
Data Universal Numbering System number (DUNS)	93-0334712	087689394
Common Agreement Number (CAN) – USDA Agencies Only		
Business Event Type Code (BETC)	DISB	COLL
TP IPT	89 BP90	N/A

III. HC SHALL:

- A. Perform in accordance with the Financial and Operating Plan, Exhibit A.
- B. Provide day-to-day oversight and direction of Federal and contract employee work efforts (see COSTS & LEVEL OF EFFORT section).
- C. Travel to BPA site to conduct on-site activities related to the BPA Corrective Action Plan / Delegated Examining Support Assistance (see COSTS & LEVEL OF EFFORT section). Travel Costs will be reimbursed as follows: Costs incurred for lodging, meals, and incidental expenses shall be reimbursed on an actual cost basis to the extent that they do not exceed on a daily basis the per diem rates in effect at the time of travel as set forth in the Federal Travel Regulations, prescribed by the General Services Administration, for travel in the conterminous 48

United States. Airline costs will be reimbursed on an actual cost basis to the extent determined reasonable and allocable under Part 13 of the Bonneville Purchasing Instructions.

- D. Monitor and track level of effort and costs associated with work efforts.
- E. Communicate with BPA a minimum of six (6) weeks prior to the end of the funding period to prepare a modification if additional funds will be added.

IV. IT IS MUTUALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT:

A. SPECIAL BILLING REQUIREMENTS -- FINANCIAL DOCUMENTATION.

Reimbursable billings shall be issued at the prescribed frequency based on expenditures recorded in the DOE accounting system for work performed. Bills for collection reflect an aggregate amount for the billing period. A listing of itemized expenses will be provided by HC upon request. Provision of the Transaction Register or other supporting documentation accompanying individual bills will be limited to agreements over \$2,500, and only when cooperator requirements are clearly defined within this clause.

The special billing requirements are: Billing requirements shall be with each bill.

B. COSTS & LEVEL OF EFFORT.

1. The BPA shall provide all necessary funding to cover HC Federal employee salaries, HR support contractor costs, as well as associated HC Staff Travel and IT/workstation costs.
 - a) The total cost is currently estimated to be \$706,500; BPA agrees to reimburse (including collection in advance) HC for all costs incurred related to the BPA Corrective Action Plan / Delegated Examining Support Assistance, whether actual costs are less/greater than the current estimate.
 - b) HC Federal employee Salary & Benefits costs will be reimbursed by BPA.
 - i. At this time, no HC Federal employee costs are projected and have not been included in current cost estimates.
 - ii. Parties will make appropriate arrangements prior to the completion of the work/performance period if/when this need changes.
 - c) Contractor employee labor costs will be paid/reimbursed by BPA; current subtotal is estimated to be \$687,600.
 - i. A maximum of six (6) contract employees are projected and have been included in current cost estimates.
 - ii. Labor categories and number of employees subject to change based on needs and final selections.
 - iii. Level of effort based on initial estimates of full-time contract employees (40 hours/week) and an overall project period of six (6) months.
 - iv. Parties will make appropriate arrangements prior to the completion of the work/performance period as needs and details change.
 - d) HC Staff Travel will be reimbursed by BPA; current subtotal is estimated to be \$8,100.
 - i. Level of effort based on initial estimates of travel for one (1) employee required in July (13 days), August (4 days) and September (4 days), 2013.
 - ii. Number of travel days and employees subject to change based on needs.
 - iii. Parties will make appropriate arrangements prior to the completion of the work/performance period as needs and details change.

- 1) IT/Computer workstation costs will be reimbursed by BPA; current subtotal is estimated to be \$10,800.
- i. Level of effort based on initial estimates of six (6) contract employees and an overall project period of six (6) months; workstation costs via HQ DOECOE.
 - ii. Parties will make appropriate arrangements prior to the completion of the work/performance period as needs and details change.
2. An initial start-up amount of at least \$100,000 will be provided by BPA.
- i) In order to create a new task under HC's existing contract for HR services (vendor is C&STYL; CID# DE-HC0000416), an initial advance must be provided so funding can be obligated/awarded prior to costs being incurred and payments made to the vendor.
- C. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this agreement.

Principal BPA Contacts:

BPA Program Manager Contact	BPA Administrative Contact
<p>Name: Roy Fox Bonneville Power Administration Address: 905 NE 11th Ave. City, State, Zip: Portland, OR 97232 Telephone: 503-230-4234 Email: rbfox@bpa.gov</p> <p>Name: Mitch Cockrum Bonneville Power Administration Address: 905 NE 11th Ave City, State, Zip: Portland, OR 97232 Telephone: 503-230-3190 Email: macockrum@bpa.gov</p>	<p>Name: Gloria Kroshus, Program Analyst (Budget) Bonneville Power Administration Address: 905 NE 11th Ave. City, State, Zip: Portland, OR 97232 Telephone: 503-230-4741 Email: gakroshus@bpa.gov</p>

Principal HC Contacts:

HC Program Manager Contact	HC Administrative Contact
----------------------------	---------------------------

Name: George Waldmann
Office of the Chief Human Capital Officer
Address: 1000 Independence Ave. SW
City, State, Zip: Washington, DC 20585
Telephone: 202-586-9904
Email: George.waldmann@hq.doe.gov

Name: Scott Deters, HC Financial Mgr.
Address: 1000 Independence Ave. SW
City, State, Zip: Washington, DC 20585
Telephone: 202-586-2273
Email: scott.deters@hq.doe.gov

Name: Corlis Lawrence, COR
Address: 1000 Independence Ave. SW
City, State, Zip: Washington, DC 20585
Telephone: 202-586-1709
Email: corlis.lawrence@hq.doe.gov

- D. NOTICES. Any communications affecting the operations covered by this agreement given by HC or BPA are sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the HC Program Manager, at the address specified in the agreement.

To BPA, at BPA's address shown in the agreement or such other address designated within the agreement.

Notices will be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

- E. TERMINATION – INTRAAGENCY AGREEMENTS. This IA may be terminated upon 30 calendar days' written notice by either party. If this agreement is cancelled, any implementing contract/order may also be cancelled. If the IA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions. If HC incurs costs due to BPA's failure to give the requisite notice of its intent to terminate the IA, BPA shall pay any actual costs incurred by HC as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

- F. ALTERNATE DISPUTE RESOLUTION – INTRAAGENCY. The parties to this agreement shall settle any disputes that may arise under this agreement by following direction in the Treasury Financial Manual, Volume 1, Bulletin 2011-04, Section VII ("Resolving Intragovernmental Disputes and Major Differences").

- G. MODIFICATIONS. Modifications within the scope of this agreement must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change. The BPA is not obligated to fund any changes not properly approved in advance.

- H. COMMENCEMENT/EXPIRATION DATE. This agreement is executed as of the date of the last signature and is effective through 12/31/2013 at which time it will expire, unless extended by an executed modification, signed and dated by all properly authorized, signatory officials.

1. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement. In witness whereof, the parties hereto have executed this agreement as of the last date written below.

(b) (6)


Roy B. Fox, Human Resources Manager
Bonneville Power Administration

27 June 2013
Date

Kenneth T. Venuto
Kenneth T. Venuto, Director of HC Management
Department of Energy

June 27, 2013
Date

EXHIBIT A

FINANCIAL PLAN

12-IA-11062770-009

Bonneville Power Administration and U.S. Department of Energy
Office of Strategic Planning and Policy

Item	Amount
Supplemental Labor Contractors for agreed-upon services	\$687,600 ¹
HC Staff Travel	\$8,100 ²
IT/Desktop Workstation costs	\$10,800 ¹

¹ Current estimated amounts; billing will be via IPAC.

Message

From: Decker, Anita J (BPA) - K-7 [/O=BPA/OU=BPASITE1/CN=RECIPIENTS/CN=AJD0035]
Sent: 6/28/2013 4:09:25 PM
To: Hairston, John L (BPA) - N-4 [/O=BPA/OU=BPASite1/cn=Recipients/cn=JLH6216]
Subject: FW: Immediate Requirements to Resume Hiring Process
Attachments: BPA - Requirements to Resume Hiring Process.docx

Anita J. Decker
Chief Operating Officer
Bonneville Power Administration
ajdecker@bpa.gov
503-230-5105

From: Robinson, Loretta [mailto:Loretta.Robinson@hq.doe.gov]
Sent: Thursday, June 27, 2013 3:21 PM
To: Clark, David C (BPA) - NHI-1
Cc: Fox, Roy B (BPA) - NH-1; Decker, Anita J (BPA) - K-7; Hairston, John L (BPA) - N-4; Venuto, Kenneth; Amaral, David; Waldmann, George; Sexton, Shannon; Jones, Svet; Wheeler, Tiffany
Subject: Immediate Requirements to Resume Hiring Process

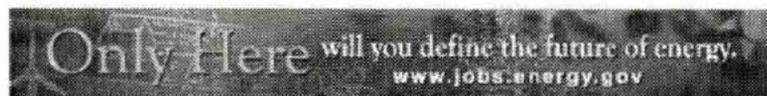
Dave,

Per our conversation earlier this evening, I have attached a list of immediate required actions BPA will need to undertake in order to re-initialize the hiring actions currently in process. As discussed, I have also included sample language that you can use to advise SME's during the application review process. Please let me know if you have any questions on this.

Thanks.

Loretta Robinson

Director,
Human Capital Policy Division
U.S. Dept. of Energy
(202) 586-9239
<http://humancapital.doe.gov/>



Providing quality service is our business. Please let us know if we've hit the mark by completing a short [comment card](#)

>
> Randy - FYI
>
> Anita J. Decker
> Chief Operating Officer
> Bonneville Power Administration
> ajdecker@bpa.gov
> 503-230-5105
>
> -----Original Message-----
> From: Venuto, Kenneth [mailto:Kenneth.Venuto@hq.doe.gov]
> Sent: Monday, July 08, 2013 10:08 AM
> To: Drummond,William K (BPA) - A-7; Decker,Anita J (BPA) - K-7
> Cc: Robinson, Loretta
> Subject: Information/Documentation Request Concerning (b) (6)
>
> Bill and Anita,
>
> Attached is a memorandum request for all information associated with the proposed adverse actions on
> (b) (6)
>
> Ken
>
> Kenneth T. Venuto
> Director, Office of Human Capital Management Office of the Chief Human Capital Officer Department of
> Energy
> (202) 586-7138
>
> Providing quality service is our business. Please let us know if we've hit the mark by completing a
> short comment card
>

Message

From: Venuto, Kenneth [Kenneth.Venuto@hq.doe.gov]
Sent: 7/12/2013 9:16:30 PM
To: Decker, Anita J (BPA) - K-7 [/O=BPA/OU=BPASite1/cn=Recipients/cn=AJD0035]
CC: Gibbs, Robert [Robert.Gibbs@Hq.Doe.Gov]; Drummond, William K (BPA) - A-7 [/O=BPA/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BKD0000]
Subject: Urgent - RE: Office of Inspector General Report , Allegations Regarding Prohibited Personnel Practices at the Bonneville Power Administration (Project Number S13IS008)

Anita,

DOE Headquarters will respond to this Inspector General Report not BPA. You should doing nothing in that regard. My understanding is that you are considering developing FAQs. I'm not sure why. Any FAQs that you are considering must be cleared by this Office first. You cannot issue anything with respect to this investigation without prior clearance from DOE Headquarters through HC.

Ken

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

From: Venuto, Kenneth
Sent: Friday, July 12, 2013 3:48 PM
To: Decker, Anita (BPA); Gibbs, Robert
Cc: Gibbs, Robert
Subject: RE: Office of Inspector General Report , Allegations Regarding Prohibited Personnel Practices at the Bonneville Power Administration (Project Number S13IS008)

Anita,

Yes . . . Thanks . . . We got it.

Ken

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

From: Decker, Anita (BPA)
Sent: Friday, July 12, 2013 3:47 PM
To: Gibbs, Robert; Venuto, Kenneth
Subject: FW: Office of Inspector General Report , Allegations Regarding Prohibited Personnel Practices at the Bonneville Power Administration (Project Number S13IS008)

Wanted to make sure you got this.

Anita

Anita J. Decker
Chief Operating Officer
Bonneville Power Administration
ajdecker@bpa.gov
503-230-5105

Message

From: Decker, Anita J (BPA) - K-7 [/O=BPA/OU=BPASITE1/CN=RECIPIENTS/CN=AJD0035]
Sent: 7/13/2013 5:20:30 AM
To: Kenneth Venuto [Kenneth.Venuto@hq.doe.gov]
CC: Hairston, John L (BPA) - N-4 [/O=BPA/OU=BPASite1/cn=Recipients/cn=JLH6216]; george.waldmann@hq.doe.gov; Claire, Jody A (BPA) - NH-7 [/O=BPA/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JAC6591]
Subject: Fwd: Email to go out to all managers

Ken,

Here is another communication we need to send. This is so managers know what applicants will see in case they get calls from applicants who were farther along in the hiring process and again as part of being open and transparent with employees about what's happening.

Thanks,
Anita

Anita J Decker
Chief Operating Officer
Bonneville Power Administration
ajdecker@bpa.gov
503-230-5105

ADL_MANAGERS

BPA's hiring authority has been suspended. BPA HCM is working with DOE to take corrective actions in order to regain BPA's hiring authority. Today we will be closing all active hiring actions in AVUE. Cancellation letters were sent to applicants late yesterday afternoon. A sample copy of the letter is attached below.

BPA HCM and DOE are establishing an interim hiring process that will include DOE oversight and AVUE staff augmentation in order to restart our hiring process. Strategic Business Partners will be working with business unit management to prioritize hiring actions. HCM Recruiting and Staffing Advisors (RSA's) and AVUE staff may continue to work with hiring managers to review position descriptions in preparation for restarting the hiring process later this month.

Communications will follow with more details and timing associated with the interim hiring process as soon as this information is available.

Sample Letter

You applied for this vacancy on MM DD,YYYY. The vacancy announcement has been cancelled. You may access <https://www.avuedigitalservices.com/bpa/applicant.html> or <http://www.avuecentral.com> to find other vacancy announcements which fit your employment plans or which may be of interest.

If you need assistance concerning a particular vacancy, please refer to the vacancy announcement and contact the person named there. If you need technical assistance (forgot your password, for example) contact the Avue Help Desk at joeavue@avuetech.com.

Thank you.

HR Help Bonneville Power Administration

Message

From: Lockhart-Rowley,Tamara (BPA) - NHQ-1 [/O=BPA/OU=BPASITE1/CN=RECIPIENTS/CN=TXL0690]
Sent: 4/11/2013 3:14:42 PM
To: Fox,Roy B (BPA) - NH-1 [/O=BPA/OU=BPASite1/cn=Recipients/cn=RBF1276]
Subject: RE: Requesting Comments (SUSPENSE: 4/17) on the DRAFT Energy/NNSA Career Pathways Desktop Reference (2013)

YW - Do we have a lot going on these days or what?

From: Fox,Roy B (BPA) - NH-1
Sent: Thursday, April 11, 2013 8:14 AM
To: Lockhart-Rowley,Tamara (BPA) - NHQ-1
Subject: RE: Requesting Comments (SUSPENSE: 4/17) on the DRAFT Energy/NNSA Career Pathways Desktop Reference (2013)

Thanks.

From: Lockhart-Rowley,Tamara (BPA) - NHQ-1
Sent: Thursday, April 11, 2013 8:07 AM
To: Fox,Roy B (BPA) - NH-1; Cockrum Jr,Mitchell A (BPA) - NHQ-1; Clark,David C (BPA) - NHI-1
Cc: Wentworth,Julia J (BPA) - NHI-1
Subject: RE: Requesting Comments (SUSPENSE: 4/17) on the DRAFT Energy/NNSA Career Pathways Desktop Reference (2013)

Yes and yes! JJ had already sent out for review and coordinated a meeting to discuss (scheduled for today). She already identified some of her concerns and the rest of us will probably have some additional thoughts and concerns to address.

Thanks for making sure we didn't miss anything!

Tamara

From: Fox,Roy B (BPA) - NH-1
Sent: Wednesday, April 10, 2013 5:18 PM
To: Lockhart-Rowley,Tamara (BPA) - NHQ-1; Cockrum Jr,Mitchell A (BPA) - NHQ-1; Clark,David C (BPA) - NHI-1
Subject: FW: Requesting Comments (SUSPENSE: 4/17) on the DRAFT Energy/NNSA Career Pathways Desktop Reference (2013)
Importance: High

Are we commenting on this? Have we seen this?

From: Waldmann, George [<mailto:George.Waldmann@hq.doe.gov>]
Sent: Tuesday, April 09, 2013 7:06 AM
To: Fox,Roy B (BPA) - NH-1; Clark,David C (BPA) - NHI-1; Fear, Kathy; Fetto, Carrie M; Taylor, Helen; 'shandon.davis@spr.doe.gov'; Snider, Linda; McGowan, James P (NE-ID); Greene, Janis; Rose, Edward; Griswold, Regenia (CHI); Howse-Smith, Pat (OR); Mays, Cyndi; carolr@sepa.doe.gov; Hagar, Janet; Clinton, Rita; Lea, Marcus; Telles, Frances (WAPA); Honemond, Fletcher; Reck, Kathleen; Wilson, Thomas (NETL)
Cc: Gibbs, Robert; Bonilla, Sarah; Venuto, Kenneth; Amaral, David; Robinson, Loretta; Chappell, Kimberly; Blazucki, Rachel
Subject: Requesting Comments (SUSPENSE: 4/17) on the DRAFT Energy/NNSA Career Pathways Desktop Reference (2013)
Importance: High

All –

Attached is the **DRAFT** version of the Energy/NNSA Career Pathways Desktop Reference for Hiring Managers and HR Professionals. As you recall, we established a DOE Pathways workgroup with

representatives from each of the DOE HR offices. This group was instrumental in advising us on the content of this corporate policy guidance. We know it's been a long process with significant on-going changes over the last year.

At this time, we are soliciting feedback and comments on this proposed document. As we mentioned on our Recruiter conference call last month, we have a very short window for review because significant steps remain to finalize the Desktop Reference. Once we receive your feedback, the next stages will be revision and submission to GC for approval. Since many of you are eager to know what the Department's positions are on certain aspects of this new hiring authority, we hope this **DRAFT** version will provide some insight.

At this time, please submit your comments to Kimberly Chappell by COB April 17, 2013. If we do not hear back from you, we'll take it as a concurrence. We appreciate everyone's patience and understanding. If you have any questions, please don't hesitate to contact Kimberly, Rachel or myself.

Thank you in advance

George Waldmann
Director, Employment Solutions Division
Office of the Chief Human Capital Officer
U.S. Department of Energy
(202) 586-9904

Message

From: Henley, Virginia D (CONTR) - NH-1 [/O=BPA/OU=BPASITE1/CN=RECIPIENTS/CN=VDH6625]
on behalf of Fox, Roy B (BPA) - NH-1 [/O=BPA/OU=BPASITE1/CN=RECIPIENTS/CN=RBF1276]
Sent: 4/23/2013 1:04:26 AM
To: Venuto, Kenneth [Kenneth.Venuto@hq.doe.gov]
CC: Clark, David C (BPA) - NHI-1 [/O=BPA/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=DXC7678]
Subject: Correction Actions Related to Hiring Practices at BPA
Attachments: 2013-04-22ResponsetoDOEVenutoReCorrectiveAction.pdf; New Hires Including Temps.pdf; Separations.pdf; DEU Responsibility 2.pdf; Burns_June 4th communication.pdf
Importance: High

Ken, per our conversation, attached is our acknowledgment of DOE's April 2, 2013, memo and our response including the data that was requested. An outstanding question is when you will be able to make a staff person available to review the corrective actions with us. I certainly understand the audit workload that Loretta and others face DOE-wide and why that made next week impossible for the staff. However, we do want to discuss with HC staff what we believe to be the complete list of possible corrective actions. Dave and Loretta are going to spend some time together on Friday after the OPM staff have departed, so we might be able to get a better picture of what's possible following their conversation.

If there are any questions about the data we've submitted, let me or Dave Clark know.



Department of Energy

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

April 22, 2013

In reply refer to: BPA/NH-1

MEMORANDUM FOR KENNETH T. VENUTO, DIRECTOR
OFFICE OF HUMAN CAPITAL MANAGEMENT

FROM:

ROY B. FOX
HUMAN RESOURCES DIRECTOR

SUBJECT:

CORRECTIVE ACTIONS RELATED TO HIRING PRACTICES AT
BONNEVILLE POWER ADMINISTRATION (BPA)

I am in receipt of your April 2, 2013, memorandum to William Drummond, Administrator, Bonneville Power Administration. As you know, in response to David Amaral's August 8, 2012, request for 16 case files, BPA promptly provided all requested documentation on August 21, 2012. I recently have learned that your office secured four additional case files without coordinating those files with my office or any BPA management. In the absence of any communication from your office concerning Department of Energy (DOE) Human Capital (HC) review of these case files, I sent a memo to Sarah Bonilla on January 25, 2013, providing context for our actions, clearly indicating that the practice that is in question was halted last May and that we continued to wait for DOE guidance to reconcile the case files in question.

Following BPA's own identification last spring of potential issues with our previous application of category rating and during the more than seven months that we awaited your guidance, we've taken a number of actions to improve our hiring processes. In June we issued new policy guidance on category rating consistent with DOE's direction. In September we implemented an automated talent acquisition system. We continue to train our Delegated Examining Unit (DEU) staff, and the Office of Personnel Management (OPM) conducted certification training for new team members in November 2012.

I believe that the DOE Office of Inspector General (IG) inspection and upcoming OPM audit will reveal that the underlying issue with category rating was not the result of either a lack of technical human capital management (HCM) knowledge or a disregard for the applicable laws, regulations, and OPM or DOE policies. Rather, BPA made what we believed at the time to be an informed decision in a space where the policy was gray and in which we lacked a depth of experience. Upon our practice being questioned internally by BPA personnel, we took the issue as seriously as we did when we set the policy. We did not delay in issuing updated direction to

our staff and in determining what actions might be necessary should we indeed conclude that our policy was in error.

After your seven-month review of our case files, we accept your declaration that our implementation of category rating was in error for the time period between November 1, 2010, and May 22, 2012. You note that "extraordinary measures must be taken to ensure that these errors are quickly rectified and that they do not re-occur in the future." As I've indicated to you previously, including in the January 25, 2013, memo to Sarah Bonilla, the underlying policy direction was changed in May 2012. I believe that the review by the audit team will confirm that to be true. Additionally, I provided the DOE IG Inspection Team with e-mail evidence of that direction. (See attached June 4, 2012, e-mail.) In terms of quickly rectifying the errors, we completed our own case file reviews and, now that we have your review, we are prepared to collaborate with you on our joint findings and determine the necessary corrective actions. As discussed, we hope that you will send a representative to our site so that we may quickly engage this work.

You've made a number of requests:

1. Provide HC-11 with data on all new BPA hires that were separated during their probationary period in FY-11, FY-12, and FY-13 to date. This must include the name of the individual and whether they were a veterans' preference or non-veterans' preference hire.

This file is attached.

2. Provide HC-11 with data on all new BPA hires in FY-10, FY-11, FY-12, and FY-13 to date. This must include identifying them as either a veterans' preference or a non-veterans' preference hire.

This file is attached.

3. Arrange for HR staff to undergo specialized delegated examining training from OPM and/or be detailed to work with experienced HCM specialists in the Department within 90 days of the date of this memorandum.

Attached is the current DEU training record for BPA DEU staff. Please advise on the nature and need of any further specialized training that DOE HC may be directing.

4. Complete all required actions detailed on the attached chart. These actions must be submitted to HC-11 for review and approval prior to execution.

Based on our review of all case files, we believe you have an incomplete list of actions. Additionally, there are some of your identified corrective actions that may benefit from a

discussion of the associated case file. Please advise as to the date you expect to send a representative to allow for collaboration on the final corrective actions.

5. Allocate sufficient resources (staff and funding) to ensure these actions are accomplished in a timely fashion.

Sufficient resources are in place.

Dave Clark serves as BPA's primary point of contact on these matters. He and Loretta Robinson have been in contact and will work together to clarify how we are to proceed in items 3 and 4 above.

Should you have any questions, do not hesitate to call me at (503) 230-4234.

4 Attachments:

New Hires Including Temps

Separations

DEU Responsibility 2

Burns_June 4th communication

Message

From: Fox,Roy B (BPA) - NH-1 [/O=BPA/OU=BPASITE1/CN=RECIPIENTS/CN=RBF1276]
Sent: 5/3/2013 11:45:17 PM
To: 'kenneth.venuto@hq.doe.gov' [kenneth.venuto@hq.doe.gov]; 'david.amaral@hq.doe.gov' [david.amaral@hq.doe.gov]; 'loretta.robinson@hq.doe.gov' [loretta.robinson@hq.doe.gov]
CC: Decker,Anita J (BPA) - K-7 [/O=BPA/OU=BPASite1/cn=Recipients/cn=AJD0035]; 'Langston, Connie L. (Connie.Langston@opm.gov)' [Connie.Langston@opm.gov]
Subject: CORRECTIVE ACTIONS RELATED TO HIRING PRACTICES AT BPA

Ken, David, Loretta

(b)(5) [Redacted]
th [Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

(b)(5) [Redacted]
[Redacted]
[Redacted]
[Redacted]

Roy Fox

Message

From: Waldmann, George [George.Waldmann@hq.doe.gov]
Sent: 5/3/2013 4:07:54 PM
To: Fox,Roy B (BPA) - NH-1 [/O=BPA/OU=BPASite1/cn=Recipients/cn=RBF1276]; Clark,David C (BPA) - NHI-1 [/O=BPA/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=DXC7678]; O'Leary,Launie A (BPA) - NHQ-1 [/O=BPA/OU=BPASite1/cn=Recipients/cn=LAO5983]; Reck, Kathleen [Kathleen.reck@emcbc.doe.gov]; Fetto, Carrie M [carrie.fetto@rl.doe.gov]; Taylor, Helen [helene.taylor@srs.gov]; 'shandon.davis@spr.doe.gov' [shandon.davis@spr.doe.gov]; Wilson, Thomas (NETL) [thomas.wilson@netl.doe.gov]; Snider, Linda (SES) [Linda.Snider@hq.doe.gov]; McGowan, James P (NE-ID) [mcgowajp@id.doe.gov]; Greene, Janis (SES) [Janis.Greene@nnsa.doe.gov]; Rose, Edward [edward.rose@nrp.doe.gov]; Griswold, Regenia (CHI) [Regenia.Griswold@ch.doe.gov]; Howse-Smith, Pat (OR) [howsesmithp@oro.doe.gov]; Mays, Cyndi [cyndi.mays@science.doe.gov]; carolr@sepa.doe.gov; Hagar, Janet [JANET.HAGAR@SWPA.gov]; Telles, Frances (WAPA) [telles@wapa.gov]; Clinton, Rita (SES) [Rita.Clinton@Hq.Doe.Gov]; Lea, Marcus [Marcus.Lea@Hq.Doe.Gov]
CC: Amaral, David (SES) [David.Amaral@hq.doe.gov]; Venuto, Kenneth (SES) [Kenneth.Venuto@hq.doe.gov]; Chappell, Kimberly [Kimberly.Chappell@Hq.Doe.Gov]; Robinson, Loretta [Loretta.Robinson@hq.doe.gov]
Subject: Final Qualification Standard for Pathways Internship Positions
Attachments: Final Qual Standard for Pathways Internship Positions.pdf
Importance: High

All –

OPM just released yesterday the FINAL version of the Pathways Internship Qualification Standards. A copy is attached. During Fall 2012, OPM released a draft version and requested agency comments. Unfortunately, the review took longer than anticipated but the final issuance has been released. You can also locate these standards on OPM's website: <http://www.chcoc.gov/transmittals/TransmittalDetails.aspx?TransmittalID=5545>

There are some significant changes from the draft version; as a result, please be sure your HR staff is familiar with and apply these standards accordingly. For example:

- The language in the definitions within each grade level is similar to that in the Qualification Standards within the competitive service.
- Promotion requirements that were outlined in the previous draft version have also changed, placing emphasis on one year specialized experience at the current grade level

We'll also share this with your Office's designated Pathways coordinator(s). If you have any questions, you can contact me or Kimberly Chappell.

Thank you

George Waldmann
Director, Employment Solutions Div
Office of Chief Human Capital Officer
U.S. Department of Energy
(202) 586-9904

OCCUPATIONAL COVERAGE

A list of the occupational series covered by this qualification standard is provided below.

- 0099 General Intern (covers occupations in the 0006 through 0095 series)
- 0199 Social Science, Psychology, and Welfare Intern
- 0299 Human Resources Intern
- 0399 General Administrative and Office Services Intern
- 0499 Natural Resources Management and Biological Sciences Intern
- 0599 Accounting and Budget Intern
- 0699 Medical, Hospital, Dental and Public Health Intern
- 0799 Veterinary Medical Science Intern
- 0899 Engineering and Architecture Intern
- 0999 Legal and Kindred Intern
- 1099 Information and Arts Intern
- 1199 Business and Industry Intern
- 1299 Copyright, Patent, and Trade-Mark Intern
- 1399 Physical Sciences Intern
- 1499 Library and Archives Intern
- 1599 Mathematics and Statistics Intern
- 1699 Equipment, Facilities, and Service Intern
- 1799 Education Intern
- 1899 Inspection, Investigation, Enforcement, and Compliance Intern
- 1999 Quality Assurance, Inspection, and Grading Intern
- 2099 Supply Intern
- 2199 Transportation Intern
- 2299 Information Technology Intern

U.S. Office of Personnel Management 1900 E Street, NW, Washington, DC 20415 | (202) 606-1800 |
TTY (202) 606-2532

Group Coverage Qualification Standard for Schedule D, Pathways Internship Positions

This standard describes the qualification requirements for Schedule D, Internship appointments under the Pathways Programs authorized by Executive Order 13562 and applies to the white collar occupations listed below under the section, "Occupational Coverage." For student trainee appointments in the **competitive service**, refer to the *Student Trainee Qualification Standard for Competitive Service Positions*.

Agencies may:

- 1) establish agency-specific qualification requirements,
- 2) use this OPM qualification standard, or
- 3) use the OPM qualification requirements for the competitive service.

REQUIREMENTS FOR INTERNSHIP APPOINTMENTS

Appointments may be at the highest grade level for which the Intern is qualified. Interns with no previous related education or experience may qualify as described below.

GRADE LEVEL	LEVEL OF EDUCATION
GS-1	Enrollment in a high school diploma or General Education Diploma (GED) program.
GS-2	Completion of high school or GED diploma.
GS-3	Completion of 1 full academic year of post-high school study.
GS-4	Completion of 2 full academic years of post-high school study or an associate's degree.
GS-5	Completion of 4 academic years of post-high school leading to a bachelor's degree or equivalent degree.
GS-7	Completion of 1 full academic year of graduate level education; or Eligibility under the Superior Academic Achievement Provision and completion of a bachelor's degree.
GS-9	Completion of 2 academic years of graduate level education, or a master's degree or equivalent graduate degree.
GS-11	For research positions, completion of all requirements for a master's or equivalent graduate degree. For non-research positions, completion of all requirements for a PhD or equivalent degree.

One full academic year of undergraduate; graduate; vocational; trades; technical or high school education is the number of credit hours determined by the college, university or school to represent 1 year of full-time study. The high school curriculum must be approved by a State or local governing body. All education beyond high school must be accredited by an accrediting body or organization recognized by the U.S. Department of Education

Special Provisions for Interns with Previous Related Education or Experience. Previous education and/or experience may be evaluated to determine the highest grade level for which the individual is qualified.

ASSESSMENT REQUIREMENTS

Agencies are required to assess/evaluate the qualifications of applicants for positions covered under Schedule D.

Agencies may use selective factors to identify special requirements needed to perform the work of individual positions.

Agencies may waive OPM test requirements for both initial appointment and non-competitive conversion to the competitive service

PROMOTION REQUIREMENTS

The advancement of Interns to higher-graded positions, prior to conversion, is strictly at the agency's discretion. To qualify for promotions, the Interns must have the same level and type of experience and/or education usually required for an initial appointment.

CONVERSION

Interns may be non-competitively converted to a term, career-conditional or career appointment within 120 days following successful completion of all of their educational and work experience requirements in accordance with 5 CFR 362.204.

Message

From: Fox,Roy B (BPA) - NH-1 [/O=BPA/OU=BPASITE1/CN=RECIPIENTS/CN=RBF1276]
Sent: 7/1/2013 9:05:58 PM
To: Clark,David C (BPA) - NH-1 [/O=BPA/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=DXC7678]
CC: Claire,Jody A (BPA) - NH-7 [/O=BPA/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JAC6591]
Subject: FW: Gender Pay Equality Survey
Attachments: Gender Pay Equality - OPM Memo 5-10-13.pdf; Draft DOE response - Gender Pay Equality Survey 6-18-13.rtf

Probably yours to handle.

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

From: Venuto, Kenneth [mailto:Kenneth.Venuto@hq.doe.gov]
Sent: Friday, June 28, 2013 5:41 AM
To: Clinton, Rita; 'Shandon.davis@spr.doe.gov'; Fetto, Carrie M; Fox,Roy B (BPA) - NH-1; Griswold, Regenia (CHI); Hagar, Janet; Howse-Smith, Pat (OR); Mays, Cyndi; McGowan, James P (NE-ID); Passarelli, Derek (GO); Reck, Kathleen; carolr@sepa.doe.gov; Rose, Edward; Snider, Linda; Telles, Frances (WAPA); Wilson, Thomas (NETL); Greene, Janis
Cc: McWilliams, Michael; Seymour, Joel; Skidmore, Margaret; Bell, Melody; Murray, Bruce W.; Amara, David; Robinson, Loretta; Lea, Marcus
Subject: Gender Pay Equality Survey

Colleagues,

Attached is an OPM memorandum "Requesting Information on Pay and Promotion Policies and Practices Relating to Gender Pay Equality" that has 2 attachments - 1) the President's Memorandum for Heads of Executive Departments and Agencies directing agencies to review their pay and promotion policies and practices and OPM to conduct a government-wide survey on this subject, and 2) OPM's survey questions. Also attached as a Word document are the OPM survey questions with our proposed responses (in bold type) based on our review and knowledge. Using the word document, please review each question and response. If you have local policies or practices that differ or are in addition/supplement to the DOE documents that will be provided, please add your information as track changes. There are a few questions that we have not responded to because we need your input; those are identified with "(Please respond)" following the question.

Please provide your responses or a negative response if you have nothing to add or agree with our responses to Bruce Murray at bruce.murray@hq.doe.gov by Monday, July 15th. If you need additional time, please let Bruce know.

In advance, thanks for your responsiveness.

Ken

I just verified with Ken Venuto and Bob Gibbs that yes, student selections also need to be submitted due to the requirement to adjudicate Veterans' Preference.

Loretta Robinson

*Director,
Human Capital Policy Division
U.S. Dept. of Energy
(202) 586-9239
<http://humancapital.doe.gov/>*

New Image



Providing quality service is our business. Please let us know if we've hit the mark by completing a short [comment card](#)

From: Robinson, Loretta [<mailto:Loretta.Robinson@hq.doe.gov>]
Sent: Monday, April 08, 2013 4:06 PM
To: Clark,David C (BPA) - NHI -1
Cc: Fox,Roy B (BPA) - NH-1; Wentworth,Julia J (BPA) - NHI-1; Mantei,Charles T (BPA) - NHI-1; O'Leary,Launie A (BPA) - NHQ-1; Wachal,Ellen E (BPA) - NHQ-1; Cockrum Jr,Mitchell A (BPA) - NHQ-1; Wheeler, Tiffany; Bonilla, Sarah; Venuto, Kenneth; Gibbs, Robert; Amaral, David; Jones, Svet
Subject: RE: DOE/BPA interim Plan for DOE review of BPA DEU offers

Hi David,

I did forget one piece of information we will need to have and that is the crediting/rating plan for each case. Otherwise, this is what I believe we will need for now, but we may come back to your staff on a case-by-case basis for more information as needed.

Thanks.

Loretta Robinson

*Director,
Human Capital Policy Division
U.S. Dept. of Energy
(202) 586-9239
<http://humancapital.doe.gov/>*

New Image



Providing quality service is our business. Please let us know if we've hit the mark by completing a short [comment card](#)

From: Clark,David C (BPA) - NHI-1 [<mailto:dcclark@bpa.gov>]
Sent: Monday, April 08, 2013 4:40 PM
To: Robinson, Loretta
Cc: Fox, Roy; Wentworth,Julia J (BPA) - NHI-1; Mantei,Charles T (BPA) - NHI-1; O'Leary,Launie A (BPA) - NHQ-1; Wachal,Ellen E (BPA) - NHQ-1; Cockrum Jr,Mitchell A (BPA) - NHQ-1
Subject: DOE/BPA interim Plan for DOE review of BPA DEU offers

Loretta,

This shares our summary of today's conversation for our interim path forward. Let me know if there's anything we missed.

dave

From: Wachal,Ellen E (BPA) - NHQ-1
Sent: Monday, April 08, 2013 1:10 PM
To: Clark,David C (BPA) - NHI-1; O'Leary,Launie A (BPA) - NHQ-1
Cc: Cockrum Jr,Mitchell A (BPA) - NHQ-1
Subject: Summary of today's discussion

Per our conversation with Loretta today, BPA will be sending DEU offers to the department for review. Loretta asked for the following documents to be emailed or faxed (and if faxed, send email first) to both her and Tiffany [Wheeler](#):

- Certificate
- Complete list of applicants
- Copy of VA
- Copy of PD
- Application for selectee
- Applications of all veterans determined not qualified
- [Crediting Plan](#)

Loretta also agreed turn around time would be roughly 24 hours.

Note – I inferred that applications (listed above) would include resume, work history, and questionnaire.

From: Fox,Roy B (BPA) - NH-1
Sent: Wednesday, April 10, 2013 05:17 PM
To: Lockhart-Rowley,Tamara (BPA) - NHQ-1; Cockrum Jr,Mitchell A (BPA) - NHQ-1; Clark,David C (BPA) - NHI-1
Subject: FW: Requesting Comments (SUSPENSE: 4/17) on the DRAFT Energy/NNSA Career Pathways Desktop Reference (2013)

Are we commenting on this? Have we seen this?

From: Waldmann, George [<mailto:George.Waldmann@hq.doe.gov>]
Sent: Tuesday, April 09, 2013 7:06 AM
To: Fox,Roy B (BPA) - NH-1; Clark,David C (BPA) - NHI-1; Fear, Kathy; Fetto, Carrie M; Taylor, Helen; 'shandon.davis@spr.doe.gov'; Snider, Linda; McGowan, James P (NE-ID); Greene, Janis; Rose, Edward; Griswold, Regenia (CHI); Howse-Smith, Pat (OR); Mays, Cyndi; carolr@sepa.doe.gov; Hagar, Janet; Clinton, Rita; Lea, Marcus; Telles, Frances (WAPA); Honemond, Fletcher; Reck, Kathleen; Wilson, Thomas (NETL)
Cc: Gibbs, Robert; Bonilla, Sarah; Venuto, Kenneth; Amaral, David; Robinson, Loretta; Chappell, Kimberly; Blazucki, Rachel
Subject: Requesting Comments (SUSPENSE: 4/17) on the DRAFT Energy/NNSA Career Pathways Desktop Reference (2013)
Importance: High

All –

Attached is the **DRAFT** version of the Energy/NNSA Career Pathways Desktop Reference for Hiring Managers and HR Professionals. As you recall, we established a DOE Pathways workgroup with representatives from each of the DOE HR offices. This group was instrumental in advising us on the content of this corporate policy guidance. We know it's been a long process with significant on-going changes over the last year.

At this time, we are soliciting feedback and comments on this proposed document. As we mentioned on our Recruiter conference call last month, we have a very short window for review because significant steps remain to finalize the Desktop Reference. Once we receive your feedback, the next stages will be revision and submission to GC for approval. Since many of you are eager to know what the Department's positions are on certain aspects of this new hiring authority, we hope this **DRAFT** version will provide some insight.

At this time, please submit your comments to Kimberly Chappell by COB April 17, 2013. If we do not hear back from you, we'll take it as a concurrence. We appreciate everyone's patience and understanding. If you have any questions, please don't hesitate to contact Kimberly, Rachel or myself.

Thank you in advance

George Waldmann

Director, Employment Solutions Division

Office of the Chief Human Capital Officer
U.S. Department of Energy
(202) 586-9904

From: [Clark,David C \(BPA\) - NHI-1](#)
To: [Mantei,Charles T \(BPA\) - NHI-1](#)
Subject: FW: U.S. OPM Delegated Examining Unit (DEU) Evaluation Scheduling Letter dated 4.10.13 for Bonneville Power Administration (BPA), U.S. Department of Energy (DOE), in Portland, OR.
Date: Wednesday, April 10, 2013 2:26:09 PM
Attachments: [DA DOE BPA DE Scheduling Letter dated 4.10.2013.pdf](#)

fyi

From: Fischer, John C. [mailto:John.Fischer2@opm.gov]
Sent: Wednesday, April 10, 2013 1:07 PM
To: Decker, Anita J (BPA) - K-7
Cc: Gibbs, Bob; Bonilla, Sarah; Gregory.Friedman@hq.doe.gov; Kenneth.Venuto@hq.doe.gov; Loretta.Robinson@hq.doe.gov; Fox, Roy B (BPA) - NH-1; Clark, David C (BPA) - NHI-1
Subject: U.S. OPM Delegated Examining Unit (DEU) Evaluation Scheduling Letter dated 4.10.13 for Bonneville Power Administration (BPA), U.S. Department of Energy (DOE), in Portland, OR.

John C. Fischer, HR Assistant
Dallas Oversight
Merit System Audit & Compliance
U.S. Office of Personnel Management
(214) 880-4959
John.Fischer2@opm.gov



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Dallas Oversight, 700 North Pearl Street, Suite 525, Dallas, TX 75201

Merit System Audit
and Compliance

Ms. Anita Decker
Chief Operating Officer
Bonneville Power Administration
U.S. Department of Energy
905 NE 11th Ave
Portland, OR 97232
ajdecker@bpa.gov

APR 10 2013

Dear Ms. Decker:

The U.S. Office of Personnel Management (OPM) plans to conduct an evaluation of competitive examining authority exercised by your Delegated Examining Unit (DEU) at the Bonneville Power Administration under the delegation agreement between the Department of Energy and OPM. This review, led by Connie Langston of OPM's Dallas Oversight, will take place April 22 – 26, 2013.

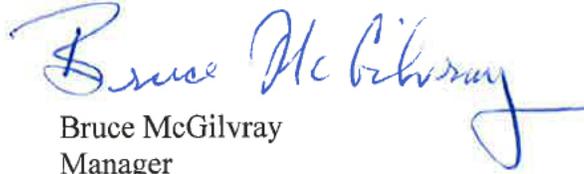
Merit System Audit and Compliance carries out OPM's statutory oversight responsibilities under 5 U.S.C. 1104 to ensure agency human resources management programs adhere to merit system principles, operate effectively, and meet requirements set by law, regulation, and government-wide policy. In addition to evaluating how your use of competitive examining and other hiring authorities support mission accomplishment and in recruiting a high performing, diverse workforce, our review coverage will focus on the effectiveness of your delegated examining (DE) accountability system and your progress in meeting the President's hiring reform objectives. We plan to review and evaluate your usage of other types of staffing actions exercised by your human resources staff under other authorities, as well.

We have contacted Mr. Dave Clark, who will be assisting us with scheduling and logistical arrangements in preparation for our review. We plan a short briefing for you and any leadership officials you wish to include. In addition, we will discuss our preliminary findings with your staff once our evaluation is complete. We will work with Mr. Clark to schedule this closeout briefing for your staff. A written report outlining our findings, recommendations, and required actions, if any are necessary, will follow.

This evaluation will satisfy the requirement for your annual DE audit. Completion of this requirement should be noted on your next quarterly workload report to OPM summarizing DE activity.

If you have any questions concerning this review, please contact Connie Langston at (214) 880-4984 or Connie.Langston@opm.gov.

Sincerely,


Bruce McGilvray
Manager

Enclosure

cc:

Mr. Robert Gibbs
Chief Human Capital Officer
U.S. Department of Energy
Robert.Gibbs@hq.doe.gov

Ms. Sarah Bonilla
Deputy Chief Human Capital Officer
U.S. Department of Energy
Sarah.Bonilla@hq.doe.gov

The Honorable Gregory H. Friedman
Inspector General
U.S. Department of Energy
Gregory.Friedman@hq.doe.gov

Mr. Kenneth T. Venuto
Director, Office Human Capital Management
U.S. Department of Energy
Kenneth.Venuto@hq.doe.gov

Ms. Loretta Robinson
Director, Human Capital Policy Division
U.S. Department of Energy
Loretta.Robinson@hq.doe.gov

Mr. Roy Fox
Human Resources Director
Bonneville Power Administration
RBFox@bpa.gov

Mr. Dave Clark
Manager, HR Strategy & Policy
Bonneville Power Administration
DCClark@bpa.gov

From: [McKee-Price,Kayla C \(CONTR\) - NHI-1](#)
To: [Clark,David C \(BPA\) - NHI-1](#)
Subject: RE: U.S. OPM Delegated Examining Unit (DEU) Evaluation Scheduling Letter dated 4.10.13 for Bonneville Power Administration (BPA), U.S. Department of Energy (DOE), in Portland, OR.
Date: Thursday, April 11, 2013 9:31:05 AM

DONE

From: Clark,David C (BPA) - NHI-1
Sent: Thursday, April 11, 2013 7:18 AM
To: McKee-Price,Kayla C (CONTR) - NHI-1
Subject: FW: U.S. OPM Delegated Examining Unit (DEU) Evaluation Scheduling Letter dated 4.10.13 for Bonneville Power Administration (BPA), U.S. Department of Energy (DOE), in Portland, OR.

Let's put in DOE/BPA battle folder

From: Fischer, John C. [<mailto:John.Fischer2@opm.gov>]
Sent: Wednesday, April 10, 2013 1:07 PM
To: Decker,Anita J (BPA) - K-7
Cc: Gibbs, Bob; Bonilla, Sarah; Gregory.Friedman@hq.doe.gov; Kenneth.Venuto@hq.doe.gov; Loretta.Robinson@hq.doe.gov; Fox,Roy B (BPA) - NH-1; Clark,David C (BPA) - NHI-1
Subject: U.S. OPM Delegated Examining Unit (DEU) Evaluation Scheduling Letter dated 4.10.13 for Bonneville Power Administration (BPA), U.S. Department of Energy (DOE), in Portland, OR.

John C. Fischer, HR Assistant
Dallas Oversight
Merit System Audit & Compliance
U.S. Office of Personnel Management
(214) 880-4959
John.Fischer2@opm.gov

(503)230-5336

From: Robinson, Loretta [<mailto:Loretta.Robinson@hq.doe.gov>]
Sent: Friday, April 12, 2013 12:20 PM
To: O'Leary,Launie A (BPA) - NHQ-1; Camou,Stacie E (CONTR) - NHQ-1
Cc: Venuto, Kenneth; Wheeler, Tiffany; Jones, Svet; Waldmann, George
Subject: RE: DEU Selection (Tom O'Donovan)

Hi Launie,

I just verified with Ken Venuto and Bob Gibbs that yes, student selections also need to be submitted due to the requirement to adjudicate Veterans' Preference.

Loretta Robinson

*Director,
Human Capital Policy Division
U.S. Dept. of Energy
(202) 586-9239
<http://humancapital.doe.gov/>
Administration
(503)230-5336*

From: Robinson, Loretta [<mailto:Loretta.Robinson@hq.doe.gov>]
Sent: Monday, April 08, 2013 4:06 PM
To: Clark,David C (BPA) - NHI-1
Cc: Fox,Roy B (BPA) - NH-1; Wentworth,Julia J (BPA) - NHI-1; Mantei,Charles T (BPA) - NHI-1; O'Leary,Launie A (BPA) - NHQ-1; Wachal,Ellen E (BPA) - NHQ-1; Cockrum Jr,Mitchell A (BPA) - NHQ-1; Wheeler, Tiffany; Bonilla, Sarah; Venuto, Kenneth; Gibbs, Robert; Amaral, David; Jones, Svet
Subject: RE: DOE/BPA interim Plan for DOE review of BPA DEU offers

Hi David,

I did forget one piece of information we will need to have and that is the crediting/rating plan for each case. Otherwise, this is what I believe we will need for now, but we may come back to your staff on a case-by-case basis for more information as needed.

Thanks.

Loretta Robinson

*Director,
Human Capital Policy Division
U.S. Dept. of Energy
(202) 586-9239
<http://humancapital.doe.gov/>*

[New Image](#)

Providing quality service is our business. Please let us know if we've hit the mark by completing a short [comment card](#)

From: Clark,David C (BPA) - NHI-1 [<mailto:dcclark@bpa.gov>]
Sent: Monday, April 08, 2013 4:40 PM
To: Robinson, Loretta
Cc: Fox, Roy; Wentworth,Julia J (BPA) - NHI-1; Mantei,Charles T (BPA) - NHI-1; O'Leary,Launie A (BPA) - NHQ-1; Wachal,Ellen E (BPA) - NHQ-1; Cockrum Jr,Mitchell A (BPA) - NHQ-1
Subject: DOE/BPA interim Plan for DOE review of BPA DEU offers

Loretta,

This shares our summary of today's conversation for our interim path forward. Let me know if there's anything we missed.

dave

From: Wachal,Ellen E (BPA) - NHQ-1
Sent: Monday, April 08, 2013 1:10 PM
To: Clark,David C (BPA) - NHI-1; O'Leary,Launie A (BPA) - NHQ-1
Cc: Cockrum Jr,Mitchell A (BPA) - NHQ-1
Subject: Summary of today's discussion

Per our conversation with Loretta today, BPA will be sending DEU offers to the department for review. Loretta asked for the following documents to be emailed or faxed (and if faxed, send email first) to both her and Tiffany [Wheeler](#):

- Certificate
- Complete list of applicants
- Copy of VA
- Copy of PD
- Application for selectee
- Applications of all veterans determined not qualified

Loretta also agreed turn around time would be roughly 24 hours.

Note – I inferred that applications (listed above) would include resume, work history, and questionnaire.

From: [Clark,David C \(BPA\) - NHI-1](#)
To: [Wentworth,Julia J \(BPA\) - NHI-1](#)
Subject: FW: RECONFIRM: DOE/BPA interim Plan for DOE review of BPA DEU offers
Date: Friday, April 19, 2013 5:42:00 PM
Attachments: [image001.jpg](#)

JJ

Please file this in our folder.

From: Robinson, Loretta [mailto:Loretta.Robinson@hq.doe.gov]
Sent: Friday, April 19, 2013 5:05 PM
To: O'Leary,Launie A (BPA) - NHQ-1; Clark,David C (BPA) - NHI-1; Camou,Stacie E (CONTR) - NHQ-1
Cc: Wentworth,Julia J (BPA) - NHI-1; Fox,Roy B (BPA) - NH-1; Venuto, Kenneth; Wheeler, Tiffany; Jones, Svet
Subject: RE: RECONFIRM: DOE/BPA interim Plan for DOE review of BPA DEU offers

Hi Launie,

Yes, I got additional information Stacie sent and have sent her back a question. As I explained to Stacie, I am going to need more time to look at these because I'm not completely sure I understand the documentation in this case, such as why (b)(6) is listed as selected from both the GS-7 and the GS-9 levels on the certificates she provided. There are other things I have questions on, but I need to go through everything carefully and get all questions together as opposed to questioning each thing individually.

The list of documents we need is as you have listed below, but that is the base list for what is needed for these reviews. In each case I or my staff may come back to you to ask for additional documentation based on the specific situations in each, and/or we may come back to you for clarification or to ask questions.

With regard to the review, I will try to make time to review these cases in the evenings, but this review is part of DOE's requirements per the memorandum from Ken Venuto and I will likely not have the opportunity to review these cases during the day next week. The review we will be conducting there will be 100% driven by OPM and any review of cases on cite will be limited to what they require us to review for their audit. You can still send me the documents electronically (encrypted, of course), or you can provide them to me when I arrive on Monday, I just wanted to make sure you were aware that they will not be reviewed during OPM audit hours.

I look forward to meeting you all in person. See you soon.

Thanks.

Loretta Robinson

*Director,
Human Capital Policy Division*

U.S. Dept. of Energy
(202) 586-9239
<http://humancapital.doe.gov/>

New Image



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From: O'Leary,Launie A (BPA) - NHQ-1 [<mailto:laoleary@bpa.gov>]
Sent: Friday, April 19, 2013 7:40 PM
To: Robinson, Loretta; Clark,David C (BPA) - NHI-1; Camou,Stacie E (CONTR) - NHQ-1
Cc: Wentworth,Julia J (BPA) - NHI-1; Fox, Roy
Subject: RECONFIRM: DOE/BPA interim Plan for DOE review of BPA DEU offers

Hi, Loretta,

I just heard that you had requested the Selection Documentation Checklist for the (b)(6) and (b)(6) selections that I sent on Monday. Wanted to let you know that Stacie scanned and sent them to you a few minutes ago. Is there anything else that you think you'll need?

Since you will be here next week, we'll provide you with documentation for (b)(6), and (b)(6) on Monday.

I want to reconfirm the documentation you want us to send you for approval of DEU and Student Job Offers:

- Certificate
- Complete list of applicants
- Copy of VA
- Copy of PD
- Application for selectee
- Applications of all veterans determined not qualified
- Added: Crediting Plan
- Added: Selection Documentation Checklist

If you'd like us to provide anything else, or supplementary documentation, please let Stacie and I know; we'll make it a top priority to get it to you.

Thank-you. L

Launie A. O'Leary, NHQ-1
Manager, Talent Acquisition
Bonneville Power Administration
(503)230-5336

From: [Henley, Virginia D \(CONTR\) - NH-1](#)
To: [Clark, David C \(BPA\) - NHI-1](#)
Subject: Venuto memo format
Date: Monday, May 06, 2013 10:14:30 AM
Attachments: [2013-04-22ResponsetoDOEVenutoReCorrectiveAction.pdf](#)
[New Hires Including Temps.pdf](#)
[Separations.pdf](#)
[DEU Responsibility 2.pdf](#)
[Burns June 4th communication.pdf](#)
[2013-04-22ResponsetoDOEVenutoReCorrectiveAction.doc](#)
Importance: High

Dave, here's the MS Word file for you to use as a formatting template.

From: Henley, Virginia D (CONTR) - NH-1 **On Behalf Of** Fox, Roy B (BPA) - NH-1
Sent: Monday, April 22, 2013 6:04 PM
To: Venuto, Kenneth
Cc: Clark, David C (BPA) - NHI-1
Subject: Correction Actions Related to Hiring Practices at BPA
Importance: High

Ken, per our conversation, attached is our acknowledgment of DOE's April 2, 2013, memo and our response including the data that was requested. An outstanding question is when you will be able to make a staff person available to review the corrective actions with us. I certainly understand the audit workload that Loretta and others face DOE-wide and why that made next week impossible for the staff. However, we do want to discuss with HC staff what we believe to be the complete list of possible corrective actions. Dave and Loretta are going to spend some time together on Friday after the OPM staff have departed, so we might be able to get a better picture of what's possible following their conversation.

If there are any questions about the data we've submitted, let me or Dave Clark know.

From: [Hairston,John L \(BPA\) - DG-7](#)
To: [Clark,David C \(BPA\) - NHI-1](#)
Subject: RE: Action: Review---May 31 DOE HC/BPA Conference Call Summary
Date: Monday, June 03, 2013 4:38:48 PM

Thanks
John

John L. Hairston
Chief Compliance Officer
Bonneville Power Administration
(503) 230-5262 Office
(b)(6)
jlhairston@bpa.gov

Routing DG-7
905 N.E. 11th Avenue
Portland, OR 97232

From: Clark,David C (BPA) - NHI-1
Sent: Monday, June 03, 2013 12:24 PM
To: Hairston,John L (BPA) - DG-7
Subject: FW: Action: Review---May 31 DOE HC/BPA Conference Call Summary

John

Here's my meeting recap from last Friday with DOE.

dave

From: Clark,David C (BPA) - NHI-1
Sent: Monday, June 03, 2013 7:06 AM
To: 'Robinson, Loretta (Loretta.Robinson@hq.doe.gov)'; 'david.amaral@hq.doe.gov'; 'kenneth.venuto@hq.doe.gov'; Decker,Anita J (BPA) - K-7; Fox,Roy B (BPA) - NH-1
Subject: Action: Review---May 31 DOE HC/BPA Conference Call Summary

All

This shares my summary of our 5/31 conference call between DOE HC and BPA. Participants included: Anita Decker, Roy Fox, Dave Clark from BPA and Ken Venuto, David Amaral, Loretta Robinson from DOE HC.

The purpose of the call was: 1) clarify required BPA actions to respond to DOE's May 24 memo; 2) develop a joint action plan to address BPA's DE improper hiring practices; 3) establish a regular communications and issue resolution cadence between DOE HC and BPA HCM.

A. BPA's required actions from DOE's May 24th memo

1. On May 24, 2012 BPA stopped its practice of changing the category rating cutoff score after the published announcement. If DOE HC has information indicating this is incorrect, please forward it .
2. Effective May 27, 2013 BPA stopped all DE hiring actions by its staff.
3. Effective immediately, Loretta Robinson and George Waldman of DOE HC will be the approving authority for all BPA DE certifications.
4. For BPA to regain its Delegated examining authority, it must do the following: a) BPA staff must successfully demonstrate it has corrected all identified hiring actions discrepancies; b) BPA staff must successfully complete specialized delegated examining training; and c) BPA staff must demonstrate it has the KSAs to properly execute delegated examining responsibilities.
5. BPA has established a 90-day plan to undergo specialized delegated examining training with OPM for our entire recruiting staff. BPA will share the details of this plan in an upcoming meeting with DOE HC on June 6.
6. BPA will meet with DOE HC on June 6th to develop an effective process to transfer current delegated examining workload cases to a third-party contractor. Currently, BPA is using a qualified third-party contractor, Avue. BPA agreed to submit Avue's DE certification documentation for DOE HC concurrence at the June 6th meeting.

B. Corrective action plan to address BPA's improper hiring actions

1. Results from DOE HC case file review (20 cases) and OPM's April '13 audit determined BPA's hiring practices lead to a number of cases of erroneous appointments and misapplication of qualifications procedures. Separately, BPA's internal review of additional cases revealed additional erroneous appointments. To determine the full extent of possible erroneous appointments, DOE HC is requiring a 100% audit of all DE cases where BPA changed the category rating cutoff score after the published announcement and case files where we may have eliminated qualified candidates by improperly assessing minimum qualifications standards. DOE HC will retain independent contractors to conduct and complete an in-depth review of all these cases by August 1, 2013. BPA will cover the cost of these contractors which DOE HC estimates to be in the \$400-600K range for the next six months.
2. The results of step #1 will lead to the creation of a Priority Consideration list which will be used to for priority placement of applicants who lost employment consideration in BPA's hiring process. BPA will use this list for placement in similar DE or merit promotion current or future openings. At this time, this priority consideration list will only apply to BPA openings, not across DOE.
3. DOE HC and BPA will meet on June 6th to establish the specific protocols to achieve items B1 and B2.
4. At he June 6th meeting, BPA will seek final resolution on category rating case findings discrepancies with DOE HC's case file review.

C. Regular DOE HC/BPA Communications

1. Both parties agreed to establish a regular meeting cadence to report and share status updates on all required corrective actions. A specific schedule will be established at the June 6th meeting.
2. BPA will provide a monthly written status report (due the 1st of each month) to DOE HC on its process on addressing all items mandated in May 24th memo.

D. Additional Topics

1. BPA communicated that Robin Henderson (ryhenderson@bpa.gov) will be HC's single point of contact for any BPA system access needs and issue resolution. This includes Avue.
2. Avue will meet with DOE HC on June 6th and address any concerns on manager's access of applicant data.
3. BPA's financial contact for budgeting the DOE HC independent contractors is Bryan Crawford (bvcrawford@bpa.gov).
4. BPA can proceed with merit promotion selections and work closely with DOE HC for potential matches off the Priority Consideration List.

Next Steps

1. BPA will meet with DOE HC on June 6th to address all items above.
2. DOE HC finance will work BPA Finance for funding of independent contractors.
3. BPA will resolve current DOE HC system access issues.

From: [Henley, Virginia D \(CONTR\) - NH-1](#)
To: [Clark, David C \(BPA\) - NHI-1](#)
Subject: FW: Determination of BPA's Human Resources Officer Position
Date: Wednesday, June 26, 2013 3:47:34 PM
Attachments: [image001.jpg](#)

From: Fox, Roy B (BPA) - NH-1
Sent: Wednesday, June 26, 2013 3:47:33 PM (UTC-08:00) Pacific Time (US & Canada)
To: Henley, Virginia D (CONTR) - NH-1
Subject: FW: Determination of BPA's Human Resources Officer Position

From: Robinson, Loretta
Sent: Wednesday, June 26, 2013 3:47:18 PM (UTC-08:00) Pacific Time (US & Canada)
To: Decker, Anita J (BPA) - K-7
Cc: Fox, Roy B (BPA) - NH-1; Amaral, David; Venuto, Kenneth; Hairston, John L (BPA) - N-4; Clark, David C (BPA) - NHI-1
Subject: RE: Determination of BPA's Human Resources Officer Position

Anita,

Yes, this confirms that any current vacancy announcement issued under delegated examining or merit promotion procedures that employed this "test referral list" practice must be cancelled and re-advertised under revised procedures. Me and my staff will absolutely work with the HCM staff to pinpoint a process flow that is appropriate and compliant in order to help get the process moving forward as soon as possible. Your office will then work with AVUE on any changes needed within the system to accommodate the process. My office will coordinate and advise the AVUE contractor staff on the actual submission of revised position descriptions and input of the new vacancy announcements and subsequent hiring process.

Let me know if you have any further questions.

Thanks.

Loretta Robinson

*Director,
Human Capital Policy Division
U.S. Dept. of Energy
(202) 586-9239
<http://humancapital.doe.gov/>*

New Image



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From: Decker, Anita (BPA)

Sent: Wednesday, June 26, 2013 6:31 PM

To: Robinson, Loretta

Cc: Fox, Roy; Amaral, David; Venuto, Kenneth; Hairston, John L (BPA) - N-4; Clark, David C (BPA) - NHI-1

Subject: Re: Determination of BPA's Human Resources Officer Position

Thank you Loretta. I am confirming that we are canceling the position. We are also taking action to close the gap on manager's seeing any pre-cert list by changing the policy asap.

Can you clarify for me - given that the pre-cert view was in the policy, are you also confirming that we should cancel all hiring actions currently in the system? As you might imagine, this is a critically important understanding for us.

I realize we don't have the process in place yet to keep positions moving. Is there a process flow that we'll work with DOE on or that DOE will be working with AVUE on so we can initiate or reinstate posting openings?

Thanks,
Anita

Anita J Decker
Chief Operating Officer
Bonneville Power Administrator
ajdecker@bpa.gov
503-230-5105

On Jun 26, 2013, at 3:23 PM, "Robinson, Loretta" <Loretta.Robinson@hq.doe.gov> wrote:

Good Afternoon Anita,

Per our telephone conversation few minutes ago, I have completed reviewing the hiring case file for the Human Resources Officer position and the following information/determination is provided:

Findings on the position classification:

- The position description is a supervisory position, yet contains major duties and factors for both supervisory and non-supervisory position.
- The non-supervisory formatted section of the position description is not supportable at the GS-15 level as currently written because in order to achieve factor level 1-9, as indicated, the position must have agency-wide area of responsibility, and factor level 5-6 would require the position to have a scope that affects multiple agencies. This position does not meet either of these factor levels.

- The position description must have all references to an organizational title of “Chief Human Capital Officer” removed as this is a title designated by statute in the Chief Human Capital Officers Act of 2002 to the single position in which the incumbent is appointed by the Secretary.
- The factor levels in the position description are verbatim excerpts from the position classification standard. The factors include selections the HR offices should have made between different scenarios that would best fit the subject position, but appropriate selections are not identified. For example, Factor 3 - Supervisory/Managerial Authority Exercised provides that the incumbent “Determines goals and objectives that need additional emphasis... OR Exercises at least eight of the following supervisory authorities and responsibilities”. However, there is no indication of which (or all) of the thirteen choices are applicable.

Based on the classification review and the information provided above, there is no way to determine what the position is actually responsible for and if the appropriate factor levels are assigned.

Findings on the staffing procedures:

- This vacancy announcement has been processed under the procedures outlined in BPA’s HCM Talent Acquisition Procedure titled, “Certificate Preparation”, dated 4/11/13. These procedures outline that the selecting official is issued a “test referral list” prior to the issuance of the official selection certificate that containing all eligible applicants/applications and are allowed to identify which applicants they would like to interview. Once that is done, the HR Specialist issues the official selection certificate. This procedure is inappropriate and suggests that BPA is engaging in the prohibited personnel practice of giving unauthorized preference or improper advantage in the hiring process (5 U.S.C. 2302(b)(6)).

On the basis of the information as outlined above, BPA will be required to cancel the current vacancy announcement for the Human Resources Officer position and re-advertise once the procedures on certificate preparation have been identified. Likewise, all positions currently in process that utilize the procedure must also be cancelled and re-advertised under revised procedures.

Please don’t hesitate to contact me if you have any questions regarding this or any other Human Capital issues going forward.

Thank you.

Loretta Robinson

*Director,
Human Capital Policy Division
U.S. Dept. of Energy
(202) 586-9239
<http://humancapital.doe.gov/>*

[<image001.jpg>](#)

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I am meeting with DOE in DC on Monday. What do you want to do for you?

We need to get our hands on these DOE wide policies.

dave

From: Wachal, Ellen E (BPA) - NHQ-1
Sent: Wednesday, July 03, 2013 7:20 AM
To: Clark, David C (BPA) - NHI-1
Cc: Cockrum Jr, Mitchell A (BPA) - NHQ-1; Claire, Jody A (BPA) - NH-7
Subject: RE: Immediate Requirements to Resume Hiring Process

Dave – this is the first time I’ve seen this but we have done work on #s 1, 2 and 4. I will send you what I have today. We’re going to need some help on item 3 though. We have classification PL that’s on the list to be rewritten but I’m not sure if that’s what they’re asking for. They also seem to be saying we can’t use Avue generated PDs and evals – or if we do, we need to rewrite the whole thing so we don’t gain any efficiencies from the system. This is a big shift.

Further, we can write an SOP but we’re going to have to get creative on implementation. We’ll have to rely heavily on contractors for awhile. As you know, we don’t have much in terms of classification resources or expertise on the team. I have a lot of ideas on what we can do in this space but it will take time and money.

FYI – Francis told me yesterday that DOE has an agency wide policy that requires PDs and classification to be done outside of the system. In fact, she said they’ve completely disabled that feature in Monster... I’m a little concerned we didn’t know this earlier but it sure says a lot.

From: Clark, David C (BPA) - NHI-1
Sent: Tuesday, July 02, 2013 9:46 PM
To: Wachal, Ellen E (BPA) - NHQ-1
Cc: Cockrum Jr, Mitchell A (BPA) - NHQ-1; Claire, Jody A (BPA) - NH-7
Subject: FW: Immediate Requirements to Resume Hiring Process

Ellen

I need to respond to DOE here. Have we completed all these actions? If yes, please send me supporting documentation.

dave

From: Robinson, Loretta [<mailto:Loretta.Robinson@hq.doe.gov>]
Sent: Thursday, June 27, 2013 3:21 PM
To: Clark, David C (BPA) - NHI-1
Cc: Fox, Roy B (BPA) - NH-1; Decker, Anita J (BPA) - K-7; Hairston, John L (BPA) - N-4; Venuto, Kenneth; Amaral, David; Waldmann, George; Sexton, Shannon; Jones, Svet; Wheeler, Tiffany
Subject: Immediate Requirements to Resume Hiring Process

Dave,

Per our conversation earlier this evening, I have attached a list of immediate required actions BPA will need to undertake in order to re-initialize the hiring actions currently in process. As discussed, I have also included sample language that you can use to advise SME's during the application review process. Please let me know if you have any questions on this.

Thanks.

Loretta Robinson

*Director,
Human Capital Policy Division
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(202) 586-9239
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From: [Clark,David C \(BPA\) - NHI-1](#)
To: [Wentworth,Julia J \(BPA\) - NHI-1](#)
Subject: FW: Immediate Requirements to Resume Hiring Process
Date: Friday, July 05, 2013 3:17:00 PM
Attachments: [image001.jpg](#)
[BPA - Requirements to Resume Hiring Process.docx](#)

Do you have this?

From: Robinson, Loretta [mailto:Loretta.Robinson@hq.doe.gov]
Sent: Thursday, June 27, 2013 3:21 PM
To: Clark,David C (BPA) - NHI-1
Cc: Fox,Roy B (BPA) - NH-1; Decker,Anita J (BPA) - K-7; Hairston,John L (BPA) - N-4; Venuto, Kenneth; Amaral, David; Waldmann, George; Sexton, Shannon; Jones, Svet; Wheeler, Tiffany
Subject: Immediate Requirements to Resume Hiring Process

Dave,

Per our conversation earlier this evening, I have attached a list of immediate required actions BPA will need to undertake in order to re-initialize the hiring actions currently in process. As discussed, I have also included sample language that you can use to advise SME's during the application review process. Please let me know if you have any questions on this.

Thanks.

Loretta Robinson

*Director,
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DOE HC Requirements for BPA to Resume Hiring Process

June 27, 2013

The following actions are required by BPA HCM in order to resume the hiring process for recruitment actions going forward (Note: all guidance documents are subject to review and approval by DOE HC prior to implementation):

- 1) BPA will re-write the Candidate Selection SOP, dated 4/11/13 to eliminate all references to “test referral lists” and will state clearly that the hiring official will not have any access to the hiring case, including applicant information, during the period following the issuance of the vacancy announcement and prior to issuance of selection certificate.
- 2) BPA will develop (or incorporate into) written guidance or SOP that includes the statement that essay responses to KSA’s will not be requested/required of applicants at any point during the application process.
- 3) BPA will develop written guidance or SOP outlining classification process for HRM staff to follow in order to ensure proper classification of position at the beginning of the hiring process. The guidance must include instruction that the position description must not be made up solely of language from the OPM classification standards verbatim and that a complete evaluation statement must be prepared for every position description to describe how the title/series/grade were derived.
- 4) BPA will provide clear guidance to Subject Matter Expert(SME’s)/Panel Reviewers responsible for the application review segment of the hiring process that prescribes their task of validating applicants’ quality of experience through review of the vacancy Q&A responses, comparing them to the applicants’ resumes. Basic qualifications determinations are the responsibility of the HCM staff.
- 4b) BPA will provide clear guidance to SME’s/Panel reviewers that in serving in that capacity they have an obligation to safeguard all applicant information from anyone outside the appropriate designated HCM staff. An example of such language used by the HQ HR Operations Division is below and includes a signature line for the SME to document:

Please read the following and sign as appropriate.

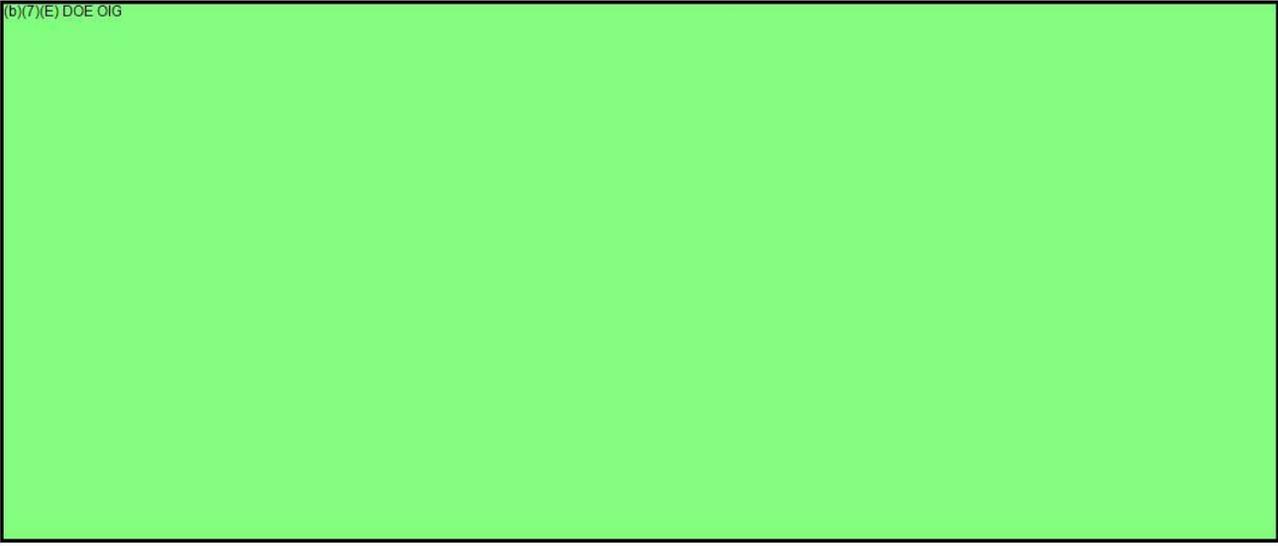
I understand that to ensure confidentiality of the SME VALADITION process, I should not disclose with anyone, other than the HR representative or other HR official authorized by my HR representative, information concerning the crediting plan, content of applications, or any other information relating to the SME validation at any time. I also certify that I am not an applicant for the position; I am not in the direct line of supervision for this position; I am not related by blood, adoption, or marriage or listed as a personal reference to any applicant being considered for the position; I do not have a domestic relationship with any applicant; nor, do I have a personal (as opposed to professional) knowledge of, or interest in, any applicant which could be reasonably perceived by a disinterested third party as giving undue preference to an applicant. In situations where I am in the line of supervision of the position being filled, I understand that I

DOE OIG Responsive Records

(b)(7)(E) DOE OIG

From: "Decker, Anita J (BPA) - K-7" <ajdecker@bpa.gov>
To: "Fischer, John C." <John.Fischer2@opm.gov>
CC: "Gibbs, Bob" <Robert.Gibbs@hq.doe.gov>,
"Bonilla, Sarah" <sarah.bonilla@hq.doe.gov>,
"Gregory.Friedman@hq.doe.gov" <Gregory.Friedman@hq.doe.gov>,
"Kenneth.Venuto@hq.doe.gov" <Kenneth.Venuto@hq.doe.gov>,
"Loretta.Robinson@hq.doe.gov" <Loretta.Robinson@hq.doe.gov>,
"Fox, Roy B (BPA) - NH-1" <rbfox@bpa.gov>,
"Clark, David C (BPA) - NHI-1" <dcclark@bpa.gov>
Subject: Re: U.S. OPM Delegated Examining Unit (DEU) Evaluation Scheduling Letter dated 4.10.13 for
Bonneville Power Administration (BPA), U.S. Department of Energy (DOE), in Portland, OR.

(b)(7)(E) DOE OIG



Thank you John. I understand our folks are working to make sure we are prepared to support the review.

Best regards,
Anita

Anita J Decker
Chief Operating Officer
Bonneville Power Administrator
ajdecker@bpa.gov
503-230-5105

On Apr 10, 2013, at 2:07 PM, "Fischer, John C." <John.Fischer2@opm.gov> wrote:

John C. Fischer, HR Assistant
Dallas Oversight
Merit System Audit & Compliance
U.S. Office of Personnel Management
(214) 880-4959
John.Fischer2@opm.gov

<DA DOE BPA DE Scheduling Letter dated 4.10.2013.pdf>

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

From: Decker, Anita (BPA)

Sent: Tuesday, July 09, 2013 5:30 PM

To: Venuto, Kenneth

Cc: Robinson, Loretta; Beard, Susan; Forte, Michele; Gibbs, Robert; DRUMMOND, WILLIAM K

Subject: RE: Additional Suspension of Human Resources Authorities at BPA

Ken,

Is this the memo you're referring to? There is no mention of either (b)(6) Is there a memo I didn't see?

Thanks,

Anita

Anita J. Decker

Chief Operating Officer

Bonneville Power Administration

ajdecker@bpa.gov

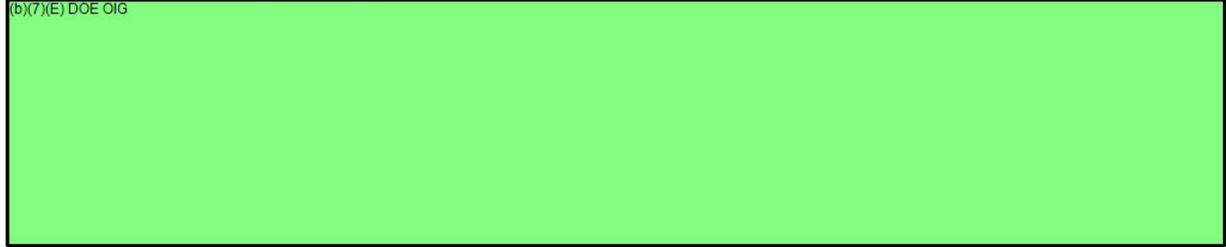
503-230-5105

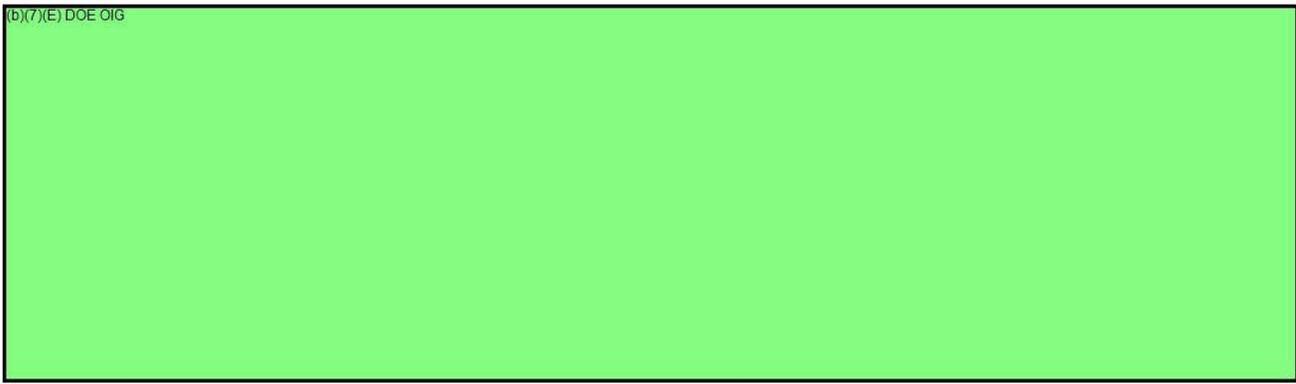
(b)(7)(E) DOE OIG



From: "Andrews, Claudia R (BPA) - K-7" <crandrews@bpa.gov>
To: ""Bruce.McGilvray@opm.gov"" <Bruce.McGilvray@opm.gov>
CC: ""Robert.Gibbs@hq.doe.gov"" <Robert.Gibbs@hq.doe.gov>,
""Gregory.Friedman@hq.doe.gov"" <Gregory.Friedman@hq.doe.gov>,
""Kenneth.Venuto@hq.doe.gov"" <Kenneth.Venuto@hq.doe.gov>,
""Loretta.Robinson@hq.doe.gov"" <Loretta.Robinson@hq.doe.gov>,
""Mainzer, Elliot E (BPA) - D-7" <eemainzer@bpa.gov>
Subject: Request for extension

(b)(7)(E) DOE OIG







Department of Energy

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

EXECUTIVE OFFICE

September 10, 2013

In reply refer to: K-7

Mr. Bruce McGilvray
United States Office of Personnel Management
700 N. Pearl Street, Suite 525
Dallas, TX 75201

Dear Mr. McGilvray:

Bonneville Power Administration would like to request an extension to the deadline for response to your findings from evaluation of staffing programs at DOE's Bonneville Power Administration. We will need to provide adequate review time for DOE Headquarters. Therefore, we are asking for a revised response due date of Monday, October 28. Thank you for your ongoing assistance as we address the actions described in the report and implement a sound internal control framework to assure rigorous compliance with laws and regulations.

Sincerely,

A handwritten signature in blue ink that reads "Claudia R. Andrews".

Claudia R. Andrews
Chief Operating Officer (Acting)

cc:

Mr. Robert Gibbs
Chief Human Capital Officer, U.S. Department of Energy
Robert.Gibbs@hq.doe.gov

The Honorable Gregory H. Friedman
Inspector General, U.S. Department of Energy
Gregory.Friedman@hq.doe.gov

Mr. Kenneth T. Venuto
Director, Office Human Capital Management U.S. Department of Energy
Kenneth.Venuto@hq.doe.gov

Ms. Loretta Robinson
Director, Human Capital Policy Division U.S. Department of Energy
Loretta.Robinson@hq.doe.gov

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

From: Andrews, Claudia

Sent: Tuesday, September 10, 2013 07:06 PM Eastern Standard Time

To: 'Bruce.McGilvray@opm.gov'

Cc: Gibbs, Robert; Friedman, Greg; Venuto, Kenneth; Robinson, Loretta; MAINZER,ELLIOT E

Subject: Request for extension

Bruce,

We have considered the response deadline to your report of BPA's staffing programs and determined that it may be difficult to meet the 30-day response date. The attached document requests a 30-day extension which takes into account review time for DOE Headquarters. Thank you for considering this request.

Kind regards,

Claudia Andrews

Acting Chief Operating Officer

Bonneville Power Administration

503-230-3311

From: Drummond,William K (BPA) - A-7
Sent: Thursday, April 04, 2013 8:06 AM
To: Decker,Anita J (BPA) - K-7
Subject: RE: BPA Hiring Memo

(b) (5)



Bill

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

From: Decker,Anita J (BPA) - K-7
Sent: Thursday, April 04, 2013 5:41 AM
To: Drummond,William K (BPA) - A-7
Cc: Fox,Roy B (BPA) - NH-1; Leathley,Kimberly A (BPA) - K-7
Subject: BPA Hiring Memo

Bill,

(b) (5)



Let me know if this does not address your question.

Thanks!

Anita

Anita J Decker
Chief Operating Officer
Bonneville Power Administrator
ajdecker@bpa.gov
503-230-5105

Brockmeyer, Lori A (BPA) - NHQ-1

From: Wachal, Ellen E (BPA) - NHQ-1
 Sent: Thursday, April 26, 2012 2:52 PM
 To: Brockmeyer, Lori A (BPA) - NHQ-1
 Subject: FW: NSSC Supervisory Contract Specialist Reassignment

Nice email Lori! You gave him all the relevant info, in a format that was clear, concise and targeted to what Marty needed. Love it!

From: Callaghan, Martin T (BPA) - NST-MODW
 Sent: Thursday, April 26, 2012 2:04 PM
 To: Brockmeyer, Lori A (BPA) - NHQ-1
 Cc: Makela, Jonathan A (BPA) - NHQ-1; Wachal, Ellen E (BPA) - NHQ-1
 Subject: RE: NSSC Supervisory Contract Specialist Reassignment

Lori,

Thanks very much for this background information. Please proceed with the reassignment for (b)(6) in the meantime, we will develop an announcement of this reassignment to be released some time next week. I appreciate your prompt response in this matter.

Marty Callaghan
 Bonneville Power Administration
 Supply Chain Sourcing Services Manager
 e-Mail: mtcallaghan@bpa.gov
 Office: 360-418-2196
 Cell: 503-709-9565

From: Brockmeyer, Lori A (BPA) - NHQ-1
 Sent: Thursday, April 26, 2012 10:19 AM
 To: Callaghan, Martin T (BPA) - NST-MODW
 Cc: Makela, Jonathan A (BPA) - NHQ-1; Wachal, Ellen E (BPA) - NHQ-1
 Subject: NSSC Supervisory Contract Specialist Reassignment

Good morning,

Per our conversation yesterday, I talked with a couple RSAs and reviewed our current policies to determine if there are any restrictions or additional requirements to permanently reassign (b)(6) to the NSSC Supervisory Contract Specialist position. Please review the information below. If there are no questions or concerns, I will process the reassignment effective 5/6/2012;

Background/Processing Information

(b)(6)

Considerations/Reminders

PL335-1 (Revised) Merit Promotion Plan

Whenever BPA fills positions, the following will apply:

8. Management will use reassignments appropriately to achieve business objectives and effect the best use of resources, but not as a means to non-competitively provide promotional opportunities for employees.
9. Consistent with the intent of this policy, management may also, at its discretion, do the following:
 - a. Reassign employees, without competition, to positions with equivalent full performance level in the same or different commuting area.

Merit promotion plan competition is required for the following actions:

- C. Training intended to prepare an employee for placement or required for eligibility for higher-level positions.

Exceptions to the plan:

- E. Reassignment to an equivalent position or to a position with equivalent known promotion potential.

PL511-2 (Revised) Accretion of Duties (see PL for more information)

Assignment of Work:

- A. Adding or removing duties from a position can have significant impact on the classification of the position that an employee encumbers. The intentional addition of duties to a position to increase the grade level typically requires that the redefined position be filled competitively. Assignment of higher-graded work, or work that may provide experience necessary to successfully compete for higher grade levels, needs to be anticipated and thoughtfully planned with consideration for diversity goals and objectives, and impacts to redeployment strategies.
- B. If an employee's duties progressively evolve over an extended period of time (e.g., typically more than one year), without deliberate planning by the agency, the employee may be non-competitively promoted through an accretion of duties. Consistent with Merit System Principles and direction to ensure fair and open competition, thoughtful consideration needs to be given to the impact of a non-competitive action to the immediate work group and similar positions in other units before determining this is an appropriate request.

PL315-1 Probation (see PL for more information)

It is BPA policy to require all employees permanently assigned to supervisory or managerial positions to satisfactorily complete a probationary period. BPA may by regulation provide an exception to the probationary period for managers who have satisfactorily completed a probationary period for supervisors when justified on the basis of performance and experience. Time served as a supervisor does not exempt an employee from probation in a subsequent managerial position.

Standard Operating Procedure

November 2, 2010

SUBJECT: Category Rating – Basic Procedures

PURPOSE:

This Standard Operating Procedure (SOP) provides procedural, policy, and selection guidance for using category rating for Bonneville Power Administration's competitive hiring process for permanent, temporary, and term hourly and annual (GS) positions. This guidance implements 5 U.S.C. § 3319 and is mandatory effective November 1, 2010, in accordance with the Presidential Memorandum "Improving the Federal Recruitment and Hiring Process" dated May 11, 2010.

COVERAGE:

This SOP applies to all BPA positions that are filled through competitive examining procedures.

POLICY:

Applicants who meet the minimum qualification requirements established for the position, and whose job-related competencies or knowledge, skills, and abilities (KSAs) have been assessed, are ranked by being placed into one of two or more pre-defined quality categories. The names of all eligible candidates in the highest quality category are referred on the Certificate of Eligibles to the selecting official for consideration.

Selecting officials may select from the candidates in the highest quality category, without being limited to the top three eligible candidates. Eligibles with veteran's preference are listed ahead of non-preference eligibles within each quality category and a non-preference eligible may not be selected unless the selecting official requests to pass over the preference eligible in accordance with 5 U.S.C. § 3318. This new policy eliminates numeric score ordering and the "Rule of Three".

DEFINITIONS:

Career Transition Assistance Plan (CTAP) – A BPA plan that provides for career transition assistance, including selection priority for jobs, to help employees who are at risk of losing their jobs because of downsizing or restructuring.

Delegated Examining Authority – An authority OPM delegates to agencies to fill competitive civil service jobs. Delegated examining authority must be exercised in accordance with civil service laws and regulations.

Interagency Career Transition Assistance Program (ICTAP) – A plan that establishes interagency career transition assistance including selection priority for jobs to help Federal employees outside of BPA who lost their job because of downsizing or restructuring.

Quality Ranking Factors – Competencies/KSAs that are expected to enhance

- Qualified preference eligibles that do not have a service-connected disability of 10 percent or more (XP and TP and widow preference) are assigned to the appropriate quality category based on the job-related assessment and placed at the top of their category.

For an example of applying Veterans' preference to category rating refer to **Attachment 2**.

MERGING CATEGORIES:

Merging categories is not required and may be done at the request of the selecting official or RSA either before certifying/issuing the certificate of eligibles or before selecting an eligible. Merging categories means combining the highest quality category with the next lower quality category and making selections from the newly merged category either before certifying/issuing the certificate of eligibles or before selecting an eligible.

This option may only be used if there are fewer than three eligible candidates in the highest quality category. Preference eligibles must be listed ahead of non-preference eligibles when they are merged into the highest quality from the next lower quality category and receive preference within the new category.

For an example of merging categories refer to **Attachment 3**

CERTIFICATE OF ELIGIBLES AND SELECTION:

The "Rule of Three" does not apply under category rating. Names of all eligible candidates in the highest quality category may be referred on the Certificate of Eligibles to the selecting official for consideration, with preference eligibles listed ahead of non-preference eligibles. Names of eligible candidates may be listed in alphabetical or random order and must include:

- Eligibles entitled to priority consideration for the position (if any) because they previously lost consideration due to erroneous certification; and
- Eligibles in the highest quality category or newly merged highest quality category.

Career Transition Assistance Program (CTAP), Interagency Career Transition Assistance Program (ICTAP), and Reemployment Priority List (RPL) eligibles should not be placed on a competitive selection certificate, but should be referred separately ahead of candidates on the competitive selection certificate. This rule is in accordance with Federal law and regulation, 5 U.S.C. § 3313 and 5 CFR Part 330. Under Part 330, a well-qualified CTAP eligible must be selected ahead of other internal/external candidates unless there is a regulatory exception. A well-qualified ICTAP eligible must be selected ahead of any other candidate outside the BPA's current workforce, except for one on BPA's RPL, unless there is a regulatory exception. Candidates on the RPL receive priority consideration but there is no requirement to select them.

OBJECTION AND PASS OVER REQUESTS:

ATTACHMENT 2

Example Applying Veterans' Preference

Placement of Preference Eligibles with a Compensable Service-Connected Disability of 10 Percent or More (CPS and CP)

For scientific and professional positions at the GS-9 (or equivalent) or higher	Place qualified CPS and CP preference eligibles above non-preference eligibles within the same quality category (CPS and CP eligibles do not "float" to the highest quality category)
For all other positions (series) and grade levels	Place qualified CPS and CP preference eligibles at the top of the highest quality category regardless of the quality category in which they are placed (CPS and CP eligibles "float" to the highest quality category)

Example: HR Specialist, Series 201, Grade 11

Three quality categories (Best-Qualified, Well-Qualified, Qualified) were established for the position.

Applicants who meet basic qualification requirements established for the position and whose job-related competencies or Knowledge, Skills and Abilities (KSAs) have been assessed are ranked by being placed in one of the three quality categories.

A preference eligible with tentative preference (TP) who meets the requirements for the well-qualified category is identified and is placed at the top of the well-qualified category.

A preference eligible with a service-connected disability of 30% (CPS) who meets the requirements for the Bronze category is identified. Because of the series and grade in this example, the qualified preference eligible must be placed at the top of the best qualified category.

Eligibles Ranked by Quality Category Based on Review of Qualifications & Assessment Tool(s)	Identify Preference Eligibles	Apply Veterans' Preference for Certificate of Eligibles
Best-Qualified Ben Franklin Thomas Jefferson	Best Qualified Ben Franklin Thomas Jefferson	Best-Qualified Cameron Rules (CPS) Ben Franklin Thomas Jefferson
Well-Qualified Joyce Rogers George Washington (TP)	Well-Qualified Joyce Rogers George Washington (TP)	Well-Qualified George Washington (TP) Joyce Rogers
Qualified for Consideration Preston Foster Cameron Rules	Qualified for Consideration Preston Foster Cameron Rules (CPS)	Qualified for Consideration Preston Foster

Hiring Improvement Team (HIT) Talent Acquisition Team Update: Week of October 4, 2010

Project Progress:

We have officially decided on a team name: the **Hiring Improvement Team**. Process improvement around our hiring processes was identified with the EPIP (Enterprise Process Improvement Project) and continued through the work of the ODT (Organization Design Team), ODT (Organization Process Improvement Team) then was highlighted as one of the first focus areas for the Talent Management Strategy in FY11. The Presidential Memorandum on Federal Hiring Reform is also a great catalyst for our efforts, and we feel the momentum toward change could not be better.

We also have a new team member, Rebecca Roberts, a business analyst focusing on the system automation and technical aspects of the project. She sits near Ellen Wachal, so feel free to stop by and introduce yourself!

Federal Hiring Reform Initiative Update:

- The Presidential Memorandum highlights specific changes and deadlines for implementation. Concern has been raised by several HR/HCM organizations across the Federal government regarding their abilities/bandwidth to implement all of the changes required by the November 1st deadline
- Our HIT team is also concerned about our capacity to implement such broad changes, manually, in the short time frame.
- We are committed to mitigating risks and being compliant. To that end, we have proposed and Roy Fox has agreed to a phased approach, beginning with a pilot kickoff in November.

Project Timeline & Status:

The Hiring Improvement Team has concluded the following items:

- October - Training on Category Rating for all NHQ Staff will be scheduled in the coming weeks. In the interim, there are two great resources from OPM to learn more about what Category Rating is:
 - Here is a short video/overview:
<http://golearn.gov/HiringReform/category/index.htm>
 - Here is a more detailed slide-deck presentation that OPM created for HR Specialists:
http://opm.gov/HiringReform/HiringReformRequirements/CategoryRating/Training_for_HRSpecialist.pdf
- November - We will start by implementing a Category Rating Process Pilot
 - Ellen Wachal and Rena Leeper will be on point to test category rating on select IBS positions and to document our findings/conclusions before implementing more broadly.
 - Ellen Wachal is focused on being our resident expert on Category Rating. If you have questions about our considerations and approach, please reach out to her.

→ ○ October / November - We will also focus on improving the **candidate assessment process**. The scope and complexity of accepting resumes/cover letters and eliminating essay-style questions from the initial application packet requires significant research and understanding which we are working on diligently.

- Carol Goerges is focused on being our resident expert on Candidate Assessment. If you have questions about our considerations and approach, please reach out to her.
 - We intend to use a phased approach for implementing changes to the assessment process
 - There will be many opportunities for the NHQ team to be involved in designing and implementing the new processes.

No changes

Outreach/Research:

We have already begun benchmarking, researching with other agencies and gathering internal feedback, ideas and needs. Here some of the sessions we've had to date:

Stakeholder Forum:

Eight managers from across BPA attended an overview of our hiring improvement efforts in September, brainstormed how managers can best influence the hiring process and discussed ideas that we will consider for process improvement.

Category Rating Brainstorming Discussion:

→ Last week, a cross-functional group met to focus on Category Rating. The objective was to take an existing Crediting Plan and see if it could be translated into rating categories versus the current process for identifying the "Rule of Three." The conclusion was that yes; we could move to Category Rating today, without significant changes to the rest of our processes. The team is now mapping out the action items/tasks and resources required to move from our current state today to the new processes.

Candidate Assessment Brainstorming Discussion:

Last week, the RSA Team met to discuss process changes around candidate assessment. The team identified excellent questions and considerations that require more research. We will continue to focus team efforts heavily in this area to identify the best approach for NHQ and BPA on effectively assessing candidates.

Looking Ahead:

We intend to provide weekly updates reporting on our activities and progress toward success. This format may change, but our intention is to keep our stakeholder informed. Please feel free to contact Susy Dunn if you have questions, comments or feedback to share.

(b) (5)

(b)(6),(b)(7)(C)

From: Murray, Bruce W.
To: [REDACTED] (b)(6) (b)(7)(C) OIG
Subject: FW: BPA Non Concurrence on draft DOE O 333.1 - Administering Dis
Date: Tuesday, July 16, 2013 12:33:38 PM
Attachments: [BPA Non Concur DOE O 333.1.docx](#)

Part 2 of 3

From: Murray, Bruce W.
Sent: Monday, October 15, 2012 2:22 PM
To: Bonilla, Sarah; Venuto, Kenneth; Amaral, David
Cc: Robinson, Loretta
Subject: FW: BPA Non Concurrence on draft DOE O 333.1 - Administering Disciplinary and Adverse Actions

Attached is BPA's justification for being exempt from the new order on administering disciplinary, adverse, and alternative corrective actions. My comments are highlighted in the document. The transmittal note below is not accurate, as I sent Roy an advance initial redline copy as soon as Sara said that I should let him know that the Order will apply to BPA, and my subsequent conversation with Dave Clark on 9/26 was not a call to resolve this issue, but rather one of providing Dave with information about the directives process in light of sending the revised Order to the HROs for review, coordination, and comment by Nov 7th.

From: Schroettig, Matthew A
Sent: Friday, October 12, 2012 5:06 PM
To: Beben, Camille
Cc: Murray, Bruce W.
Subject: BPA Non Concurrence on draft DOE O 333.1 - Administering Disciplinary and Adverse Actions

Good Afternoon Camille,

As acting DPC for BPA, I'm notifying your office of BPA's intent to non concur on draft DOE Order 333.1. After BPA's first review and comment on the draft Order earlier this year, the Order was modified to be made applicable to BPA. Subsequent discussions with the Office of Primary Interest (Order author) did not lead to resolution of the applicability issues BPA attempted to raise informally. As we have been made aware that the Order will not be posted in RevCom for concurrence, we are therefore providing our non concurrence in this manner.

BPA's D.C. POCs Sonya Baskerville and Roger Seifert, along with David Clark of BPA HCM are available as resources for both the Order author and DRB, as necessary. Additionally, BPA's Chief Operating Officer has briefed Ingrid Kolb regarding our concerns, and we plan to communicate with her separately.

As this Order does not seem to be following the process set forth per DOE Order 251.1C DOE Directives Program, I'm uncertain what, if any, additional information I should provide at this time. If you could please provide me with what information you are able regarding the resolution process from this point forward, in addition to any other information or procedures I need to be aware of, I would greatly appreciate it.

BPA's Non Concurrence on draft DOE O 333.1 is attached below.

Thank you.

Best,

Matthew A. Schroettig
Bonneville Power Administration
Purchasing / Property Governance DGP-7
U.S. Department of Energy
503.230.3579
maschroettig@bpa.gov

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