



## Department of Energy

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

FREEDOM OF INFORMATION ACT PROGRAM

September 28, 2017

In reply refer to: FOIA #BPA-2017-01412-F

Dale W. Church

(b) (6)

Mr. Church:

The Bonneville Power Administration (BPA) received your request for records under the Freedom of Information Act (5 U.S.C. § 552) on July 11, 2017, and it was assigned tracking number **BPA-2017-01412-F**. This is BPA's final response to your request for records.

### Request

"...most current training expectations, rules and guidelines for the Power System Control Craftman (PSC) Training program offered by BPA."

### Response

We conducted a search of the PSC Technical Service Office and located 23 pages of records responsive to your request. We are releasing all 23 pages in full. Your FOIA request BPA-2017-01412-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 11<sup>th</sup> 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](mailto: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:

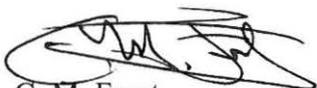
- (1) The nature of your appeal - denial of records, partial denial of records, adequacy of search, or denial of fee waiver;
- (2) Any legal authorities relied upon to support the appeal; and
- (3) A copy of the determination letter.

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 Thanh Knudson (Flux Resources, LLP) at 503-230-5221 or [etknudson@bpa.gov](mailto:etknudson@bpa.gov).

Sincerely,



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

Enclosure: Responsive documents

**POWER SYSTEM CONTROL  
CRAFTSMAN TRAINING PROGRAM, STEP 4, 5, 6, 7, 8, 9, & 10**

**I. Foreword**

The purpose of the Power System Control Craftsman Training Program is to provide a source of technically trained, competent craftsmen and to maintain high standards of workmanship as described in the current job standards. This will be accomplished by a program of systematic work experiences and training under the technical supervision of proficient engineers or journeyman craftsmen, and related training under the direction of qualified instructors.

The goal of training is to obtain fully skilled craftsmen. This is not a full time training program; trainees are in a workload position and perform workload commensurate with their skill level.

[equation of %FTE by Step]

<b>Step</b>	<b>Percentage of Full Workload Position</b>
PSC Craftsman Trainee Step 5	Less than 34%
PSC Craftsman Trainee Step 6 & 7	Equal to 34%
PSC Craftsman Trainee Step 8	Equal to 51%
PSC Craftsman Trainee Step 9 & 10	Equal to 100%

This program is supplementary to the "**STANDARD CRAFTSMAN TRAINING PLAN FOR BONNEVILLE POWER ADMINISTRATION AND COLUMBIA POWER TRADES COUNCIL.**"

The program is periodically reviewed by the Power System Control Craftsman Training Committee, which will meet at least annually and when called by the Craftsman Training Council. The authority and organization of the Training Committee and the Craftsman Training Council are explained in section 3 of the Standard Craftsman Training Plan for Bonneville Power Administration and Columbia Power Trades Council and noted in the Collective Agreement between BPA and the Columbia Power Trades Council as follows:

**11.03** A Central Joint Council on Apprenticeship consisting of three representatives appointed by the Administrator, and three representatives designated by the Council shall be maintained. The Administration's Human Resources Apprentice and Trainee Program Liaison will be an ex-officio member.

**11.04** The powers and functions of the Central Joint Council on Apprenticeship shall be as follows:

- A. To select a chairperson, establish its own rules of procedure, and determine the time and place of its meetings;
- B. To prepare and revise as deemed advisable the Standards of Apprenticeship to be recommended to the Bureau of Apprenticeship, U.S. Department of Labor;
- C. To direct and to review and approve the work of the various craft committees (see Paragraph 11.05);
- D. To monitor the progress and effectiveness of the apprenticeship program and take action, through the Craft Committees, to improve program effectiveness.

□ **11.05** For each craft in which apprentices are to be trained, there shall be established a craft committee consisting of two members of the Administration's staff (one of which shall serve as committee chairperson), and two members appointed by labor. Two alternates for each of these crafts may be appointed by the appropriate labor union. When one of the above appointed labor committee representatives cannot attend an apprentice examination, one journeyman from the location at which the examination is being held can be designated by labor to attend on official time. The labor alternates will be appointed to best serve the needs of attending apprentice examinations throughout the BPA system. Alternates can take the place of labor committee members if the delegates are unable to attend Craft Committee meetings. The Administration's Human Resources Apprentice and Trainee Program Liaison shall be an ex-officio member of each such committee.

□ **11.06** The powers and functions of the craft committees are as follows:

- A. To prepare and recommend to the Central Joint Council craft apprenticeship standards that include a program of work experience, a program of related training, and the maximum ratio of apprentices to journeymen;
- B. To evaluate and recommend a pool of candidates to the selecting/hiring official for the craft apprentice program;
- C. To conduct periodic examinations of apprentices;
- D. To advance apprentices, if appropriate; and,
- E. To remove apprentices from the craft apprenticeship program, if appropriate.

[quote section 3 relevant language here]

## **II. General**

### **A. Term of Craftsman Training Program, Step 4 through 10**

Unless otherwise specified by the PSC Craftsman Training Committee, the length of training for each craftsman trainee 5 shall be three years, including 6 steps, each being 6 months long. For a craftsman trainee 4 the length of training shall be three and one half years, including 7 steps, each 6 months long.

### **B. Wages of Craftsman Trainees**

Wages of PSC Craftsman Trainees are subject to negotiations. The present wage rate schedule is listed in the BPA-Columbia Power Trades Council Agreement (CPTC). Wage rates shall be the percentage of Craftsman I rate negotiated by BPA and the CPTC.

Pay adjustments during the term of the training program shall be granted in accordance with the negotiated wage rate schedule (or according to pay saving provisions in the BPA-CPTC Collective Agreement) upon: (1) successful completion of the assigned work and related instruction of a particular step; (2) a successful rating by the Training Committee subsequent to the End-Of-Step exam; and (3) a Successful or better job performance rating

### **C. Selection of Craftsman Trainees**

1. Applicants may be selected from competitive OPM registers of eligible or from lists of eligible established by the Administration, in accordance with Paragraphs 1-15.02 and 2-7.05 of the BPA-CPTC collective agreement and the Bonneville Power Administration Promotion Plan.

2. The recruitment, selection, employment and training of craftsman trainees shall be without discrimination due to race, color, sex, national origin, religion, lawful political affiliation, marital status or age.
3. On the basis of evaluations and recommendations of candidates by the Power System Control Craftsman Training Committee, each craftsman trainee shall be selected and appointed in accordance with existing OPM rules and regulations.
4. In addition to meeting current OPM qualifications under X-118C, PSC Craftsman Trainee candidates shall be evaluated as determined in the Job Standard for Power System Control Craftsman - WB 2604-75 & 76, and the Job Standard for Power System Control Craftsman Trainee - WB 2604-94

#### **D. Craftsman Trainees Hours and Supervision**

Craftsman trainees shall be governed by the Bonneville Power Administration and the Columbia Power Trades Agreement and shall work under the technical supervision of an engineer or craftsman. They may be assigned to work alone on equipment for which they have been trained and have demonstrated competence. The Trainee is expected to have ability to work alone on equipment after they have successfully passed an End-of-Step examination on that subject.

#### **E. Credit For Previous Experience**

Entrance into the PSC Craftsman Trainee Program will typically be at Step 5. The Craft Committee can grant credit for previous experience as a journeyman electronic technician in specific equipments. The credit could be granted in one of two ways.

- Trainees who significantly surpass the applicable entrance qualification standards may be granted advance standing. At the sole discretion AND initiation of the Craft Committee, variations in the training program may be granted. The supervisor, in agreement with his/her Management, may submit a request to the Craftsman Training Committee for advanced standing based on the Trainee's technical ability, after the Trainee is hired. This may include entrance at a higher step than Step 5 and/or credit for journeyman level knowledge in some equipment subjects.
- If a Trainee's experience warrants, the Craftsman Training Committee may grant accelerated training steps. Upon signed, written request from the Trainee, accelerated training steps would be considered by the Craftsman Training Committee only if the following 4 conditions are met. At the conclusion of the accelerated step, if the Trainee receives less than 85% on their accelerated End-of-Step examination, no future accelerations will be considered.

1. Homework must be completed and graded at least one month before a scheduled exam, and every study topic must have a minimum score of 90%.
2. The Trainee must show that adequate hands-on time for all required equipment has been obtained. For equipment study, the trainees immediate supervisor must sign off on all equipment covered by the training step. The sign off must document that the trainee has

obtained adequate technical knowledge and familiarity with specific equipment, systems, and maintenance documentation to perform independent journeyman craftsman work on each required equipment.

3. The Trainee must have their immediate supervisor's approval for an accelerated training step. Approval must consider a Trainee's past performance, ability to work independently on equipment already covered in the training program, and ability to work at the journeyman level on the equipment being studied.
4. Upon completion of the above criteria, the Trainee is required to submit, through their immediate supervisor, a written request to the PSC Craftsman Training Committee, requesting approval to accelerate the step. The supervisor signature on the request confirms that step 2 and 3 above have been completed. The Training Committee will evaluate the request and decide if the acceleration conforms to the training objectives.

## **F. Records**

1. The Craftsman Training Coordinator shall maintain an individual training folder for each trainee until the trainee completes or leaves the program.
2. Each trainee's training folder shall contain a complete record of the hours of work experience accumulated in the various phases of their program and shall include:
  - Monthly hours of work experience and study time accumulated during the program. This is completed by the trainee, reviewed by their immediate supervisor, and submitted each month to the PSC Craftsman Training Coordinator.
  - Progress Reports and Evaluations completed by the Trainee and their immediate supervisor at the end of each month.
  - Summary of End-of-Step exam and the overall step rating.
  - A record of the Trainee's scores on lesson questions.
  - Copies of all formal correspondence, special training assignments, and other instructions issued by the Trainee's supervisor, the Training Coordinator, or the Power System Control Craftsman Training Committee.

## **G. Orientation**

1. The implementation of the Power System Control Craftsman Training Program for a trainee will begin with an orientation within 30 days of reporting to work. The responsibility for the orientation lies with the Training Coordinator, members of the Craftsman Training Committee or their representatives and the Trainee's supervisor. Attendees include members of the Craft Committee, Training Coordinator, Supervisor, Crew, and Trainee. The training program should be thoroughly explained and discussed, including a general explanation of the study subjects, interaction with other crafts, and the role and responsibilities of the Trainee, the supervisor, the Training Coordinator, and the Training Committee.

2. The Craftsman Job Standard and the current Collective Agreement between BPA and the CPTC should be explained.
3. The training schedule for the entire 3 year period (3 ½ years for step 4) and the training material and lessons for the first period will be given to the trainee. The monthly progress report form that shall be completed throughout the training period will also be given to the trainee at the orientation.
4. The BPA policy on a Harassment-Free Workplace will be reviewed and individual responsibilities explained.
5. It is important that the trainees become familiar with the entire BPA system. During the tour of training they should be given the opportunity to spend some time at the Dittmer Control Center and/or Munro control Center, Technical Services Power System Control Group, Module Repair and Training Center, PSC Parts Room, and several weeks with field operations staff.

## H. Responsibilities

1. The PSC Craftsman Trainee is responsible to complete the prescribed training program within the time frame specified.
  - a. The Trainee will be given lessons to be answered and submitted to his or her Training Coordinator for grading and comment. **Half of the lessons must be submitted to the Training Coordinator by the end of the third month. The remainder must be submitted by the end of the fifth month of each six-month step. Failure to do so may result in a delay of the exam, a delay of promotion to the next step, or a failure of step, as determined by the Training Committee.**
  - b. The Trainee should inform the supervisor and the Training Coordinator promptly if, for any reason, he/she feels they cannot complete the specified training material in time to meet the normal End-of-Step exam schedule.
  - c. The Trainee is expected to accomplish some of the lesson material during home study (on their own time) and the remainder during normal working hours. Approximately four hours a week of home study would be typical, but more may be necessary in some situations such as limited prior experience or high district workload.
  - d. The Trainee is responsible for initiating and submitting the monthly progress report. The monthly progress report is a joint report made by the Trainee and the supervisor (or delegate), that is sent to the Craftsman Training Coordinator. It contains the number of hours spent in study at home, the number of hours spent in various categories at work and a report of the trainees monthly progress by both the Trainee and the supervisor/team lead. The intent of the monthly report is to create a dialogue between the supervisor and the trainee, and should be submitted within two weeks after the end of the month.

2. The immediate supervisor is responsible for the work experience training of trainees in the skills of a Journeyman Power System Control Craftsman.
  - a. The supervisor, in conjunction with the Training Coordinator and the Training Committee, will review what specific equipment and electives should be included in each group. The supervisor may propose to the Training Coordinator changes in the sequence of the training groups if future work activities warrant (e.g. select the appropriate training group to coincide with a major construction project).
  - b. The supervisor is responsible for providing theoretical instruction that is necessary to give the trainee adequate knowledge of the equipment operation and testing methods and procedures. This responsibility may be delegated if the organizational configuration warrants.
  - c. The supervisor is required to be familiar with the training assignments and the time to be spent in the various categories listed in this plan so that assignments can be arranged to provide the maximum training opportunities for the trainee. The supervisor should attempt to focus work assignments on equipment within the study group.
  - d. The district supervisor is required to evaluate the trainee's progress on a monthly basis by formally completing the Monthly Progress Report.
  - e. The supervisor will coordinate related training, at either the MRTC or other training sources. This includes scheduling and funding the training. If the District Supervisor feels formal related training is necessary and no lessons are available, the District Supervisor will provide lesson material and questions for the training.
  - f. The supervisor will closely monitor the progress of the Trainee, and is expected to be personally knowledgeable that the Trainee is ready for End of Step exams.
3. The PSC Craftsman Training Coordinator is primarily responsible for developing, coordinating and monitoring the training assignments.
  - a. The Training Coordinator, in conjunction with the Trainee's Supervisor, will schedule and lead the Orientation.
  - b. The Training Coordinator will distribute training material and homework lessons and coordinate lesson grading and return to the Trainee. The Training Coordinator has responsibility for packaging the materials in a useable manner. The Training Coordinator will be the primary contact for the Trainee's questions regarding their training.
  - c. The Training Coordinator will maintain a file folder for each Trainee.
  - d. The Training Coordinator will schedule an End-of-Step examination 4 to 6 weeks in advance of the scheduled 6-month completion date and shall act as chairman for the examination. The Training Coordinator will notify the chairman of the

Craftsman Training Committee promptly if there is a proposal that the exam date be accelerated or delayed from the normal 6-month completion date.

- e. Any suggestions or exceptions to the training program will be brought to the attention of the PSC Craftsman Training Committee promptly by the Training Coordinator.
4. The PSC Technical Group's staff has the responsibility for developing and updating the related training material, lesson material, and the examination questions. Typically the Training Coordinator, in conjunction with the Training Committee, will initiate requests for new or updated material.
  5. The PSC Craftsman Training Committee has the following responsibilities:
    - a. To ensure that fully qualified journeyman PSC Craftsmen result from the training program. The training program and material will be reviewed periodically by the PSC Craftsman Training Committee and updated as needed.
    - b. Prepare and recommend to the Central Joint Council, Craftsman Trainee standards that include a program of work experience and a program of related training.
    - c. Develop methods of gathering input from field supervisors on trainees' work skills, work ethics, and goal hours to help evaluate trainee's progress.
    - d. Evaluate the progress of trainees, including examining trainees at end of step reviews, and to recommend appropriate personnel action(s). This requires developing and maintaining proper documentation with the assistance of the Training Coordinator and Labor Relations staff.
    - e. Continually monitor the training program, using end of step reviews, related training results, and job performance to evaluate the trainee program.
    - f. Take necessary actions to support creating and maintaining a harassment-free workplace for all trainees.
    - g. Evaluate candidates, using a crediting plan and interviews, to determine the best-qualified candidates. Selecting Officials will have final decision in making selections.

### **III. Training Guidelines**

#### **A. Program Content**

1. The program is divided into six training steps. It is expected that the craftsman trainee will become versed on some makes of each general type of equipment and will know intimately the equipment in his own district. The equipment may vary considerably in different Districts.

Whenever possible, the program may be supplemented by any or all of the following:

Vendor training assignments, Technical Services or System Operations training assignments, Regional office training assignments and special training courses, including correspondence courses, training slides, films or videos.

2. Although experience on more than one group may be gained in any one period as training opportunities occur, the trainee will be examined only on the assigned group for that period.
3. The training schedule shall be completed, prior to orientation, to reflect all of the equipment needed to provide training. This may include equipment groups not available in that district, but which the trainee will be expected to learn. The trainee will have the opportunity to go to a district having the listed equipment. The training schedule will also be made available to the district office to assist the PSC Maintenance crew in implementing the training program.
4. The system work experience is on-the-job training on equipment and test instruments. The amount of "hands on" training provided on the job will depend upon workload.
5. Each trainee will receive general training on the equipment in his or her district in each of the study groups.
6. The Trainee will be given study questions to be answered and submitted to the Training Coordinator for grading and comment. Home study is expected, and normally can be accomplished in about four hours or more of homework each week. **Half of the lessons must be submitted to the Training Coordinator by the end of the third month. The remainder must be submitted by the end of the fifth month of each six-month step. Failure to do so may result in a delay of the exam, a delay of promotion to the next step, or a failure of step, as determined by the Training Committee.**
7. The trainee's supervisor will provide on-the-job study time and hands-on time on the equipment available within the district.

#### IV. Evaluation and Examination

- A. The Trainee's advancement is dependent on demonstrating satisfactory work, conduct, and safety on the job, satisfactorily completing the End-of-Step (EOS) examination, and completing the homework at least one month before the exam. The current performance rating must be "Successful" or better.

- B. Each trainee's supervisor will evaluate the trainee's performance each month on monthly progress reports. The supervisor's fifth monthly progress report will indicate whether the trainee is ready for the End-of-Step (EOS) exam or needs additional training.
- C. The PSC Craftsman Training Committee will evaluate the trainee's progress through the EOS examination. The oral examination questions will be limited to the specific equipment group and electives in which the trainee has completed the related training.

Typical EOS exam questions may ask for drawings and explanations of basic circuits; listing common equipment problems; describing principles of operation; listing or explaining BPA maintenance practices and procedures; describing the operation of the system that depends on equipment in the study group; describing the operation of remote equipment that interfaces with local equipment; and other similar questions that directly or indirectly relate to the lesson material.

- D. The attendants at the trainee's periodic exam may include but is not limited to:
- \* Craftsman Training Coordinator;
  - \* District Manager;
  - \* PSC District Supervisor or delegate;
  - \* Two Training Committee Management Representatives;
  - \* Two Training Committee Labor Representatives;
  - \* Labor Relations Specialist and/or Union Business Representative.
- E. A quorum, for the purposes of examination, shall be two or more committee members as outlined in the Standard Craftsman Training Plan for BPA and the CPTC. This will include both labor and management representatives. A committee member may designate a person to attend in their place. The Union Business Representative and Labor Relations personnel may attend at their option. The supervisors will not grade the examination.
- F. A number of topics are covered in each six month training period. All lesson material must be completed with a grade of 80% or higher on each lesson before the EOS examination. Any lesson scoring less than 80% will be immediately returned to the Trainee to correct and resubmit. A passing grade for the examination period requires: 1) an 80% grade or better on all lesson questions AND 2) a 80% or better score on each topic on the oral End of Step examination.
- G. If the Trainee fails one or more EOS exam topics, this will constitute an EOS failure. The PSC Craftsman Training Committee will investigate all aspects of the trainee's program and prescribe a course of action. For example, if the Trainee has failed an equipment topic, the Training Committee could decide to retrain the Trainee in the current training step and schedule a re-examination on the subject.

- H. Any two EOS failures (any initial exam or re-examination) during the program will result in removal from the PSC Craftsman Training Program and employment terminated as a craftsman trainee.

SIGNATURE SHEET

**Recommended: POWER SYSTEM CONTROL CRAFTSMAN TRAINING COMMITTEE**

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**Jason R. Burt**  
Chairman

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Date

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**Dave K. Knutilla**  
Management Representative

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Date

---

**Cecil F. Hamilton**  
Labor Representative

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Date

---

**Mark C. Kaufman**  
Labor Representative

---

Date

## **Request for Variation in the PSC Program**

In some cases, circumstances may arise in which a Trainee needs to request an extension to complete their training beyond the 6-month program timeframe (family emergency, illness, etc.), or any other variation of the program requirements.

To ensure clear communications, expectations, and documentation, requests, and any variations, will only be made and granted in writing that is made a part of the official record. Requests for variation in the program that are made via verbal, email, text message, or any other type of communications other than what is described below will not be considered

Any variation is solely and exclusively the decision of the PSC Craft Committee. Supervisory input will be considered; hence any variation request from the Trainee will include a signed declaration of support, or lack thereof, with reasons from the Trainee's Supervisor.

Any request for any type of program variation, including extensions, must be done in the following manner:

1. Any and all variations of the program must be requested by the Trainee, with reasons stated, on an official BPA memorandum form. No request in any other form ( verbal, email, ... ) will be accepted.
2. The form must have their supervisors' approval or disapproval, and supervisors' signature, with reasons stated. No request without this information will be considered. If the supervisor refuses to process this in a timely manner, please contact the Chairman of the Craft Committee.
3. The request must be addressed to the Chairman of the Craft Committee who will then bring the request to the members of the Committee for their considerations.
  - a. A copy will be provided to the Technical Training Coordinator to ensure receipt of the request. The Technical Training Coordinator will ensure that the CC Chairman is aware of the request and will file it in the Trainee's file.
4. If the Craft Committee grants any variation of the program, it will be communicated in writing on an official BPA memorandum form addressed to the Trainee, his Supervisor, and a copy will be provided to the Technical Training Coordinator. The Technical Training Coordinator will file it in the Trainee's file.
5. Until written response is issued, no variation of the program is authorized.

Guidelines for success:

1. While a request may be made for any reason, in general, the PSC Craft Committee only grants variations 'for cause'. In general a 'for cause' event is an unexpected event that is outside the Trainee's and BPA's control. It does not include items such as vacation, scheduled medical appointments or checkups, district training, etc.
2. While a request can be made at any time, including after-the-fact, any last minute request and after-the-fact request will generally only be considered under conditions of extreme duress by the Craft Committee. Typically the Craft Committee only meets monthly and any request that requires a special session of the Craft Committee to be called is considered last minute.

Sharepoint Training site:

<http://txportal.bpa.gov/orgs/TF/Training/PSC/default.aspx>

Technical Training Center Web-based E-courses and quizzes:

<http://txportal.bpa.gov/orgs/tf/Training/Lists/Course%20Catalog/PSC%20Craftsman%20Trainee%20Online.aspx>

# memorandum

DATE: October 14, 2015

REPLY TO  
ATTN OF: Fred Bryant

SUBJECT: Craft Committee Communication to Trainees

TO: Craft Trainees & Supervisors

Four items are being attended to by the Craft Committee:

First is a repeat of the clarification on who can sign-off on the hands-on skills objectives for the Craft Committee signature. In the past, under very specific circumstances, the Craft Committee has delegated this out to the Technical Training Coordinator. The Committee retains the right to do so, but at its own instigation, not by request. Currently only Craft Committee Members or their alternates can sign-off as a Craft Committee member:

- Fred Bryant
- Jason Engler
- Leonard George
- Dave Knutilla
- Des McPherson
- Bryan Pederson
- John Rojas
- Tim Tibbits

Hands-on skills sign-off process: Before a Craft Committee Member signs-off the hands-on skills, the Trainee must have acquired all other required signatures (Supervisor, fellow Craftsman and other Journeyman-level craft employees) except the Technical Training Coordinator's signature. At the individual Craft Committee Member's discretion, the sign off can be handled in three ways, or any combination of:

1. A spot check, i.e. verification, of the skills can be performed by way of an in-person demonstration. Skill demonstrations for craft committee members may require the trainee travel to the certifying committee member's location. (This is the preferred method).
2. A spot check, i.e. verification, of the skills can be performed verbally.
3. A spot check, i.e. verification, of the skills can be performed through in-depth conversation with the other individuals who have signed-off the training.

Once the Craft Committee Member signs-off, the Technical Training Coordinator will verify completeness, including all signatures, and sign off the document.

The Craft Committee continues to hear grumblings the sign-off process is not working. If there are issues receiving your sign-off, please contact the Craft Committee with specific details of the instance.

Second, which there has been a lot of questions of late, is scheduling of the EOS exams. The method that has been used to schedule the EOS for the last 15 or so years is not compatible with the number of trainees currently on board. In particular, the backside of it was a disaster last June. Moving forward, just as we attempted to communicate in July, all the EOS in the December time frame will be given 12/1 through 12/18. This applies to all trainees, except the one who's EOS is in Feb. At the end of October, the EOS time slots will be assigned randomly and everyone will be notified of their slot.

Third, the scope of the training material and the material itself are being updated. Of course this also required updates to the homework, quiz and hands-on skills. The goal is to have the updated material in a given step completed prior to the beginning of the step. Currently steps 6, 7 & 10 are being worked upon. Our goal is that the step 6 and step 7 revamp of material will become effective the beginning of the next training cycle (after the Dec

2015 EOSs). Note that this is a continuous iterative process and, as a trainee, you will not be responsible for any new material until it is clearly communicated that it is in scope. Typically, this will be done at beginning of step.

Fourth, the EOS exams are being updated, starting with EOS 5, 6 & 10. This is long overdue and needs to be done to maintain the integrity of the program. From a Trainee perspective, the changes are on the backside process and hence should be transparent. The exam will still cover the same material that you are being trained upon to accomplish the job of a PSC Craftsman. What is changing is that the exams will be generated from a question bank, as required. As a result is that the exam will not be static as it has been for the most part in the last decade. Again, this is a backside process change for the EOS, and the exam will still cover the same material that you are being trained upon to accomplish the job of a PSC Craftsman.

Fred Bryant  
Craft Committee Chair  
Acting PSC Technical Services Manager

cc.

F. Bryant - TECP-AMPN-1

J. Engler - TFSC-BELL

L. George - TFEC-ALVEY

D. Knutilla - TFVH-AMPN-1

D. McPherson - TFWC-SICKLER

B. Pederson - TFSC-LEWISTON

J. Rojas - TFRH-MALIN

T. Tibbits - TFSC-BELL

G. White - TECT-FRANKLIN

L. Weeks - TFBT-TRLR

M. Portemont - TFEM-NORTH BEND

M. Nordmeyer - TFSC-SPOKANE

S. Carter - LG-7

S. Lawrence - NHE-1

T. Bargaen - TOZ-AMPN-1

## **EOS Time Limit**

An EOS exam is composed of multiple individual EOS topic exams. The entire EOS exams, regardless of the number of individual EOS topic exams within the broader EOS exam, will have an 8 hour time limit. The entire EOS exam is to be started and finished in the same day and not split into multiple days. At the end of the 8 hours, the EOS exam will be terminated and all ungraded questions will be scored as zero. Additionally any individual EOS topic exams that have not been started will be graded at a zero. The EOS exam will then be scored as normal, which will determine Pass or Fail.

If in the sole judgement of the attending scoring PSC Craft Committee members, there are extreme extenuating circumstances, the EOS examination can be stopped and restarted at a later time and place of their discretion. The full PSC Craft Committee is solely responsible for making a final judgement that the situation constituted an extreme extenuating circumstance and that the exam was valid, needs to be redone, or if it is a failure of step. An example would be a fire in the building which prevented the exam from being finished that day.

## Lesson Completion and Grading Procedure

Passing grade requirements for all training steps are as follows:

Lessons:

Web Based Training/Essay Questions associated with each step – 80% or better on all quizzes/lessons

Hands-On Skills:

Hands-On Skill Objective Log associated with each step – Completed

Hands-On Skill Assessment – Pass

End-of-step exam – 80% or better on all subjects covered in EOS exam.

The general timeline for each step is 6 months. At the 3-month mark, the Trainee is required to have 50% of the lessons completed. At the 5-month mark the Trainee is required to have 100% of the lessons completed including Hands-On Skill Log. Hands-on Skills Log must document that all OJT requirements have been accomplished. Upon verification of the Log at the 5-month mark, the Hands-On Skills assessment will be given. The Hands-On Skills Assessment, which is Pass/Fail, must be passed. Homework must be turned in by the 5- month mark, but does not have to be graded by the 5-month mark. However, waiting until the last day to submit lessons may result in failure of the step if, when lessons are graded, the Trainee’s score is below the 80% minimum. The Technical Training Specialist will attempt to hold a review with the Trainee 2-4 weeks prior to the EOS exam date.

At the present time, the Lessons in PSC Craftsman Training program are primarily composed of Essay Questions, Web Based Training ( WBT ), and Hands-On Skills.

The Essay Questions must be turned into the PSC Craftsmen Training Coordinator for Grading on or before the due date. They will be graded in the order received. It benefits the Trainee to turn the Essay Questions in early because, in the case of a less than satisfactory score, the Essay Questions can be redone and resubmitted. If the Essay Questions are turned in at the last minute and do not receive a passing score, it will be a failure with no opportunity to resubmit them.

The WBT is in the process of being transitioned from non-proctored to proctored evaluation ( quiz ). On the non-proctored WBT, once the Trainee completes all training material, the quiz questions are answered online and submitted for scoring. The score will be recorded and sent to both the Trainee and the PSC Technical Training Coordinator. Multiple retakes are allowed. These quizzes must be complete with a passing score by the due date.

On the proctored WBT, once the Trainee completes all training material, and is ready for the quiz, the Trainee will inform the PSC Technical Training Coordinator. The PSC Technical Training Coordinator will arrange for the quiz to be proctored. This will take two to three days to arrange. The score will be recorded and sent to both the Trainee and the PSC Technical Training Coordinator. Only one retake is allowed. These quizzes must be complete with a passing score by the due date.

The Hands-On Skills are a set of skills, with questions, that must be demonstrated to PSC Craft Committee during the Hands-On Assessment after a minimum amount of experience on operational equipment. The OJT experience is determined by a Hands-On Skills Objective Log which the Trainee will keep. The Log will contain, at a minimum:

Trainee Name	Hands-On Skill Objective Title	Iteration
Location Performed		Date
Cascade Equipment Number		Cascade WO Number
WP Holder Name		Dart Outage ID
A signature of the PSC Person who supervised the work ( indicating that the Trainee actively participated in the work )		

Only work on the operational power system, not off-line 'test or lab' equipment will count as OJT instances as far as the Hands-On Skills Log is concerned. Additionally:

- a. Lack of sufficient hands-on experience ( that is failure to turn in the log with the required number of tasks) will result in not qualifying for the Hands-On Skills Assessment and, hence, failure of the Lesson.
- b. Loss of the Log, inability to schedule outages, or cancelation of outages will not constitute extenuating circumstances.

After verification of the Hands-On Skills Log, the Trainee will be given a Hands-On Skills Assessment on the date specified in the Trainee's Beginning of Step Letter. The Assessment will cover the Hands-On Skill Objectives given the Trainee at the BOS. The Assessment is graded Pass/Fail and the Trainee must Pass.

The PSC Craftsman Trainee is responsible to manage the Trainee's progress through the program so as to complete the prescribed training program within the time frame specified. To this end, all Lessons are given to the Trainee at the beginning of step. The Lessons are graded on a first come/first served basis with turnaround time dependent upon the number of Trainees and the number of Lessons that are submitted at one time. All quizzes must be completed with a passing score by the deadlines. Since proctored quizzes can take two to three days to arrange, the Trainee should plan accordingly. It is conceivable that an essay question can be turned in just prior to the deadline, and not graded until after the deadline. It behooves a Trainee to build time into the schedule for a retake if one is required.

In some cases, circumstances may arise in which a Trainee needs to request an extension to complete the training beyond the above stated timeframe (family emergency, illness, etc.), or any other variation of the program requirements. Any request must be made to the Craft Committee following the instructions contained in the Request for Variation in the PSC Program procedure.

Sharepoint Training site:

<http://txportal.bpa.gov/orgs/TF/Training/PSC/default.aspx>

Technical Training Center Web-based E-courses and quizzes:

<http://txportal.bpa.gov/orgs/tf/Training/Lists/Course%20Catalog/PSC%20Craftsman%20Trainee%20Online.aspx>

United States Government

Department of Energy  
Bonneville Power Administration

# memorandum

DATE: July 28, 2016

REPLY TO  
ATTN OF: Fred Bryant

SUBJECT: Craft Committee Communication to Trainees

to: Craft Trainees & Supervisors

Five items are being attended to by the Craft Committee:

First, the scope of the training material and the EOS exams continue to be updated. For practical purposes, this is continually ongoing and not a change. Again, anyone who has input to improve the program, or wishes to help, please contact a PSC Craft Committee Member.

Second, time limits are being added to the EOS exams. The time limit is 8 hours for completion of the entire EOS exam ( all subjects ). Since the average completion time for a trainee is 4 hours, this should not provide any additional constraint for the Trainees taking the exam. The intent of this is to clearly clarify when an exam will be terminated due to the scarce event of insufficient Trainee progress during the exam. A policy letter will go out.

Third, is the requirement of the Orion Class in addition to the FIN Class. Just as for the last 8+ years, the FIN Class is mandatory and the associated EOS exam will be administered on the last day of the class. This EOS topic will have a time limit of 6 hours for the Hands-On and 2 hours for the verbal. This is the last time this topic EOS will be conducted in this manner. Additionally, taking the Orion Class is mandatory even though it will not be on the EOS Exam. Failure to take the Orion Class will be looked at as akin to not getting Lessons done and treated as the same type of failure. It should be noted that the FIN Class is a prerequisite of taking the Orion Class.

Note: This is typical process for integrating new equipment into the program: First the Trainees are required to study and learn the new material ( training material, lesson, homework, etc. ), but it is not graded on the EOS. Then, after any adjustments to the new materials, the equipment will be added to the EOS.

Fourth, the WBT homework quizzes are transitioning to a proctored quiz format. Currently, parts of the Lessons that the Trainee must take are WBT. This does not change. What does change is that the WBT will no longer contain 'quizzes,' but have 'knowledge checks.' These can be repeated as many times as necessary for the Trainee to become proficient just as the other training material can be reviewed as many times as necessary. When the Trainee indicates they are ready, a proctored quiz will be administered to determine the Trainee's score. A passing score of 80% must be received. There will be allowed one retake. This does not in any way change the Lesson completion deadlines: Half of the Lessons must be submitted to the Training Coordinator by the end of the third month. The remainder must be submitted by the end of the fifth month of each six-month step. Failure to do so may result in a delay of the exam, a delay of promotion to the next step, or a failure of step, as determined by the Training Committee. A policy letter will go out. For example:

If the Lessons of a fictitious Step consisted of only 4 WBTs, then the proctored quizzes for two of them must be passed with an 80% or better score by the end of the third month. The remaining two proctored quizzes must be passed with an 80% or better score by the end of the fifth month.

If during the second month, the first WBT's quiz is passed, but the second WBT's quiz resulted in a score of <80%, then a retake must be scheduled and completed by the end of the third month. If the WBT's retake quiz is not completed with a passing score by the end of the third month, it is a failure.

Fifth, the Hands-On Skill portions of the Lessons are being revamped in execution though not in content. The point of the Hand-On Skill evaluations are twofold: First is to ensure enough supervised experience for the Trainee on operational equipment ( as opposed to working on offline 'test or lab' equipment ) and, secondly, to reduce the duration of the EOS exam by having base core skills evaluated as acceptable prior to the EOS exam. There have been issues over the last few years and, in addressing those issues, an administratively burdensome process was created. We are going to solve this with the following actions:

1. The Hands-On Skills will be given to the Trainees at the beginning of Step, just as we have always done.
2. For every type of equipment, the Trainee will be given so many tasks that must be performed on operational equipment a minimum number of times ( OJT experience ). The Trainees will track this work in a Hands-On Skills Objective Log.
  - a. The Log shall include:
 

Trainee Name	Hands-On Skill Objective Title	Iteration
Location Performed		Date
Cascade Equipment Number		Cascade WO Number
WP Holder Name		Dart Outage ID
A signature of the PSC Person who supervised the work ( indicating that you actively participated in the work )		
  - b. Lack of sufficient hands-on experience ( that is failure to turn in the log with the required number of task ) will result in not qualifying for the Hands-On Skills Assessment and, hence, failure of the Lesson.
  - c. Loss of the log, inability to schedule outages, or cancelation of outages will not constitute extenuating circumstances.
3. In the fifth month there will be a Hands-On Skills Assessment. Upon verification of sufficient OJT in the log, each Trainee will be eligible to take the Hands-On Skills Assessment. In the Assessment, each Trainee will demonstrate the Hands-On skills to the Craft Committee on Pass/Fail bases.

There is no longer any sign-offs or other requirements. It does however behoove the Trainee to schedule more than the minimum OJT iterations very early on in the step as outages can be canceled and can easily take 45 days to get. It also is advantageous to the Trainee to take advantage of the outage to practice all the Hands-On Skills on which the Trainee will be evaluated. A policy letter will go out.

The iterations and task for the next Step 8 Trainees are: Two SNW8600 SCADA Maintenances and two D20 SCADA Maintenances, which means 4 log entries minimum.

Fred Bryant

Craft Committee Chair  
Technical Services Manager

cc.

F. Bryant - TECP-AMPN-1  
J. Engler - TFSC-BELL  
B. Bradley – TOHP-MEAD  
C. Dann – TFRC-REDMOND  
D. Knutilla - TFBH-AMPN-1  
D. McPherson - TFWC-SICKLER  
B. Pederson - TFSC-LEWISTON  
J. Rojas - TFRH-MALIN  
G. White - TFBT-FRANKLIN  
M. Portemont - TFEM-NORTH BEND  
M. Nordmeyer - TFSC-SPOKANE  
T. Bargaen – TOZ-AMPN-1  
S. Carter - LG-7  
J. Nemcek – NHE-1

**APPENDIX V**

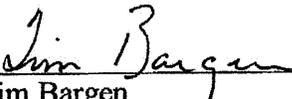
**POWER SYSTEM CONTROL  
CRAFTSMAN TRAINING PROGRAM, STEP 4, 5, 6, 7, 8, 9, 10**

Date: November 10, 2016

The Central Joint Council for Trainee Programs has reviewed Power System Control Craftsman Trainee Program, Appendix V revision, dated May 16, 2013 and affirms it is in effect with the following corrections or clarifications.

- A. Section I, Foreword, of Appendix V contains excerpts from Article 11 of BPA-CPTC collective bargaining agreement (i.e., Paragraphs identified as 11.03, 11.04, 11.05 and 11.06). The inclusion of these paragraphs in Appendix V is for informational purposes only.
- B. Section II, General, Paragraph B erroneously states the wage rate for Trainees is based on a percentage of the Craftsman I rate of pay. The Trainee rate is based on a percentage of the Electrician rate of pay as prescribed in Supplement 14 of the BPA-CPTC collective bargaining agreement, dated December 16, 2012.

**Members Central Joint Council**

  
\_\_\_\_\_  
Tim Barga  
Labor Relations Officer

  
\_\_\_\_\_  
Travis Eri  
Business Manager, IBEW Local 125

  
\_\_\_\_\_  
Steve Goins  
TFS, Internal Operations Manager

  
\_\_\_\_\_  
David Rondeau  
Business Representative, IBEW Local 125

United States Government

Department of Energy  
Bonneville Power Administration

# memorandum

DATE: November 15, 2016

REPLY TO  
ATTN OF: Fred Bryant

SUBJECT: Craft Committee Communication to Trainees

to: Craft Trainees & Supervisors

Four items are being attended to by the Craft Committee:

First, the scope of the training material and the EOS exams continue to be updated. For practical purposes, this is continually ongoing and not a change. Again, anyone who has input to improve the program, or wishes to help, please contact a PSC Craft Committee Member.

Second, the Hands on Training Assessments the Week of December 5th will be a learning & teaching opportunity followed by a demonstration to assure Trainees are capable of performing the task at hand.

Third, the Step 8 D20 Quiz will be given non-proctored. It is still expected to be a 'closed book/no electronic device' exam. As with all Quizes, there is a process to repeat it, if necessary, but it needs to be scheduled such that Step milestones are still met.

Forth, for Steps 9 & 10, the training material and evaluation process, although not individual questions, will be the same as done for the most recent previous graduating PSC Trainee:

- This will ensure that the Trainees will get all materials at the beginning of each respective step.
- There are no quizzes.
- There are no separate Hands-On skills. They are combined with the Homework. As with all Homework, there is a process to repeat it, if necessary, but it needs to be scheduled such that Step milestones are still met.
- Actual training on the Avaya, Batteries, Aprisa, and the Open-Eye will be expected to be conducted in the Districts by district personnel (OJT).

Fred Bryant  
Craft Committee Chair  
Technical Services Manager



cc.

F. Bryant – TECP-AMPN-1  
J. Engler – TFSC-BELL  
B. Bradley – TOHP-MEAD  
D. Knutilla – TFVH-AMPN-1  
D. McPherson – TFWC-SICKLER  
B. Pederson – TFSC-LEWISTON  
J. Rojas – TFRH-MALIN  
J. Lahti – TFH-CSB-1W  
C. Dann – TFRC-REDMOND  
G. White – TECT-FRANKLIN  
M. Portemont – TFEM-NORTH BEND  
M. Nordmeyer – TFSC-SPOKANE  
S. Carter – LG-7  
J. Nemcek – NHE-1  
T. Bargaen – TOZ-AMPN-1