



Department of Energy

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

PUBLIC AFFAIRS

December 12, 2006

In reply refer to: DK-7

Mark D. Jones

RE: FOIA #07-005

Dear Mr. Jones:

This letter responds to your request for information that you made to the Bonneville Power Administration (BPA), under the Freedom of Information Act (FOIA), 5 U.S.C. 552, which was received in this office on Wednesday, November 29, 2006, and was assigned control number 07-005.

In your letter, you requested information to include selection criteria, scoring, notes and related material addressing the certification of personnel sent forward to the selecting official, and who may have eventually been hired, under BPA vacancy 003162-05-DE, which closed September 12, 2005.

The documents located by BPA in response to your request were: The vacancy announcement for the position, which lists the knowledge, skills, and abilities (KSA) statements which were the basis of the crediting plan for the position; your score sheet which lists your scores for each KSA received in the rating and ranking process; copies of the selection certificates issued to the selecting official which list your name and score; and a copy of the Selection Documentation Checklist submitted by the selecting official.

Enclosed are the non-exempt portions of these documents. BPA has determined that some of the information contained in these documents should be withheld in whole or part under applicable FOIA exemptions, as explained below.

Exemption 6

BPA is withholding the names of the Subject Matter Experts (SMEs) from your rating sheets, and is withholding the names of other referred individuals and their rating sheets in entirety. 5 USC § 552(b)(6) of the FOIA (exemption 6) protects personnel, medical and similar files from disclosure when the disclosure would result in a clearly unwarranted invasion of personal

privacy. This exemption is intended to protect individuals from the injury and embarrassment that could result from an unnecessary disclosure of personal information.

In order to determine whether information should be withheld under exemption 6, an agency must (1) identify whether a privacy interest exists for the information, (2) identify whether release of the information would further the public interest by shedding light on the operations and activities of the Government, and (3) weigh the identified privacy interests in withholding the information against the public interest in disclosing the information, in order to determine whether disclosure of the information would constitute a clearly unwarranted invasion of personal privacy.

First, we have determined that a privacy interest exists in the information being withheld. If the names of SMEs were made available, it could potentially subject SMEs to unwanted questions or potential harassment and/or intimidation from applicants who were unhappy or disagreed with the scores they were assigned. In addition, we find that a privacy interest exists in the rating sheets for the other applicant who applied for this position.

Unsuccessful applicants for Federal employment have a different expectation of privacy than applicants that are selected. Persons that apply for these positions may choose whether or not to publicize the fact they applied for a particular position to others. It also can be embarrassing for some people to have others learn they applied for a job but were ultimately not selected. In addition, it could be embarrassing for an applicant to have others learn the scores they received when they were ranked and rated for a particular position. This is especially true in a case where the applicant was not selected for the position.

Second, we have determined that disclosure of this information would not further the public interest. Although there is a public interest in learning the qualifications of a successful applicant, there is little or no interest in learning details concerning applicants who were not selected.

Exemption 2

BPA asserts 5 USC 552(b)(2) ("exemption 2") of the FOIA for the Crediting Plan. Exemption 2 protects material "related solely to the internal personnel rules and practices of an agency." Crediting Plans are predominately internal guides that are used by personnel officials to evaluate candidates for job promotions. The plans are commonly treated as confidential by personnel departments in both the public and private sectors and are often utilized in future competitions for the same or similar positions. Public disclosure would render the criteria in these plans operationally useless in future competitions by giving future job applicants an unfair advantage. If job candidates were given this type of information in advance, it would allow them to circumvent the selection program by giving them an opportunity to fabricate or exaggerate qualifications to fit the established internal criteria.

If you are dissatisfied with this determination, you may make an appeal within thirty (30) days of your receipt of this letter to Director, Office of Hearings and Appeals, Department of Energy, 1000 Independence Avenue, Washington, D.C., 20585. Both the envelope and letter must clearly be marked "Freedom of Information Act Appeal."

I appreciate the opportunity to assist you with this matter. If you have any questions about this response, please contact my FOIA Specialist, Laura M. Atterbury, at (503) 230-7305.

Sincerely,

/s/ Christina J. Brannon

Christina J. Brannon
Freedom of Information Act Officer

Enclosure(s): Responsive Documents



BPA VACANCY ANNOUNCEMENT (#003162-05-DE)

U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER
ADMINISTRATION

POSITION AND LOCATION: Information Technology Specialist (CUSTSPT), GS-2210-11/12, Vancouver, WA

OPENING DATE
08/29/05

CLOSING DATE
09/12/05

ANNUAL PAY RATE
GS - 11 - \$54,287 - \$70,573
GS - 12 - \$62,858 - \$81,712

Selections at Bonneville Power Administration (BPA) are based on merit and are accomplished without regard to political, religious, or union affiliation or non-affiliation, marital status, race, color, national origin, sex, sexual orientation, age, or non-disqualifying physical disability; nor will such action be based upon any personal relationship, patronage, or nepotism.

WHO MAY APPLY: All US Citizens

POSITION LOCATION: Transmission Business Line, Operations & Planning, Control Center Hardware Maintenance - TOH

NOTES:

Employees rotate through 3 established work shifts that provide coverage 24 hours per day, 7 days per week. Shifts are 8 hours and 12 hours long; shift #1 is 0600 to 1800 hours, shift #2 is 1800 to 0600 hours, and shift #3 will begin no earlier than 0600 and no later than 1000, and will end 8 hours later. No lunch break is included in any of the shifts.

The full performance level of this position is GS-12.

This position may be filled at the **GS-11 or GS-12 level**. You must indicate on your application the grade levels for which you are applying. Candidates hired at less than full-performance level may be promoted without further competition when assigned higher-level duties and meeting all qualification requirements.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)/INTERAGENCY CAREER TRANSITION ASSISTANCE

PROGRAM (ICTAP): Displaced or surplus employees who may be entitled to consideration under CTAP/ICTAP must meet the OPM and BPA requirements for consideration. Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. Well qualified for merit promotion (status applicants) means an applicant who possesses the knowledge, skills, and abilities which clearly exceed the minimum qualification requirements for the position, including being evaluated at the "3" or equivalent rating level on all quality ranking factors. Well qualified for non-status applicants means an applicant who scores 85 points or higher prior to the addition of veteran's preference points, if applicable. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating, and a copy of their most recent SF 50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible. For additional information, please refer to <http://www.opm.gov> or to <http://www.jobs.bpa.gov>.

CONDITIONS OF EMPLOYMENT:

If selected, you will be required to complete a Declaration for Federal Employment (OF 306, revised 1/01) to determine your suitability for Federal employment and to authorize a background investigation. You will be asked to sign and certify the accuracy of all information in your application. If you make any false statement in any part of your application, you may not be hired; or you may be fined, jailed, or fired after you begin work. The correct version of the OF-306 form is available at: http://www.opm.gov/forms/pdf_fill/of0306.pdf.

Veteran's Preference: A 5-point preference is granted to veterans who entered military service prior to October 14, 1976, or who served in a military action for which they received a Campaign Badge or Expeditionary Medal, or who served on active duty during the Gulf War from August 2, 1990 through January 2, 1992 and who served continuously for a minimum of 24

months or for the full period for which called or ordered to active duty. You may be entitled to a 10-point veteran's preference if you are a disabled veteran or Purple Heart recipient or you are the widow, widower, or mother of a deceased veteran. You must submit a Standard Form 15 (SF-15) and documented proof of your claim.

MAJOR DUTIES: This Information Technology Specialist (CUSTSPT) position is located in the Control Center Hardware Design and Maintenance workgroup in the Operations and Planning organization. The Control System Monitoring (CSM) personnel provide around-the-clock monitoring and surveillance of BPA's Dittmer Control Center telecommunications equipment, real-time system control and data acquisition computers, control center network and infrastructure support equipment. In the event of improper equipment operation, the personnel analyze the situation and initiate the necessary action leading to the correction of the problem. CSM personnel also assure that all new and revised control system software and databases have been properly tested before being installed on the on-line system. The position reviews equipment performance as indicated by audible or visual alarms, displays, personal inspection, or investigation of reported malfunctions; analyzes malfunctions of equipment or systems using alarm information, data received from test equipment or accessed via computer terminals, procedures, and experience; initiates appropriate corrective actions to resolve problems as quickly as possible such as switching out of service defective devices, switching in service backup devices, operating computer configuration panels and control terminals to reconfigure, reinitialize and restart systems, performing authorized corrective maintenance and computer operator functions, and devising new or revising existing methods to restore control system operation; coordinates scheduled and emergency equipment outages of control center equipment with users, maintenance personnel, and others as required; and serves as a focal point for control of all software changes, coordinating installation of new and revised software, displays and databases for the systems to ensure stability and security.

Note: Shift work is required. Employees rotate through 3 established work shifts that provide coverage 24 hours per day, 7 days per week. Shifts are 8 hours and 12 hours long; shift #1 is 0600 to 1800 hours, shift #2 is 1800 to 0600 hours, and shift #3 will begin no earlier than 0600 and no later than 1000, and will end 8 hours later. No lunch break is included in any of the shifts.

QUALIFICATION REQUIREMENTS: Applicants must have had a total of 1 year specialized experience that has equipped them with the particular knowledge's, skills and abilities to perform successfully the duties of the position, and that is typically related to the work of this position. **Specialized Experience for each grade level is defined below:**

Specialized experience for GS-11: Experience monitoring and operating computer systems and troubleshooting either hardware or software on a system where uptime was important.

Specialized experience for GS-12: Experience monitoring and operating high availability computer systems in which important transactions would stop and critical data would have stopped flowing if the system went down. And experience performing either hardware or software troubleshooting for such a system.

Substitution of education for experience Education may be substituted for specialized experience as follows (such education must demonstrate the knowledge, skills, and abilities necessary to do the work). GS-11: Ph.D or equivalent doctoral degree or 3 full years of progressively higher-level graduate education leading to such a degree.

Note: In order to be rated as qualified for the position, we must be able to determine that you meet the specialized experience requirement - please be sure to include this information in your application. To be creditable, specialized experience must have been equivalent to the next lower grade of the position to be filled. Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.

BASIS OF RATING: No written test is required. If qualified, ratings will be based on an evaluation of the quality and extent of experience, education, and training in relation to the following knowledge's, skills, and abilities. It is **strongly recommended** that applicants provide a narrative response to the knowledge's, skills, and abilities listed below. Failure to do so may result in a lower score and non-referral to the selecting official.

1. **Knowledge of computer systems used for monitoring and operating high availability, real-time, process controls.** (Please describe your experience monitoring and operating these types of systems. Specifically, include the types of monitoring and operating tasks that you have experienced and describe the environment in which this work was performed.)
2. **Ability to troubleshoot high availability, real-time, process control computer systems.** (Please describe your experience troubleshooting these types of systems. Specifically, include the types of troubleshooting that you have experienced and describe the environment in which this work was performed.)
3. **Ability to effectively communicate, both orally and in writing, sufficient to clearly and concisely share information.** (Describe your experience sharing technical IT information with others. Include the audience, subject matter, and types of written documents prepared).

4. **Knowledge of the elements of team effectiveness sufficient to be a productive and participative member.** (Describe your experience as a member of a team and specific contributions you made to improve how the team functioned. Include experience encouraging and supporting others, brainstorming solutions, and completing assignments during stressful times).

APPLICATION INFORMATION:

There is no specific required application form. There is specific information that you are required to submit. For further information on completing your application, please refer to the statement below "Required Information on Resumes."

- Applicants may, at their choice, submit a resume, the Optional Application for Federal Employment (OF 612), a copy of the obsolete Application for Federal Employment (SF 171), or any other written application format.
- All applications must contain sufficient information to determine eligibility for the position.
- **Applicants will not be contacted for missing information. Material received after the closing date will not be accepted.**

HOW TO APPLY:

Submit your application with supplemental information. It must be received with the application. Your application package should include the following:

1. Your resume, or other application, that fully describes your education and experience.
2. Narrative responses to Knowledges, Skills, and Abilities
3. College transcripts (**REQUIRED** if substituting education for specialized experience. Copies are acceptable)
4. If you are applying for consideration with 5-point veteran's preference, you must provide a copy of your DD-214 (Member 4).
5. If you are applying for consideration with 10-point veteran's preference, you must provide a copy of your DD-214 (Member 4), Standard Form 15 (Application for 10-Point Veteran Preference), and documented proof of claim as specified on SF-15. (SF-15 form).
6. All applicants are encouraged to complete and submit DOE F 1600.7e, Applicant Disability, Race/National Origin and Sex Identification form (attached or may be accessed at: <http://www.directives.doe.gov/pdfs/forms/1600-7.pdf>).
7. OF-306 (revised 1/01), Declaration for Federal Employment

REQUIRED INFORMATION ON RESUME*:

1. Announcement number, title, and grade of the position for which you are applying.
2. Your full name, mailing address, and day and evening telephone number.
3. Your e-mail address (please provide if available – failure to provide will not effect the processing of your application.)
4. Your Social Security Number.
5. Country of citizenship.
6. High school attended which includes name of high school, location (city/state), and date of diploma or GED.
7. Work experience (Paid and non-paid experience related to the job for which you are applying. Include job title (**YOU MUST INCLUDE SERIES AND GRADE IF FEDERAL JOB**), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (**including month and year**), salary, hours worked per week, salary).
8. Indicate if we may contact your current supervisor.
9. A list of other job related training, skills (for example, languages, tools, machinery, typing speed, etc.), certificates and licenses, honor societies, awards, professional membership, publications, leadership activities, performance awards, etc.

****Please note that if your resume or application does not provide all the information requested in the vacancy announcement, you may lose consideration.**

FORMS AVAILABILITY: All application materials may be obtained from all Bonneville Power Administration Human Resources offices (2401 NE Minnehaha, Construction Services Building, Vancouver, WA 98663; or 905 NE 11th Avenue, Portland, OR 97232), or by calling 360-418-2090 or 503-230-3055. You may also download a copy of this announcement, including all forms from our website at <http://www.jobs.bpa.gov/>

If you have questions, you may call the Staffing Center, 360-418-2090 or 503-230-3055.

Applicants should retain a copy of their application as BPA does not return applications or provide copies.

WHERE TO APPLY:

If **mailing** your application, please send to the following address: Bonneville Power Administration, ATTN: Personnel Services – CHP/CSB-2, PO Box 491, Vancouver, WA 98666, (street address): 2401 NE Minnehaha Street, Vancouver, WA 98663

If applications are delivered in person, they can be delivered to the address above **OR** to: Bonneville Power Administration, Personnel Services, 905 NE 11th Avenue, Portland, OR 97232.

RECEIPT OF APPLICATION:

Your complete application must be received no later than 12 midnight Pacific Daylight Time (PDT) of the closing date to be accepted. Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin no later than 12 midnight PDT.

Applicants will be notified of receipt of their application package.

FAX APPLICATIONS:

Faxed applications should be sent to 360-418-2063. Applicants are responsible for ensuring that application materials transmit successfully.

EMAIL APPLICATIONS:

Applications should be sent as email attachments to: jobs@bpa.gov. The Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at BPA. Applicants who apply by email will receive an email confirmation. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

THE BONNEVILLE POWER ADMINISTRATION IS A HARASSMENT FREE WORKPLACE.

www.va.gov	http://www.jobs.bpa.gov/	www.usajobs.opm.gov	http://www.opm.gov/qualifications/index.htm
Veterans Administration	Bonneville Power Administration	Office of Personnel Management Jobs	Office of Personnel Management

**Bonneville Power Administration
Delegated Case Examining Rating Sheet**

Jones, Mark

Applicant

003162-05-DE
Announcement #

Information Technology Specialist (CUSTSPT) GS-2210
Position Title and Series

4/12

Instructions - In accordance with the rating schedule in the crediting plan; record the individual numerical score (i.e., 0, 2, 3, 4) for each evaluation factor in the "Individual Panel Member" column. Record the composite panel score in the final panel score column. Total the final panel score column and record the results in the raw score box.

Evaluation Factors (Knowledge, Skills, and Abilities)	Individual Rater Scores			Final Panel Score	Comments
	1	2	3		
1. Knowledge of computer systems used for monitoring and operating high availability, real-time, process controls.	4				
2. Ability to troubleshoot high availability, real-time, process control computer systems.	4				
3. Ability to effectively communicate, both orally and in writing, sufficient to clearly and concisely share information.	4				
4. Knowledge of the elements of team effectiveness sufficient to be a productive and participative member.	4				

Raw Score 16

For HR Office Use Only	
Transmuted Score	100
Veterans' Preference Points	10 CPS
Final Rating	110 CPS

Non-disclosure Agreement - I agree, by signing below, that I understand my obligation to maintain the confidentiality of the competitive examining process. I acknowledge that I am prohibited from disclosing information regarding applicant qualifications; the names of applicants; and examination criteria. I further understand that if I disclose information pertaining the examining process that I may be subject to disciplinary action, up to and including removal from the Federal service.

Printed Name Rater #1

Signature

Date

10/19/05

Printed Name Rater #2

Signature

Date

Printed Name Rater #3

Signature

Date

Bonneville Power Administration
Delegated Case Examining Rating Sheet

Jones, Mark
Applicant

003162-05-DE Information Technology Specialist (CUSTSPT) GS-2210
Announcement # Position Title and Series

11/12

Instructions – In accordance with the rating schedule in the crediting plan; record the individual numerical score (i.e., 0, 2, 3, 4) for each evaluation factor in the "Individual Panel Member" column. Record the composite panel score in the final panel score column. Total the final panel score column and record the results in the raw score box.

3.

3
3
3
3

4. Knowledge of the elements of team effectiveness sufficient to be a productive and participative member.

For HR Office Use Only	
Transmitted Score	93
Veterans' Preference Points	10CRS
Final Rating	103CRS

Non-disclosure Agreement – I agree, by signing below, that I understand my obligation to maintain the confidentiality of the competitive examining process. I acknowledge that I am prohibited from disclosing information regarding applicant qualifications; the names of applicants; and examination criteria. I further understand that if I disclose information pertaining the examining process that I may be subject to disciplinary action, up to and including removal from the Federal service.

Printed Name Rater #1	Signature	Date
Printed Name Rater #2	Signature	Date
Printed Name Rater #3	Signature	Date

10/19/05

**Department of Energy - Bonneville Power Administration
DEU Certificate Request**

Certificate # 003162-12
 Job Requisition# 003162 Status 045 Type Open Competition
 Jobcode J00366 GS - 2210 - 12 IT Specialist(CUSTSPT)

Competitive

Action	Employee	Name	Score	Veterans Pref	SSN
<u>NS</u>	A005887	Jones,Mark D	103.00	- CPS	
<u>NS</u>	A005132	-----	103.00	-	
<u>NS</u>	A014704		83.00		
<u>NS</u>	A013419		101.00	-	
<u>NS</u>	A003404		96.00	-	

Department of Energy - Bonneville Power Administration
DEU Certificate Summary

Bureau of Field of Establishment:
Bonneville Power Administration
Personnel Services
Delegated Examining Unit
Vancouver, WA 98666

Certificate #: 003162-11

Requested:

Issued: 11/8/2005

Expiration: 12/8/2005

ext 2/8/06

Business Unit: Transmission Business Line

Job: J02077 GS-2210-11 IT Specialist(CUSTSPT)

Location

Openings

Vancouver

Type of Appointment: Career-Conditional (Comp Perm)

Work Schedule: Full-time Regular

Required Travel: None

Return certificate to: Staffing Center. CHP-CSB-2

For more information contact:

Approved by: _____

To: Staffing Center/DEU

As required, I am returning all original applications (and attachments) to the Staffing Center.

I am requesting additional names because:

___ the original certificate resulted in less than three available candidates per vacancy, OR
there are now ___ additional vacancies.

Applicant Selected: MARK D. JONES

EOD: 1/22/06

DO NOT NOTIFY APPLICANTS OF NON-SELECTION UNTIL _____ (Date)

ADDITIONAL SELECTIONS WILL BE MADE BY _____ (Date), Do not notify
applicants of non-selection at this time.

CAW

I CERTIFY THAT REFERENCE CHECKING HAS BEEN COMPLETED ON THE SELECTEE
(initial) FOR THIS POSITION.

Curtis A. Wilkins

12/21/05

Signature of Selecting Official

Date

**U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER ADMINISTRATION
SELECTION DOCUMENTATION CHECKLIST**

NAME Mark D. Jones	TITLE, SERIES, GRADE OF ADVERTISED POSITION IT Specialist, GS-2210-11/12	VACANCY ANNOUNCEMENT NUMBER. 003162-05-DE	DEU NUMBER
CONTINUOUS BID PROGRAM CERTIFICATE NUMBER	POSITION NUMBER	DUTY STATION Vancouver, WA	PROPOSED EFFECTIVE DATE 1/22/06
PREVIOUS POSITION NUMBER	DUTY STATION	TITLE, SERIES, GRADE OF PREVIOUS POSITION	

BASES FOR SELECTION

<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO APPLICATION	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO INTERVIEW CONDUCTED
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO REPOSENSE TO KSA'S	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO COMPETENCY BASED INTERVIEW USED?
CHANGE OF STATION AUTHORIZED FOR NEW HIRE EMPLOYEE: <input type="checkbox"/> YES <input type="checkbox"/> NO	
BPA CONTACT (To obtain home and work phone numbers) Curtis A. Wilkins	TELEPHONE NUMBER 360-418-2295
CHANGE OF STATION AUTHORIZED FOR EXISTING FEDERAL EMPLOYEE: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
TYPE OF MOVE (needed for hourly employees only)	DISCRETIONARY ENTITLEMENTS AUTHORIZED
<input type="checkbox"/> YES <input type="checkbox"/> NO Management- Directed Position Change	<input type="checkbox"/> YES <input type="checkbox"/> NO TEMPORARY QUARTERS
<input type="checkbox"/> YES <input type="checkbox"/> NO Graduating Apprentice	Number of days authorized: days <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days (max)
<input type="checkbox"/> YES <input type="checkbox"/> NO Promotion	<input type="checkbox"/> YES <input type="checkbox"/> NO ADVANCED ROUND TRIP
<input type="checkbox"/> YES <input type="checkbox"/> NO Voluntary Position Change (Reassignment, Change to Lower Grade)	Number of days authorized: (NTE 10 days)

SELECTION JUSTIFICATION: Fully describe your business reason(s) for selecting this person for this position. Include a description of the selected person's job-related qualification(s), experience(s), knowledge, abilities, competencies and unique and/or specialized skills he/she brings to this position.

I have selected Mr. Mark D. Jones for the Control System Monitor position as advertised in the above referenced Vacancy Announcement. I am selecting him at the GS-11 level. Mark has excellent experience working in the US Air Force on mission critical systems. This gives him an excellent background in providing customer support in an around-the-clock operation. He has excellent trouble shooting and communication skills that will help him perform the CSM job. Mark also has a good understanding of the customers of the CSM position and has a good customer service work ethic that will allow him to perform successfully in this position.

I understand that as a manager and a selecting official of BPA, I am solely responsible and accountable for implementing, maintaining, and applying merit system principles relative to recruitment, staffing, competitive training opportunities. I am familiar with the areas of under-representation within BPA and specifically in my organization. I certify that careful consideration, based on job related criteria and free from any discrimination, has been given to all candidates for this position.

PRINTED NAME TITLE OF SELECTING OFFICIAL Curtis A. Wilkins	SIGNATURE OF SELECTING OFFICIAL 	DATE 12/21/05
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NOTE: Completed forms sent via E-mail are not acceptable.

Distribution: Staff Management/Administrative Staff return original SDC and Merit Promotion file to Acquiring and Positioning staffing center; Copy of SDC to Travel (If change of station authorized) - KFRD-2; Staffing Center provides copy of final selection documentation to HRDE.

Department of Energy - Bonneville Power Administration
DEU Certificate Request

Certificate # 003162-11
Job Requisition # 003162 Status 045 Type Open Competition
Jobcode J02077 GS - 2210 - 11 IT Specialist(CUSTSPT)

Competitive

Action	Employee	Name	Score	Veterans Pref	SSN
<u>SELECTED A</u>	A005887	Jones, Mark D	110.00	-	CPS
<u>NS</u>	A014686		95.00		
<u>NS</u>	A014704		94.00		
<u>NS</u>	A014640		101.00		
<u>NS</u>	T005837		100.00		

Department of Energy - Bonneville Power Administration
DEU Certificate Summary

Bureau of Field of Establishment:
Bonneville Power Administration
Personnel Services
Delegated Examining Unit
Vancouver, WA 98666

Certificate #: 003162-12

Requested:

Issued: 1/8/2005

Expiration: 12/8/2005

Business Unit: Transmission Business Line

J00366 GS-2210-12 IT Specialist(CUSTSPT)

Location

Vancouver

Openings

Type of Appointment: Career-Conditional (Comp Perm)

Work Schedule: Full-time Regular

Required Travel: None

Return certificate to: Staffing Center, CHP-CSB-2

For more information contact: _____

Approved by: _____

To: Staffing Center/DEU

As required, I am returning all original applications (and attachments) to the Staffing Center.

I am requesting additional names because:

_____ the original certificate resulted in less than three available candidates per vacancy, OR
_____ there are now _____ additional vacancies.

Applicant Selected: _____

EOD: _____

_____ DO NOT NOTIFY APPLICANTS OF NON-SELECTION UNTIL _____ (Date)

_____ ADDITIONAL SELECTIONS WILL BE MADE BY _____ (Date), Do not notify
applicants of non-selection at this time.

_____ I CERTIFY THAT REFERENCE CHECKING HAS BEEN COMPLETED ON THE SELECTEE
(initial) FOR THIS POSITION.

NO SELECTION IS BEING MADE FROM THIS CERTIFICATE.

Christi A. Walker

12/22/05

Signature of Selecting Official

Date