

EXHIBIT 10

TAB 1E

BOOK I OF 3

CD- EXH 10

TAB 1E

Employee Name

Phone #

Phone Type

ng, (b)(7) (2396450)

(b)(6)

(H)

(b)(6)

(W)

(D)

(b)(6) (b)(6)
(b)(6)

Stamp
PROMOTION
NTE 365

(b)(6)
Home; (b)(6)
Work; (b)(6)

Work Experience

Ft. Lewis Public Works (01/31/2000 - Present) - Utility systems Repairer-Operator
Fort Lewis, Washington United States
Supervisor; (b)(6) - (b)(6); Contact; Yes
Pay Grade; WG - 4742 - 9

Salary; \$26.63 per hour
Hours per week; 40

Duties; Operate and maintain all units of a sewage disposal plant and other wastewater and stormwater facilities. sewage plant provides for pretreatment, primary and secondary treatment and separate sludge digestion. serve as rotating shift operator-in charge. operate valves, pumps, grates, and other controls and equipment to move sewage or stormwater through various stages of treatment. Collect wastewater samples at prescribed stages in the treatment cycle and make changes in temp., ph, cl2, and decl2 as needed. Perform lab test's to determine quality of treatment stages and discharge quality/quantity to meet environmental standards. Trouleshoot, repair, and install process equipment as called for. Perform planned and unplanned maintenance tasks, record data, fill out reports, logs, order and pick-up supplies etc. Use a variety of tools ranging from hand to heavy machinery in accomplishing tasks. Operate, maintain and repair centralized washracks, stormwater treatment systems, and sewage lift stations.

Ft. Lewis Public Works (10/12/1998 - 01/30/2000) - maintenance mechanic
Fort Lewis, Washington United States
Supervisor; (b)(6) - na; Contact; Yes
Pay Grade; WG - 4749 - 0

Salary; \$23.44 per hour
Hours per week; 40

Duties; Assigned to various army units as a repair & utility instructor assisting personnel of the unit maintaining, repairing, installing, and modifying assigned facilities. Involves the use of many varying trade skills and supplies for the central supply systems.

Ft. Lewis Public Works (11/01/1993 - 10/11/1998) - water treatment plant supervisor
Fort Lewis, Washington United States
Supervisor; na - na; Contact; Yes
Pay Grade; WS - 5409 - 8

Salary; \$17.98 per hour
Hours per week; 40

Duties; Planning, work direction, administration, and perform full range of duties in the operation, repair and maintenance of the water treatment plant in staff shortage situations, Perform other duties as assigned.

Ft. Lewis Public Works (07/05/1987 - 11/27/1993) - water treatment plant operator
Fort Lewis, Washington United States
Supervisor; na - na; Contact; Yes
Pay Grade; WG - 5409 - 9

Salary; \$17.98 per hour
Hours per week; 40

Duties; Daily Operate and maintain a water treatment plant, 14 wells, 5 remote water system sites, and 12 reservoirs. Also responsible for maintaining the water quality of 3 large public swimming pools. Maintaining and repairing systems machinery, monitoring chemical additives, sampling systems for proper water quality and health concerns.

62nd Civil Engineering SQ. (05/30/1983 - 07/05/1987) - Maintenance Mechanic
McChord AFB, Washington United States
Supervisor; na - na; Contact; Yes
Pay Grade; WG - 4749 - 9

Salary; \$11.13 per hour
Hours per week; 40

Duties; Inspect and repair electrical, plumbing, heating, painting, appliances and carpentry in base family housing units.

AFCOMS Northwest commissary complex (07/26/1981 - 05/29/1983) - store worker inspector
McChord AFB, Washington United States
Supervisor; na - na; Contact; Yes
Pay Grade; WG - 6914 - 4

Salary; \$8.51 per hour
Duties; Assisted in monitoring contractors performance of shelf stocking and custodial services for the commissary. using check lists, forms and guides outlined in the QAE surveillance plan, evalates daily performance of contractor in accordance air force contract. reported to base contracting officer any problems or mods required.

Naval supply systems command (11/25/1980 - 07/25/1981) - storeworker
Bremerton naval shipyard, Washington United States
Supervisor; na - na; Contact; Yes
Pay Grade; WG - 7602 - 4

Salary; \$8.21 per hour
Duties; Unload merchandise from trucks to warehouse staging area, checking for quality, quantity and size. checking receipt documents to establish updated pricing, then marking current prices and moving stock into store area and rotating and stocking store selves.

National Park Service (01/13/1980 - 08/21/1980) - Maintenance worker
John day, Oregon United States
Supervisor; na - na; Contact; Yes
Pay Grade; WG - 4749 - 5

Salary; \$6.81 per hour
Hours per week; 40
Duties; Performed variety of skills maintaining a national park, from picking up trash to constructing trail systems. Maintained small remote water and wastewater systems stationed throughout the park.

(b)(6) construction company (08/28/1976 - 12/24/1979) - General Contractor
Puyallup, Washington United States
Supervisor; (b)(6) A (b)(6) - (360)456-8289; Contact; Yes
Pay Grade; WG - 4749 - 10

Salary; \$16,000.00 per year
Duties; Performed a variety of buiding trades work from clearing land with heavy equipment, establishing level grades for building foundations, assembling and pouring concrete forms, framing structures, laying down roof's, interior finishing, plumbing, electrical and telephone cable. Took on most any job opportunity to aquire trade skills that would help stay employed the rest of my life.

United States Department of Justice (07/22/1973 - 08/14/1976) - Correctional Officer
Mcneil Island, Washington United States
Supervisor; na - na; Contact; Yes
Pay Grade; GS - 0007 - 7

Salary; \$11,414.00 per year
Hours per week; 40
Duties; Worked as a correctional officer in a minimum security penitentiary supervising correctional inmates, as they went about performing assigned tasks and living their daily lives behind a wall with razor wire and gun towers. Performed a vast variety of jobs on a continual 90 day rotating basis and differing shifts, as to never establish a set pattern. Did manage to obtain 6 months experiance operating a inland waters 100 ton passenger vessel transporting inmates, employee's and vistors to and from the island penitentiary. Gained vailable insight to human nature in a negative environment

Education
College/University
(b)(6) (07/01/1973 - 12/31/1975)
(b)(6)
United States
Degree; - Major; Engineering
Semester Hours; 38

Description; general elective courses.

College/University
(b)(6) (04/01/1977 - 12/31/1978)
United States

Degree; - Major; Engineering
Semester Hours; 79

Description; general english, science, and math courses taken.

Technical School
(b)(6) 07/01/1985 - 12/31/1987)

United States
Degree; 2yr Technical certificate - Major; water/wastewater treatment
Semester Hours; 80

Description; All aspects of the water/wastewater treatment fields. Classroom and direct hands on field experiance at working plants.

Additional Information
Certification - CCS1, WTPO3, WDM3, WWTPO2 (01/01/2005)
Cross Connection Control Specialist 1
Water Treatment Plant Operator 3
Water Distribution Manager 3
Wastewater Treatment Plant Operator 2

(b)(7) A (b)(7) C

(b)(6)

USA

(b)(6)

Home: (b)(6)

Work: (b)(6)

Work Experience

Ft. Lewis Public Works (01/31/2000 - Present) - Utility systems Repairer-Operator

Fort Lewis, Washington United States

Supervisor: (b)(6) - 967-7453; Contact: Yes

Pay Grade: WG - 4742 - 9

Salary: \$26.63 per hour

Hours per week: 40

Duties: Operate and maintain all units of a sewage disposal plant and other wastewater and stormwater facilities. sewage plant provides for pretreatment, primary and secondary treatment and separate sludge digestion. serve as rotating shift operator-in charge. operate valves, pumps, grates, and other controls and equipment to move sewage or stormwater through various stages of treatment. Collect wastewater samples at prescribed stages in the treatment cycle and make changes in temp., ph, cl2, and decl2 as needed. Perform lab test's to determine quality of treatment stages and discharge quality/quantity to meet environmental standards. Trouleshoot, repair, and install process equipment as called for. Perform planned and unplanned maintenance tasks, record data, fill out reports, logs, order and pick-up supplies etc. Use a variety of tools ranging from hand to heavy machinery in accomplishing tasks. Operate, maintain and repair centralized washracks, stormwater treatment systems, and sewage lift stations.

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Supervisor: (b)(6) - na; Contact: Yes

Pay Grade: WG - 4749 - 0

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Supervisor: na - na; Contact: Yes

Pay Grade: WS - 5409 - 8

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McChord AFB, Washington United States

Supervisor: na - na; Contact:Yes

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Supervisor: na - na; Contact:Yes

Pay Grade: WG - 6914 - 4

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Puyallup, Washington United States

Supervisor: (b)(7) A (b)(7) - (b)(6) Contact:Yes

Pay Grade: WG - 4749 - 10

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Education

College/University

Ft. Steilacoom community college (07/01/1973 - 12/31/1975)

Steilacoom, Washington

United States
Degree: - Major: Engineering
Semester Hours: 38

Description: general elective courses.

College/University
Tacoma community college (04/01/1977 - 12/31/1978)
Tacoma, Washington
United States
Degree: - Major: Engineering
Semester Hours: 79

Description: general english, science, and math courses taken.

Technical School
Green river community college (07/01/1985 - 12/31/1987)
Auburn, Washington
United States
Degree: 2yr Technical certificate - Major: water/wastewater treatment
Semester Hours: 80

Description: All aspects of the water/wastewater treatment fields. Classroom and direct hands on field experiance at working plants.

Additional Information
Certification - CCS1, WTPO3, WDM3, WWTPO2 (01/01/2005)
Cross Connection Control Specialist 1
Water Treatment Plant Operator 3
Water Distribution Manager 3
Wastewater Treatment Plant Operator 2

(b)(6)

(b)(6)

USA

(b)(6)

Home: (b)(6)

Work: (b)(6)

DSN: (b)(6)

Work Experience

Currently employed as an afloat Trainer for Afloat Training Group Pacific Northwest. I hold the 9502 Instructor NEC and am qualifying as a Master Training Specialist. In this position I perform as a course developer and trainer in the field of Anti Submarine Warfare tactics and technology for approximately 150 personnel. Previous position as Lead Surveillance Branch Chief at Ship Repair Facility and Combat Systems Leading Chief Petty Officer in USS CUSHING from 3/08/2002 to 05/20/2005 I led 109 personnel in the maintenance and employment of missile, torpedo, and gun weapon ordnance systems. Managed a \$3,000,000.00 budget, regularly scheduling shipyard and depot level naval weapon system maintenance. Ensured all materials and labor requirements were met through proper planning and coordination of multiple parties. Directly supervised 27 personnel in the maintenance and operation of all shipboard undersea surveillance and underwater electrical and electronic communication systems, specifically the AN/SQQ-89 sonar suite and remote controlled ancillary equipment. Provided substantive technical assistance and training to personnel to enhance learning awareness, professional and personal growth, development, standardization and qualification, and subsequently, quality production emphasizing modern-day electronic principles, theories and techniques. Responsible for planning, diagnosing, designing, operating, testing, integrating, evaluating test results, troubleshooting of electronic systems, subsystems, hydraulic and pneumatic systems, valves and components. I have a proven record of success for organizing resources for maximum productivity and am accustomed to accepting responsibility. I possess a demonstrated record for anticipating requirements, problem definition and producing quick resolution for program improvements. I prepared training reports, evaluated and approved procurement of supplies and equipment and performed data presentations for audiences of up to 60 personnel. Familiar with NEMAS, SAP and ERP to enhance shipboard system operability and improve maintenance costs. I effectively communicated, orally and in writing, with subordinates, peers and superiors. I fully supported and enforced policies, safety regulations and performance standards. Troubleshoot to component level electronic circuit card assemblies utilizing a variety of diagnostic and electronic test equipment. Proficient with oscilloscopes, frequency counters, spectrum analyzers and multi-meters. Performed numerous safe onloads and offloads of underwater ordnance. Maintained ordnance-handling equipment, gauges, pneumatic equipment, and hypergolic fuel spill kits for emergency use. Operated and maintained high voltage electrical and hydraulic winches and booms to deploy and operate remote controlled underwater cables and handle weapons. I evaluated personnel records to ensure completeness of information and

provided senior level management with key decision making information, during periods of extreme pressure, stress, and extended operations. Completed annual and semi annual performance evaluations for 27 personnel. Responsible for the protective custody of over \$1,000,000.00 in electronic repair parts, material and security equipment. Performed security duties at command level. Familiar with reading and interpreting blueprints, schematics, instructions and manufacturers specification documents. I am able to work with a variety of calibration procedures, calibration tools and their uses. Strong working knowledge of all hand tools, electrical power tools and mechanical uses of tools. Require little or no supervision.

I identified procurement problems and provided alternate sources and/or alternate/substitute material.

Independently identified excess material and local assets to satisfy material requirements, determining interchange-ability and/or substitutions of non-available items. Also provided possible sources for local procurement or manufacture. Identified and referenced applicable Allowance Parts List, Qualified Products List, Military/Federal/Commercial Specifications, and Military Standard drawings as additional material ordering data and documentation. Provided technical assistance to investigate and act on reported malfunctions, deficient conditions, or incorrect equipment or parts issued to the production shops and prevent recurrence. Met with representatives from local suppliers, vendors, and manufacturers to maintain current knowledge of material sources and pricing in the area of material specialization.

From 03/1998 to 03/2002 at Ship Repair Facility and in USS CHANCELLORSVILLE I supervised 23 personnel in the maintenance and operation of all shipboard sonar and underwater communication systems. Responsible for providing guidance, technical assistance and support to lower graded technicians and production personnel in resolving technical problems encountered during overhaul/repair, installation, maintenance, and testing. I prepared training reports, approved procurement of supplies and equipment and performed data presentations for audiences of up to 60 personnel. Established and verified test and repair capabilities for sonar systems and their supported equipment. Diagnosed problems and troubleshot to component level peripheral equipment and circuit card assemblies utilizing oscilloscopes, frequency counters, spectrum analyzers and multi-meters. Maintained a torpedo inventory of 24 weapons and kept accurate weight test data for all ordnance handling equipment. Able to read and interpret blueprints, schematics instructions and manufacturers specification documents. Qualified quality control inspector. Repaired and replaced 71 transducer elements.

Provided technical assistance to investigate and act on reported malfunctions, deficient conditions, or incorrect equipment or parts issued to the Production Shops and prevents recurrence. Met with representatives from local suppliers, vendors, and manufacturers to maintain current knowledge of material sources and pricing in the area of material specialization. I provided direct casualty repair assistance to Seventh Fleet electronic sonar systems. Coordinated efforts of contractor and civilian technicians to facilitate repairs to underwater communications and surveillance systems. I researched availability of parts and resources, and made procurement recommendations and approvals to perform repairs. I scheduled repair efforts of shipyard personnel, shipboard personnel and civilian technicians to accomplish effective equipment performance. I possess a thorough

knowledge of electrical and electronic theory, hydraulic equipment operations, electronic test equipment, automatic diagnostic test equipment, and the use of schematics, technical manuals and parts lists for the isolation and repair of electrical, electronic, and hydraulic systems. Repaired or replaced servo/synchro circuits, silicon coded rectifiers, electrical relays, pneumatic and hydraulic valves and power supplies. and underwater transducers. Ability to troubleshoot, isolate and repair defective electrical, hydraulic and electronic components and install new components. I maintained records of sonar test data for combat systems alignment and calibration tests during special operations and testing. I maintained awareness of fleet readiness trends, monitored the development of engineering changes and other equipment modifications to in-service sonar systems, and coordinated the design and installation of prototype, special purpose, and production electronic communication and sonar surveillance equipments in the fleet. I performed scheduled and corrective maintenance and troubleshooting repairs on complex digital and analog underwater surveillance and communications systems. I installed new equipments, and design modifications, performed installation checkout and diagnostic procedures in accordance with established guidelines and schematics. I maintained an inventory of \$500,000 in electronic parts; electrical equipment and office supplies. I developed preventive maintenance schedules and responded to critical emergency repair trouble calls. Performed weight tests using quality controlled work packages, and maintained databases to schedule interval weight tests on ordnance handling equipment. I trained, lead and motivated subordinates in job accomplishment. I closely supervised over 400 maintenance repair actions, 11 Alterations Equivalent Repairs and 15 Ship Alterations. I performed removal and replacement and installation of two AN/SQR-19 Towed Array Cable systems, eliminating further repairs or rework. I was directly responsible for the successful accomplishment of Acoustic/Electro-Magnetic Torpedo Countermeasure (NIXIE) system upgrades and restoration of an AN/SQS-53D digital sonar system. including transducer element repair. As Combat Systems Project Manager, I directed the accomplishment of 92 maintenance actions requiring over 3500 man-days of repair effort and saved over \$320,000 by installing refurbished OJ-194 operator display consoles.

Provided emergent repairs to three AN/SQR-19 Towed Array Sonar System cables and provided technical training to assist ships force personnel in the proper maintenance of this complex acoustic/electronic equipment. I developed and implemented a hydraulic fluid testing standard that produced hundreds of thousands of dollars in labor and repair material cost savings on tow cable hydraulic systems. Familiar with reading and interpreting blueprints, schematics instructions and manufacturers specification documents. Strong working knowledge of all hand tools, electrical power tools and mechanical uses of tools. Assisted maintenance shops with production support services. Tested and maintained support equipment and instrumentation necessary to perform preventative and corrective maintenance to support continued production. As Ship Repair Facilities Command Career Counselor, I developed a robust retention team program that increased retention to 100 percent. I assimilated a proven record as an effective administrator and manager of personnel issues with the ability to effectively communicate organizational policies, planning goals and objectives, and assisted in the development of reports, analyses, evaluations, recommendations, messages and correspondence.

Provided facility security and protective custody of all dry docks and ship husbandry equipment including cranes, air conditioning facilities, fuel depots, power stations and pump houses. Supervised others in the performance of duties. Assisted with the drydocking of ships using heaving lines and winches. Moored ships to piers as an experienced deckhand.

Prior to US Navy service I was a journeyman cable splicer with Illinois Bell Telephone Company and can splice copper and fiber optic telecommunications cable, locate underground cable using schematics and meters, and can count cable using color codes. I maintain a SECRET security clearance and am eligible for a TOP SECRET security clearance.

Education

Bachelors of Business Administration National University, San Diego, CA. 1992. GPA-3.81 Magna Cum Laude.

Basic Electricity and Electronics Naval Training Center San Diego, CA. 16 Weeks. Completed September 1987: Studies include electrical and electronic theory and principles, AC & DC circuitry, test equipment operation, analog and digital troubleshooting and soldering techniques.

Mk-114 Underwater Fire Control System (NEC 0434) Naval Training Center San Diego, CA. 9 Weeks duration. Completed January 1988. Studies include underwater communication systems and sonar principles, electronic theory, troubleshooting, malfunction identification and repair.

AN/SQQ-89(V) Integrated Towed Array and Sonobouy Sensors (ITASS) Level II Technician, Fleet Training Center San Diego, CA. 18 weeks completed October 1993. Performed equipment light off, operation and shut down of ITASS System. Identify basic and complex electrical and hydraulic system malfunctions, perform corrective and scheduled maintenance.

Fiber Optic Maintenance Technician A-670-0063 Course of instruction focused on both indoor and outdoor cable types including: system design, integration, fiber theory, fiber and cable type familiarization, mechanical and fusion splicing, hands on training in cable preparation, acceptance testing, termination and mid entry splicing.

LEADERSHIP FOUNDATIONS COURSE US Navy, 80 hrs. Completed May 1999. The course provided training in management responsibilities, authority and accountability, communication concepts, motivation, delegation, evaluation and counseling. Additionally stressed topics were decision making, risk management, resource planning and management, quality process management and process improvement.

Attended the 7 Habits of Highly Effective People 24 hrs. Completed June 1998.

Instructor Training, Lesson Plan Development NEC 9502 March 2005.

Additional Information

Defense Acquisition University Certification for the following:

Activity Based Costing.

Fundamentals of Integrated Product Teams: Leveraging Defense Acquisition through Teamwork.

Federal Acquisition Institute Certification:

Ethics Training

Information Assurance Fundamentals

EEO Block Training

Contracting Officer Representative

Contracting Orientation

Competition in Contracting

Quality Insurance Inspector 02-05-2005

(b)(6)
721 140th South
Tacoma, WA 98444
USA

Email: steve.a.smith@us.army.mil
Home: (253) - 538-7388
Work: (253) - 966-5103

Work Experience

DOD (02/22/2006 - Present) - Manager Human Resources Assistant/GS-0203-07
Fort Lewis, Washington United States

Supervisor: (b)(1) (b)(6) (b)(6) Contact: Yes

Duties: Duties: IAW AR-600-8 and 600-8-1: Manager of a team of twenty clerical personnel and floor supervisor. Serves as a manager Human Resource Assistant for Fort Lewis Installation Soldier Rediness Center (SRC), with responsibility for planning, coordinating, and conduct of the installation Soldier Rediness Processing (SRP) operations. The scope of functions include responsibility for processing of individual soldier, contractor, and civillian readiness programs at Fort lewis concerning mobilization, demobilization, deployment, and redeployment (MDDR) operations. The Fort lewis SRC is a functional portion of the military Personnel Division (MPD), Most Efficient Organization (MEO) that may process in excess of 50,000 customers per year in support of Operation Noble Eagle, Enduring Freedom, and Iraqi Freedom. Developed Standard Operating Procedures for handling deployments mobilization demobilizations and redeployments of soldiers. Provides guidance and supervise works, trains staff, evaluate, counsels for corrections and advancement. Coordinate work associated with Military Personnel Records, Evaluations, Seperations, Retirements, Reassignments, DEERS/RAPIDS ID Cards, soldier In/Out processing, Soldier Readiness and related functions. Guides subordinates and provides leadership to the workers in accomplishing the assigned tasks. As the lead for the front desk operations, I manage the initial entry into the Soldier Rediness Processing site. Inprocess each soldier into the Tactical Personnel Services Databases, tracking each soldier through Mob-plan 2122, IAW AR 600-8-14, Chapter 11: making and issuing identification tags, directing individuals to proper stations for assistance. Brief all incoming soldiers on the Soldier Readiness Processing Site, send daily status reports to all sectors required for tracking _email/hard copies). Insure all rules and regualtions are followed by all when in the Soldier Rediness Processing site. Escort and brief VIP's when necessary. Schedule and set-up of all day 1 and 2 briefing for Demobilizing units. Insure that all presdnters are notified of brief times and are on time. Open the facility at the end of the day. Facilitator for computer network system support and training; initiate troubleshooting and repairs; advise management on status on computer system. Point of contact for photocopy, supplies and purchasing, supervise work orders and liaison to the copy contractor. Staff trainer for use of new photocopier. The Fort Lewis SRC is a functional portion of the Military Personnel Division (MPD). Most Efficient Organization (MEO) that may process in excess of 35,000 customers per year. Reviews and interprets Department of the Army,

FORSCOM, and USAR regulations, circulars, planning directives, correspondence and other memoranda on matters affecting MDDR missions of the Active Component, National Guard, and contractors mobilizing at Fort Lewis, Washington. Discusses new or changed procedures with manager and advises support activities on solutions developed for past or anticipated problem situations. Sets priorities and quarterly and annual goals. Resolves work problems presented by subordinates and recommends of implements way to improve production/quality of work in the unit. Gives advice, counsel, and instruction to employees and provides or arranges for needed training. Supports Equal Employment Opportunity and other management programs. Coordinates both exercise and real world deployments/mobilizations and provides instructions as required to participating units. Solicits feedback from support agencies and identifies problem areas, internal or external. Works closely with support agencies to develop solutions and provide recommendations to internal and external problem areas. Assists with development of internal quality control procedures, publishes exercise and real world MDDR schedules, and facilitates constant interaction with support agencies and affected units.

VINNELL CORPORATION (05/27/2005 - (11/18/2005 - Rotational Support Operation Supervisor

Fort Irwin, California United States

Supervisor: (b) (b)(6) (b)(6) - (b)(6) Contact:Yes

Duties: Serves as Rotations Operation Section Supervisor responsible for planning, managing, and integrating all tasks and services associated with Rotational ULLS/Prescribed Load List (PLL) Management and related Class IX operations and STAMIS Systems; RSOI and Regenerations AWRPS Fleet Management, plus Bridgade RSOI and Regeneration Services included within the performance Work Statement for Logistics Support Service at Fort Irwin, California. Interfaces with the National Training Center & Fort Irwin Deputy Commander for Logistic/Theather Support Command Commander and staff, Operation Group, 11th Armored Cavalry Regement, Rotational / Unit Commander and staff, the Project Manager, Project Deputy Manager, Division and Office Manager to plan, organnize and schedule resources against requirements and timeline and apply quality controls and process indicators in the execution of work. Executes all work in compliance with applicable regulations, laws standards, codes, directives, and required permits. In the absents of the Division Manager this individuall may act on behalf of the Divisional Manager in accordance with Letter of Instructions and delegation from the Project Manager.

NTC, HHD, CSB (07/13/2003 - 05/01/2005) - Battalion Maintenance Supervisor

Fort Irwin, California United States

Supervisor: (b)(6) - (b)(6) Contact:Yes

Duties: Maintenance manager for a Corps Support Battalion; provided assistance to three maintenance companies and a Heavy Equipment Transport platoon organic to the battalion and external organizational; manage organizational maintenance, Class IX, manage the Oil Analysis Program (AOAP); manage all Test Measurement Diagnostic

Equipment (TMDE) for overall readiness of 190 wheeled vehicle, 177 trailers and 51 generator at a value over \$20,000,000. Managed the ULL-G system for each unit. Review and analyze DA 2406 reports, established and maintained automated and manual accounting records, posted receipts and turn-ins; reviewed and verified quantity received against shipping document, prepared and maintained records on equipment usage, operations, maintenance, modifications, and calibrations; processed inventories and surveys; local purchase through Support Operations. Responsible for the supervision of four senior Motor Sergeants and over 90 personnel. Prepared reports to higher authority as required.

31st Maintenance Company (01/20/2002 - 07/13/2003) - Maintenance Control Sergeant
Fort Irwin, California United States
Supervisor: CPT Herken - 7603862268; Contact:Yes

Duties: Served as a manger providing evaluation, training and automation management for all logistical and support personnel within the battalion. Developed and implemented leadership and technical training for logistical and maintenance personnel. Responsible for the maintenance operation and productivity of four shops which provide DS/GS automotive support, GS and Lift, DS/GS Armament and GS component rebuild to the 11 ACR, Operation Group, the NTC Prepositional fleet and 10 rotational BCT's annually; senior trainer of 6 Reserves and National Guards annual rotation and Maintenance support teams. Supported all contractors, Vinnell, Raytheon, and L3 Communication. Reviewed production schedule, open and close job orders base on job completion for 13 department. Served as a member of the Pre-position fleet vehicle and special use equipment to ensure the consistence availability of PREPO fleet vehicle were ready for every rotational Brigade. Reviewed logistician portion of unit readiness reports, maintaining continual analysis of equipment readiness for the purpose of improving and expediting the installation maintenance program. Review and analyze DA 2406 reports, maintenance summary reports, backlog reports, and other (NTC) National Training Center reports. Developed company policies and safety regulation to section leaders to ensure 100% compliance. Analyzed work problem, developed and implemented changes to work conditions and use of equipment to increase efficiency of department and work crew. Establish and maintained automated and manual accounting records, posted receipts and turn-ins; reviewed and verified quantity received against shipping documents, prepared and maintained records on equipment usage, operations, maintenance, modifications, and calibrations; processed inventories and surveys. Responsible for an ASL value at \$2,900,000 and \$650,000 worth of MTOE equipment and 185 personnel

61st Maintenance Company (01/12/2001 - 01/11/2002) - Maintenance Chief
Camp, Kyle, Armed Forces Overseas Korea, Republic of
Supervisor: (b)(6) ; Contact:Yes

Duties: Served as maintenance support team Chief in the most forward non-divisional DS maintenance company; responsible for maintenance support of both wheeled and MLR's track vehicle; plans and organize work schedule ; monitors and instruct subordinate

personnel on troubleshooting and repair procedures; responsible for the health , welfare and training of 75 personnel and accountable for over 1.5 million dollars worth of equipment.

25th FWD Support Battalion (01/24/1998 - 01/20/2001) - Maintenance Section Chief,
Support Operation
Fort, Lewis, Washington United States
Supervisor: (b)(6); Contact: Yes

Duties: Managed the training, coaching and assignment of duty for four senior maintenance manager; developed Standard Operating Procedures (SOP) and memorandums of instruction for implementation of all daily logistical and maintenance operations; As security Manager conducted training on terrorism and espionage; ensured all property and equipment was properly secured; counseled personnel on performance, documenting all counseling sessions, recommending solutions and expectation; maintained through knowledge of U.S. Army policies, regulation and procedures on all personnel issues and problems; provided information to both peers and subordinates on the organization's assistance programs which covered health, personal, financial, and family assistance; Work with AMC LARs to resolve problems experienced by unit regarding parts requisitions(s) having long delivery date(s). Inspected unit stock management process, provide insight to innovative new procedure and methodology to maintain expert accountability of stock on hand. Visited units on quarterly basis to inspect and provide guidance relating to SAMS/SARRS operations validate/inspect ASL to ensure units were in compliance with DA standards. Performed periodic review of ASL to ensure authorized items stocked, stays within budget constraints and demand support. Created, developed and implemented plans to augment Combat Service Support (CSS) requirements and reviewed request(s) for backup overflow DS maintenance. Initiated action from result of analysis and coordinated its integration to complete the mission. Utilized Standard Army Retail Supply System (SARRS), Total Asset Visibility (TAV), and Integrated Logistical Acquisition Program (ILAP). Principle advisor to the Support Operation Officer on all Brigade maintenance issues; responsible for coordination between all levels of maintenance; supervised all STAMIS equipment; responsible for the preparation of Battalion, Brigade and Corps level maintenance reporting accuracy of readiness and maintenance productivity data presented monthly to senior officials and general officers; coordinated and chaired the weekly Brigade Maintenance meeting orchestrating attendance by customers, CMMC, DOL, LAR and LAO.

Education
College/University
Troy State University (09/15/1993 - Still Attending)
Columbus, Georgia
United States
Degree: None - Major: General Studies
GPA: 3.2 Semester Hours: 57

Additional Information

Certification - Sam1/Sam2 (12/10/2004)

80

Certification - Unit level Logistics System Course (02/16/2004)

40

Certification - Instructor/Writer Course (10/24/1992)

160

Certification - Hazardous Material/ Waste Handling (09/22/2002)

40

Training - Unit Movement Officer Course (10/01/1997)

80hrs

Training - Equal Opportunity Leader Course (01/20/1997)

80hrs

Training - Advance Management Officer Course (11/25/1995)

400hrs

Training - SD 315B M1A1 Abrams & M2/3A1 Bradley System (04/19/1991)

200hrs

Training - Organization, DS/GS, Support Maintenance Course (04/12/1990)

40hrs

Training - Maintenance Supervisor Course (01/23/1990)

80hrs

Training - Intermediate Management Officer Course (05/01/1988)

560hr

Training - HEMTT (03/29/1987)

120hr

Training - Basic Management Development Course (02/20/1984)

160hr

Training - Battalion Training Management System (04/07/1983)

40hr

Certification - Heavy Wheel Mechanic Course (03/19/1981)

400hr

EXHIBIT 10

TAB 1F

BOOK I OF 3

CD- EXH 10

TAB 1F



Referral List Candidate Selection

Date: 12/28/2005

Manager: (b)(6)

(b)(6)

UTILITY SYSTEMS REPAIRER-OPERATOR SUPERVISOR, WS - 4742 - 10

Ref. List #: **WTEU05004308**

Reason:

Based on knowledge, skills, and experience.

Note:

Date: 12/28/2005

Manager: (b)(6) (b)(6)

UTILITY SYSTEMS REPAIRER-OPERATOR SUPERVISOR, WS - 4742 - 10

Ref. List #: WTEU05004308

[REDACTED]

(b)(7) (b)(7) (2396450)

Selectee

[REDACTED]

[REDACTED]

[REDACTED]



Referral List Candidate Selection

Date: 12/28/2005

Manager: (b)(6)

(b)(6)

UTILITY SYSTEMS REPAIRER-OPERATOR SUPERVISOR, WS - 4742 - 10

Ref. List #: WTEU05004308

Reason:

Based on knowledge, skills, and experience.

Note:

MADE JOB
OFFER
12/29/05
ACCEPTED
REQUESTED TEMP
PROMOTION EFF DT
1/1/06

Date: 12/28/2005

Manager: (b)(6)

(b)(6)

UTILITY SYSTEMS REPAIRER-OPERATOR SUPERVISOR, WS - 4742 - 10

Ref. List #:

WTEU05004308

(b)(6) (b)(6) (2396450)

Selectee

(b)(6) CIV USA OSA

From: (b)(6)
Date: Thursday, December 29, 2005 9:22 AM
To: (b)(6) (b)(6) (PKI)
Cc: (b)(6) (b)(6) (b)(6) (b)(6) (PKI)
Subject: RPA #004308, (b)(6)

(b)(6) was offered and accepted this WS-4742-10, Utility Systems Repairer-Operator Supervisor, Temp. Promotion NTE 1 year, position with Public Works. Since his current temporary promotion ends on 1/2/06, we would like to make this action effective 1/1/06.

(b)(6)
HR Specialist
(b)(6) Ft. Lewis, WA
Phn: (b)(6) DSN (b)(6)

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) (b)(6)	2. Social Security Number (b)(6)	3. Date of Birth (b)(6)	4. Effective Date 04-02-2006
-----------------------------------------	-------------------------------------	----------------------------	---------------------------------

FI ACTION		SECOND ACTION	
5-A. Code 702	5-B. Nature of Action Promotion	6-A. Code	6-B. Nature of Action
5-C. Code NBM	5-D. Legal Authority Reg 335.102 Except To Comp	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number UTILITY SYSTEMS REPAIRER-OPERATOR SUPERVISOR 200383 - 912233											15. TO: Position Title and Number UTILITY SYSTEMS REPAIRER-OPERATOR SUPERVISOR 200383 - 971285										
8. Pay Plan WS	9. Occ. Code 4742	10. Grade/Level 10	11. Step/Rate 02	12. Total Salary \$31.56	13. Pay Basis PH	16. Pay Plan WS	17. Occ. Code 4742	18. Grade/Level 10	19. Step/Rate 02	20. Total Salary/Award \$31.56	21. Pay Basis PH										
12A. Basic Pay \$31.56		12B. Locality Adj. \$0.00		12C. Adj. Basic Pay \$31.56		12D. Other Pay \$0.00		20A. Basic Pay \$31.56		20B. Locality Adj. \$0.00		20C. Adj. Basic Pay \$31.56		20D. Other Pay							
14. Name and Location of Position's Organization US ARMY GARRISON FORT LEWIS PUBLIC WORKS UTILITIES DIVISION WASTE WATER TREATMENT PLANT SECTION FORT LEWIS, WA 98433 AQDE											22. Name and Location of Position's Organization US ARMY GARRISON FORT LEWIS PUBLIC WORKS OPERATIONS & MAINTENANCE DIVISION WWTP & WATER TREATMENT PLANT BRANCH FORT LEWIS, WA AQCC										

EMPLOYEE DATA															
23. Veterans Preference						24. Tenure			25. Agency Use		26. Veterans Preference for RIF				
2		1 - None 2 - 5-Point		3 - 10-Point/Disability 4 - 10-Point/Compassable		5 - 10-Point/Other 6 - 10-Point/Compassable/75%		1	6 - None 1 - Permanent	2 - Conditional 3 - Indefinite		<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
27. EGLI W0 Basic + Option B (5x)						28. Annuitant Indicator 9 Not Applicable			29. Pay Rate Determinant 0						
30. Retirement Plan SRS				31. Service Comp. Date (Leave) 06-07-1973		32. Work Schedule F Full-Time			33. Part-Time Hours Per Biweekly Pay Period						
POSITION DATA						34. Position Occupied			35. FLSA Category			36. Appropriation Code		37. Bargaining Unit Status	
1		1 - Competitive Service 2 - Excepted Service		3 - SES General 4 - SES Career Reserved		E		E - Except N - Nonexcept		131079N1D53		8888			
38. Duty Station Code (b)(6)						39. Duty Station (City - County - State or Overseas Location) FORT LEWIS / PIERCE / WASHINGTON									
40. Agency Data cj		41. PON# OA		42.		43.		44. TDA DATA BA/W12KAA/052C/001							

45. Remarks
Originally selected from Resumix referral WTEU05004308 dated 23 Dec 2005.
RPA # 05DEC9EULDPWXX048567.
Removes temporary limitation placed on the last action.

46. Employing Department or Agency US Installation Mgmt Agency (ARBA)			50. Signature/Authentication and Title of Approving Official (b)(6) (b)(6) HUMAN RESOURCES ASSISTANT (OA)		
47. Agency Code ARBA	48. Personnel Office ID 2289	49. Approval Date 04-03-2006			

RPA Tracker

RPA Information

RPA Number 05DEC9EULDPWXX048567
 Action Requested GHR_SAL_PROM
 PP-Seri-Gr WS-4742-10
 Effective Date 2006-04-02
 Proposed Effective Date ---
 Name (b)(6)
 Nature of Action 702
 CPAC Location (EU) FORT LEWIS
 Command Code BA
 Request ID 4125714
 Position ID 822585
 Unique Number 048567
 GK Y

Add a New Note (max of 2000 characters allowed):

Add Note

No Note History Available

Request Office

1. Actions Requested GHR_SAL_PROM
 2. Request Number 05DEC9EULDPWXX048567 (Closed)
 3. For Additional Information Call Carter, Floretta L
 (b)(6)
 4. Proposed Effective Date ---
 5. Actions Requested By ---

 6. Actions Authorized By (b)(6)
 SUPERVISORY GENERAL ENGINEER

Part B - Preparation of SF50

1. Name (Last, First, Middle) (b)(6)
 2. SSN *****1359
 4. Date of Birth 1951-01-02
 4. Effective Date 2006-04-02

Status Remarks

Status Remark	Occur	Date 1	Date 2	Comments
CLASS REVW (NEW POSITION)	1	2005-12-29	2006-01-13	---
FILL ACTION	2	2006-01-12	---	---
HOLD FOR RIF	3	2006-01-17	2006-03-21	---
JOB OFFER - NONC	4	2006-03-23	2006-03-23	(b)(6) eff 4/2/06

Date Received

2006-03-31

Group Box	Inbox Name	E-mail Address	Days	Date Sent	Date Received
YES-9WE_CFD1_BD_PAC_SUS/COPS	(b)(6)	---	3.08	2006-03-31	2006-03-28
YES-9WE_BD_PB/COP	(b)(6)	---	0.95	2006-03-28	2006-03-27
YES-9WE_BD_PL1/COP	(b)(6)	---	0.06	2006-03-27	2006-03-27
YES-9WE_BD_SL2/COS	(b)(6)	(b)(6)	.92	2006-03-27	2006-03-23
YES-9WE_BD_S10/COS	(b)(6)	---	1.90	2006-03-23	2006-03-21
YES-9WE_LEWIS_HLD/COSH	(b)(6)	(b)(6)	21.13	2006-03-21	2006-02-28
YES-9WE_LEWIS_HLD/COSH	(b)(6)	---	45.88	2006-02-28	2006-01-13
YES-9WE_CFD1_BD_REALIGN/COCS	(b)(6)	---	7.93	2006-01-13	2006-01-05
YES-9WE_BD_CL1/COC	(b)(6)	---	14.00	2006-01-05	2005-12-22
XYZ-9WE_EU_GATE/COPD	(b)(6)	---	0.01	2005-12-22	2005-12-22
RMM-9EU_DRM_MANPOWER/RMM	(b)(6)	---	0.02	2005-12-22	2005-12-22
---	(b)(6)	---	0.07	2005-12-22	2005-12-22
---	(b)(6)	---	5.82	2005-12-22	2005-12-16

EXHIBIT 10

TAB 1G

BOOK I OF 3

CD- EXH 10

TAB 1G

PART A - Requesting Office (Also complete Part B, Items 1, 7, 22, 32, 33, 38 and 39.)

1. Actions Requested
TEMPORARY PROMOTION NTE 120 DAYS

2. Request Number
DEH-94-013

3. For Additional Information Call (Name and Telephone Number)
(b)(6) (b)(6) CHIEF, ADMIN BRANCH (b)(6)

4. Proposed Effective Date
11/01/93

5. Action Requested By (Typed Name, Title, Signature, and Request Date)
(b)(6)

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)
(b)(6)
DEPUTY DIRECTOR ENGR & HSG

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)
(b)(6) (b)(6)

2. Social Security Number
(b)(6)

3. Date of Birth
(b)(6)

4. Effective Date
11-28-93

First Action		Second Action	
5-A. Code 703	5-B. Nature of Action Promotion 03-27-94	6-A. Code	6-B. Nature of Action
5-C. Code N8M	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number
WTR TRMT PLNT OP
Job #: **84127 FTP**
TDA/FC/W12KAA #1 PARA/LINE 067U/06

15. TO: Position Title and Number *water management*
UTIL SYS RP/OP FMN Operator Supervisor
Job #: **TBE FTP**
TDA/FC/W12KAA # L24966 67U01
PARA/LINE 067U/02

8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Salary/Award	21. Pay Basis
WG	5409	09	05	\$16.38	P/H	WS	5409	08	1--	17.98	P/H

14. Name and Location of Position's Organization
DA, HQ, I CORPS & FORT LEWIS DIRECTORATE OF ENGINEERING AND HOUSING, OPERATIONS & MAINTENANCE DIVISION, ROADS & SANITATION BR, WATER PLANT SECTION, FORT LEWIS, WA 98433-5000

22. Name and Location of Position's Organization
DA, HQ, I CORPS & FORT LEWIS DIRECTORATE OF ENGINEERING AND HOUSING, OPERATIONS & MAINTENANCE DIVISION, ROADS & SANITATION BR, WATER PLANT SECTION, FORT LEWIS, WA 98433-5000

Employee Data

23. Veteran Preference
1 - None 3 - 10-Point/Disability 5 - 10-Point/Other
2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%

24. Tenure
0 - None 2 - Conditional
1 - Permanent 3 - Indefinite

25. Agency Use

26. Veterans Preference for RIF
 YES NO

27. FEGLI

28. Annuitant Indicator

29. Pay Rate Determinant
0

30. Retirement Plan

31. Service Comp. Date (Leave)

32. Work Schedule
F - Full-time G - FT Seasonal J - INT Seasonal
P - Part-time O - PT Seasonal R - PT On-Call

33. Part-Time Hours Per
Biweekly Pay Period

Position Data

34. Position Occupied
1 - Competitive Service 3 - SES General
2 - Excepted Service 4 - SES Career Reserved

35. FLSA Category
E - Exempt N - Nonexempt

36. Appropriation Code
A645 K13W 117078KAJJM

37. Bargaining Unit Status
5858

38. Duty Station Code

39. Duty Station (City - County - State or Overseas Location)
FORT LEWIS, PIERCE COUNTY, WASHINGTON 98433-5000

40. Agency Data
NONSENS

41.

42. **(b)(6) FTP**

43.

44.

45. Educational Level

46. Year Degree Attained

47. Academic Discipline

48. Functional Class

49. Citizenship
 1-USA 8-Other

50. Vietnam Era Vet
 V-Yes N-No

51. Supervisory Status

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A. RMD	(b)(6)	5 Nov 93	D.		
B. RMB	(b)(6)	5 Nov 93	E.		
C. RMD	(b)(6)	11/15/93	F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature **(b)(6)**

(b)(6)

Approval Date
11/18/93

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52-B.)

YES NO

F
FUNDS ARE AVAILIABLE

(b)(6)

(b)(6)
CHIEF, BUDGET BRANCH

VICE: (b)(7) (b)(6) WHO WILL RETIRE EFFECTIVE 30 OCT 93. THIS TEMPORARY PROMOTION IS NECESSARY TO PROVIDE LEADERSHIP AND GUIDANCE TO REMAINING EMPLOYEES AND ENSURE CONTINUED COMPLIANCE WITH ALL STATE AND FEDERAL REGULATIONS FOR SAFE DRINKING WATER ACT. INDIVIDUAL SHOULD BE PLACED ON NEW JOB DESCRIPTION THAT IS BEING PREPARED FOR WATER PLANT SUPERVISOR. *[Signature]*

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

Reason: Pending permanent fill of the position
8UBJ
8UBK

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested Promotion	2. Request Number 05AUG9EULDPWXX775645
3. For Additional Information Call (Name and Telephone Number) (b)(6) (h)(6)	4. Proposed Effective Date ASAP

5. Action Requested By (Name, Title, Signature, and Request Date) Marnie B. Holder ADMINISTRATIVE SERVICES SPECIALIST 08-05-2005	6. Action Authorized By (Name, Title, Signature, and Concurrence Date) (b)(6) (h)(6) SUPERVISORY GENERAL ENGINEER 08-25-2005
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PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) (b)(6)	2. Social Security Number (b)(6)	3. Date of Birth (b)(6)	4. Effective Date 09-04-2005
-----------------------------------------	-------------------------------------	----------------------------	---------------------------------

FIRST ACTION		SECOND ACTION	
5-A. Code 703	5-B. Nature of Action Promotion NTE 02-JAN-2006	6-A. Code	6-B. Nature of Action
5-C. Code N8M	5-D. Legal Authority Reg 335.102 Except To Comp	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number UTILITY SYSTEMS REPAIRER-OPERATOR 92839 - 172116	15. TO: Position Title and Number UTILITY SYSTEMS REPAIRER-OPERATOR SUPERVISOR 200383 - 912233
-------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------

8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Total Salary/Award	21. Pay Basis
WG	4742	09	00	\$26.69	PH	WS	4742	10	01	\$29.31	PH
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				
\$26.69	\$0	\$26.69	\$0	\$29.31	\$0	\$29.31	\$0				

14. Name and Location of Position's Organization US ARMY GARRISON FORT LEWIS PUBLIC WORKS UTILITIES DIVISION WASTE WATER TREATMENT PLANT SECTION FORT LEWIS, WA 98433 AQDE	22. Name and Location of Position's Organization US ARMY GARRISON FORT LEWIS PUBLIC WORKS UTILITIES DIVISION WASTE WATER TREATMENT PLANT SECTION FORT LEWIS, WA 98433 AQDE
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

EMPLOYEE DATA

23. Veterans Preference 2 1 - None 3 - 10-Point/Disability 2 - 5-Point 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%	24. Tenure 1 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF X YES <input type="checkbox"/> NO
27. FEGLI W0 Basic + Option B (5x)	28. Annuitant Indicator 9 Not Applicable	29. Pay Rate Determinant 0	
30. Retirement Plan 1 CSRS	31. Service Comp. Date (Leave) 06-07-1973	32. Work Schedule F Full-Time	33. Part-Time Hours Per Biweekly Pay Period
34. Position Occupied 1 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved	35. FLSA Category E E - Exempt N - Nonexempt	36. Appropriation Code 131079J2S46	37. Bargaining Unit Status 8888
38. Duty Station Code 530763053	39. Duty Station (City - County - State or Overseas Location) FORT LEWIS / PIERCE / WASHINGTON		

40. Agency Data	41. PON# OA	42.	43.	44. TDA DATA BA/W12KAA/052C/04
45. Educational Level 09	46. Year Degree Attained	47. Academic Discipline	48. Functional Class 00	49. Citizenship I 1-USA 2-Other
				50. Veterans Status V
				51. Supervisory Status 2

PART C - Reviews and Approvals (Not to be used by requesting office.)

I. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.	(b)(6) (b)(6)	08-26-2005	D.	(b)(6)	08-30-2005
B.	(b)(6)	08-29-2005	E.		
C.	(b)(6)	08-29-2005	F.		(b)(6)

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature: (b)(6)
LEAD HUMAN RESOURCES ASSISTANT (OA)

Approval Date: (b)(6) 08-30-2005

PART D - Remarks by Requesting Office

(Note to Supervisor: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

Exception to PPP IAW PPP Manual Chapter 4 Para C2a(1)(7). Meets OPM Quais. Temp Promotion NTE 120 days.
QCG

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)

PART F - Remarks for SF 50

- X42 Pay retention entitlement terminated.
- ZZZ RPA # 05AUG9EULDPWXX775645.
- E45 Probationary period for supervisory (or managerial) position completed.

Notepad Content

DATE: 5 AUG 2005

Request temporary promotion effective asap and NTE 120--days for (b)(6) A. (b)(6) from Utility System Repairer Operator, WG-4742-09 to Utility System Repairer Operator Supervisor, WS-4742-10 vice (b)(6) who accepted another position outside the federal government. The position is located in Utilities Branch, para 052C, line 04.

POC: (b)(6), (b)(6)

Date: 08-AUG-2005


DJP9/131079J2S46/JHT

Date: 25-AUG-2005

(b)(6) (b)(6) (b)(6)

Date: 29-AUG-2005

This is a noncompetitive temp promotion. DMG

Close Window 

Gate Keeper Checklist

Request Number: 05AUG9EULDPWXX775645
Action Requested: GHR_SAL_PROM
Proposed Effective Date: Effective Date:
Employee Name: (b)(6) Occupational Series:
Grade:

Position Selected: Utility Systems Repairer-Operator Supervisor

Position Data for Edit Module**Part I - Manager**

INSTRUCTIONS: Click on the Position Selected hyperlink above to view the data available for this position record. (Note that the position data is organized into different topics. Click each topics radio button to view different data.) Then provide data that you would like us to change below.

Would you like to move this position record to different Organizational Unit? No

Would you like to edit any of the position data you viewed above? No

Is this position eligible for Title 38 Premium Pay (MEDCOM Positions)? No

Would you like to provide information about the accuracy or quality of a job description you have viewed in FASCLASS? No

Part II - Resource Management

No Questions

Part III - CPAC

No Questions

Promotion RPA Module**Part I - Manager**

Is POC for this action different from name on RPA? No

Type of Promotion requested is 703 Temporary Promotion NTE

NTE for Temporary Promotion is 120-days

Employee must be notified in advance that this time-limited promotion may be ended at any time; that competitive procedures may be required to extend the promotion; and that at the end of the temporary promotion, he/she will be returned to former position or to a different position of equivalent grade and pay without following Code of Federal Regulations procedures governing Reduction in Force, Performance Based Actions, Adverse Actions or Grievances.

Would you like to make comments on this action? No

Part II - Resource Management

No Questions

Part III - CPAC

No Questions

Encumbered I Module

Part I - Manager

Is the incumbent leaving this position? Yes

After he/she leaves, would you like us to remove the vacant position record from view in the organization viewer?

No

Do you intend to fill this position record in addition to the RPA you are currently submitting? Yes

Part II - Resource Management

No Questions

Part III - (b)(6)

No Questions

Position Decision (encumbered) Module

Part I - Manager

No Questions

Part II - Resource Management

No Questions

Part III - (b)(6)

No Questions

RM Data for Edit Module

Part I - Manager

Will this action be sent to another office for review of the Resource Management data? Yes

Part II - Resource Management

INSTRUCTIONS: Click on the Position Selected hyperlink above to view Organizational and Resource Management data available for this position record. Then provide any RM data that you would like us to change below.

Is there any Resource Management data you would like to edit? Yes

Would you like to edit the AMS code? Yes

Edited AMS code is 131079J2S46

Would you like to edit the TDA Paragraph and Line numbers? Yes

Edited Paragraph number is 052C

Edited Line number is 08

Would you like to edit the Standard Work Center code?

Would you like to edit the APC? Yes

Edited APC is DJP9

Would you like to edit the Cost Center?

Is this a Program Budget Decision 712 (PBD 712) military to civilian position?

Army must track all Military to Civilian conversions that are the result of Program Budget Decision (PBD) 712. While there are other Military to Civilian conversions, this question will be answered "yes" ONLY if the recruitment is a result of PBD712 Military to Civilian conversion.

Part III - CPAC

No Questions

Close Window



Position Information

CPCN: 200383.839691 Title: UTILITY SYSTEMS REPAIRER-OPERATOR SUPERVISOR
 SSN: xxxxx(b) Name: (b)(6)
 Pay Plan: WS Series: 4742
 Grade: 10 Target Grade: 10

- General Organization Resource Management Career Program Acquisition Dates
 Obligation

General Data

Comp Level: 0005
 PAS:
 PAS Auth:
 BUS code: 8888
 Pay Table: W143
 Payroll Office ID: OA
 Supervisory Status: 2
 Work Schedule: F
 Security Clearance: 0
 Position Sensitivity: 1
 Premium Pay Indicator:
 Key/Emergency Essential Ind: 2
 PATCOB: B

Close Window



Position Information

CPCN: 200383.839691 Title: UTILITY SYSTEMS REPAIRER-OPERATOR SUPERVISOR
SSN: xxxxx7814 Name: (b)(6)
Pay Plan: WS Series: 4742
Grade: 10 Target Grade: 10

- General Organization Resource Management Career Program Acquisition Dates
 Obligation

Organization Data

Org Component: EUBAW12KAAAQDE
US ARMY GARRISON FORT LEWIS
PUBLIC WORKS
UTILITIES DIVISION
WASTE WATER TREATMENT PLANT SECTION

FORT LEWIS, WA 98433 AQDE

GSA Geoloc: 530763053
Fort Lewis, Pierce, WA

POA: CPOID CMD UIC JEJ
EU BA W12KAA AQDE



REQUEST FOR PERSONNEL ACTION

Jerry

PART A - Requesting Office (Also complete Part B, items 1, 7-22, 32, 33, 36, and 39)

1. Actions Requested FILL/RECRUIT VICE: (b)(6) NTE:		2. Request Number 00LPWK002353	
3. For Additional Information Call (Name and Telephone Number) (b)(6) (b)(6)		4. Proposed Effective Date	
5. Actions Requested By (Typed Name, Title, Signature, and Request Date) (b)(6) 10-28-99		6. Action Authorized By (Typed Name, Title, Signature, and Request Date) (b)(6) 10-29-99 DEPUTY DIRECTOR OF PUBLIC WORKS	

PART B-- Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show [] dates in month-day-year order.)

1. Name (Last, First, Middle) (b)(6)		2. Social Security Number (b)(6)		3. Date of Birth 01-02-51		4. Effective Date 01-30-00					
FIRST ACTION				SECOND ACTION							
5-A. Code 0500		5-B. Nature of Action Conv To Career Appt		6-A. Code		6-B. Nature of Action					
5-C. Code BWA		5-D. Legal Authority OPM DELEGATION AGR (b)(6) 251-DEU-99-1		6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority		6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number MAINTENANCE MECHANIC EU88140100				15. TO: Position Title and Number UTILITY SYSTEMS REPAIRER OPR EU92839012							
8. Pay Plan WG		9. Occ Code 4749		10. Grade 09		11. Step 00		12. Total Salary \$ 24.28		13. Pay Basis PH	
12A. Basic Pay \$ 24.28		12B. Locality Adj. \$ 0.00		12C. Adj. Basic Pay \$ 24.28		12D. Other Pay \$ 0.00		16. Pay Plan WG		17. Occ Code 4742	
18. Grade 09		18. Step 00		20. Total Salary \$ 24.28		21. Pay Basis PH		20A. Basic Pay \$ 24.28		20B. Locality Adj. \$ 0.00	
20C. Adj. Basic Pay \$ 24.28		20D. Other Pay \$ 0.00		14. Name and Location of Position's Organization I CORPS AND FORT LEWIS PUBLIC WORKS MAINTENANCE & REPAIR DIVISION REPAIR & UTILITIES SECTION FT LEWIS WA 98433-9500 UGF				22. Name and Location of Position's Organization I CORPS AND FORT LEWIS PUBLIC WORKS UTILITIES DIVISION WASTE WATER TREATMENT PLANT SECTION FORT LEWIS WA 98433-9500 UHE			

EMPLOYEE DATA

23. Veteran's Preference 2 1-None 2-5 Point 3-10 Point/Disability 4-10 Point/Compensable 5-10 Point/Other 6-10 Point/Compensable/30%				24. Tenure 2 0-None 1-Permanent 2-Conditional 3-Indefinite		25. Agency Use N		26. Veteran's Pref for RIF X YES [] NO					
27. FEGLI W0 BASIC + OPTION B (5X)				28. Annuity Indicator 9 NOT APPLICABLE		29. Pay Rate Determinant 2							
30. Retirement Plan 1 CSRS		31. Service Comp. Date 06-07-73		32. Work Schedule F FULL TIME		33. Part-Time Hours Per Biweekly Pay Period							
POSITION DATA													
34. Position Occupied 1 1-Competitive Service 2-Excepted Service 3-SES General 4-SES Career Reserved			35. FLSA Category N E-Exempt N-Non Exempt		36. Appropriation Code 131079J2000/J1P9			37. Bargaining Unit Status 5950					
38. Duty Station Code (b)(6)				39. Duty Station (City-County-State or Overseas Location) FORT LEWIS PIERCE WA									
40. Agency Data MRW		41. DA		42.		44. FCW/12KAA/069E/04							
46. Education Level 09		46. Yr Degree Attained 85		47. Academic Discipline 240101		48. Functional Class		49. Citizenship 1 1-USA 8-Other		50. Veterans Status V VIETNAM-ERA VE		51. Supervisory Status 8 NON-SUPERVISOR	

PART C-Reviews and Approval (Not to be used by requesting office.)

1. Office/Function		Initials/Signature		Date		Office/Function		Initials/Signature		Date	
A. DRM-MANPOWER		cd		11-01-99		D. SSD, Br D, Tm 1		CLK		01-10-00	
B. (b)(6)		EP		11-02-99		E. SSD/D/4		MW		01-20-00	
C. cpoc - class.		BH		11-02-99		F. QC'd		DD		01-20-00	
2. I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.						Signature (b)(6)		02/03/00		Approval Date 01-10-00	

CONTINUED ON REVERSE SIDE

OVER

PART D--Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF52.)

YES NO

PPP cleared 11/10/99 req# L990837 closed 01/05/00.

OPM Quals met.

PD#92839. APC: J1P9; SWC: JJM. PSN REQ: Must have WA State DOE Group II Wastewater Certification; WA State drivers license. COND EMP: Shift work (may rotate). RCMT: DEU. NO PCS AUTHORIZATION. SEL OFCL: (b)(6) DSN (b)(6); commercial (b)(6) FAX (b)(6)

(b)(6) E-mail: (b)(6) MAIL: Public Works, ATTN: AFZH-PWU, Box 339500, MS17, Fort Lewis WA 98433-9500.

PART E-- Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day--midnite--unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)
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PART F-- Remarks for SF 50

OPF MAINTAINED (b)(6) ATTN: SFCP-W, ROOM 2430, GREELY HALL,

RECORDS (80), FT HUACHUCA, AZ 85613-5000. ✓

HEALTH BENEFITS COVERAGE CONTINUES. ✓

YOU WILL BE IN TENURE GROUP II UNTIL YOU COMPLETE THE ONE-YEAR PROBATIONARY PERIOD THAT BEGAN 000130; THEN YOU WILL BE CHANGED BACK TO TENURE GROUP I. ✓

APPOINTMENT IS SUBJECT TO COMPLETION OF ONE YEAR INITIAL PROBATIONARY PERIOD BEGINNING 000130. ✓

POSITION IS AT THE FULL PERFORMANCE LEVEL. ✓

CREDITABLE MILITARY SERVICE: [SYSTEM GENERATED] YEARS [SYSTEM GENERATED] MONTHS. ✓

PREVIOUS RETIREMENT COVERAGE: [SYSTEM GENERATED]

ACTIVITY REQUEST NO 00LPWK002353 ✓

EMPLOYEE IS ENTITLED TO PAY RETENTION ✓

SELECTED FROM DEU CERTIFICATE 251-DEU-99-1 DATED 12-21-99 ✓

*Rec'd
6/2/87*

REQUEST FOR PERSONNEL ACTION

Part I—Requesting Office—Also, complete Part II, Items 1 and 20-34 as necessary.

A For Agency Use DEH 87-493		B For Additional Information Call (Name and Telephone Number) (b)(6) #5017 26 May 87	
C Personnel Action Required		D Proposed Effective Date	E Requested by, Signature, Title, and Date (b)(6) Chief Utilities Div 26 May '87
F Position Action Requested RECRUIT Establish		G Proposed Effective Date ASAP	H (b)(6) COL, EN, FE 26 May 87
I Remarks by Requesting Office (Note Supervisors. If action requested is employee resignation and if you know of additional or conflicting reasons for the resignation, please state these facts on a separate sheet and attach to SF 52.)			

FUNDS ARE AVAILABLE: VICE: **(b)(6)** who was terminated for adverse action.

Part II—For Preparation of SF 50

1 Name (Last, First, Middle) (b)(6)		2 SSN (b)(6)	3 Position Sensitivity (Opt) NON SENS	4 Date of Birth 1-2-51
5 Veteran Preference 2 1—None 2—5 Pt 3—10 Pt Disab 4—10 Pt Comp 5—10 Pt Other 6—10 Pt /30% Comp		6 Serv Comp Date (Leave) 6-7-73	7 Tenure 1	8 Retirement 1
9 FEGLI C Basic		10 FLSA N E—Exempt N—Nonexempt	11 Sex M	12 Citizenship 1 1—US 8—Other
13 Comp Level (Opt) GSOL	14 Effective Date 7-5-87	15 Annuity Indicator 9 1—Reemp/Ann/CS 2—RFTD 3—RETM 4—RFTD & CS 5—RETM & CS 9—Not Applicable	16 Work Schedule F F—Full-time P—Part-time I—Intermittent	17 (Reserved for OPM Use)
18-A NOAC	18-B Nature of Action 130 Transfer	19-A NOAC	19-B Nature of Action	
18-C Auth Code KXM	18-D Authority Reg 315.501 OLG	19-C Auth Code	19-D Authority	
18-E Auth Code	18-F Authority	19-E Auth Code	19-F Authority	
20. FROM: Position Title and Number Maint Mechanic		27. TO: Position Title and Number #87-271-T WATER TREATMENT PLANT OPERATOR #84-127 TDA FC/W12KAA PARA/LINE #67J02 FTP		
21 Name and Location of Employing Office McChord		28 Name and Location of Employing Office DA, HQ, I CORPS & FT LEWIS, DIRECTORATE ENGINEERING AND HOUSING, UTILITIES DIVISION, SANITATION BRANCH, WATER PLANT SECTION, FORT LEWIS, WASHINGTON 98433-5000		
22 Pay Plan & Occupational Code WG 4749	23 Grade or Level 09 04	24 Step or Rate 12.81	25 Salary PH	26 Pay Basis
29 Pay Plan & Occupational Code WG-5409	30 Grade or Level 09	31 Step or Rate 5	32 Salary 12.46	33 Pay Basis 1 p/hr
34 Duty Station FORT LEWIS, WASHINGTON 98433-5000		35 Position Occupied 1 1—Competitive 2—Excepted 3—SES General 4—SES Career Reserved		36 Appropriation Code (Optional) A31 KFDV (b)(6) 00

*504
157
B44*

Due to security problems caused by **(b)(6)**, a full time temporary, this position must be filled with a full time permanent employee. A FTP position will enable recruitment of a higher quality individual with more of a vested interest in Ft Lewis' water supply. **(b)(6)**

16/1 1.3

*5-14
PREL 12*

This form and that the proposed action is in compliance

39 FPMIS Data				
A. Superv or Non superv. ind	B. VEV ind	C. PRD	D. Barg. Unit Status	E. Functional Class
			5950	
F. Educational Level	G. Year Degree Attained	H. Academic Discipline	I. Agency Code	
J. Location Code			K. SON	
	N	O	P	Q

(b)(6)

7/2

Signature	Date	B. Position Classification Action	
(b)(6)	6/11	Identical Additional	New
		Vice	Regraded
C. Remarks (NOTE: Use item 37 on reverse for SF 50 Remarks)		Qualification Standard	
(b)(6)	29 May 87 8/26/87 8/1/87	Trained to WG-09.	
(b)(6)	7-2-87	Passed Physical Per (b)(6) (OH) 7-2-87	
		accepted 7-1-87	

Privacy Act Statement

for your resignation or retirement and a... also be used to determine your eligibility... should have or any pay or compensation

regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

of sections 301, 3301, and 8506 of title 5, PM and agencies to issue regulations with

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

give specific reasons. Avoid generalized ones.

Signature	Date Signed



DEPARTMENT OF THE ARMY - JOB DESCRIPTION (For use of this form, see AR 690-500, Chapter 511, the proponent agency is DCSPER)		1. Job Number L2049	
2. INSTALLATION OR HQ OFFICE Fort Lewis, Washington		3. ORGANIZATION LOCATION DEH, O&M Div, Roads & Sanitation Br, Water Plant Section	
4. CITATION TO APPLICABLE STANDARD JGS for Federal Wage System Supervisors, 12/92; WC-5409, 5/92.		5. TITLE Water Treatment Plant Operator Supervisor	
		6. PAY SCH WS	7. OCC CODE 5409
		8. GRADE 08	
		9. FLSA Exempt	10. COMP LEVEL 024

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED
IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS.

(b)(6)

(Signature)

15 Nov 93

(Date)

12. JOB CONTENT APPROVAL

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND
RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS
AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS
FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE
KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES
RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR
MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR
THEIR IMPLEMENTING REGULATIONS.

(b)(6)

(Signature of Approving Supervisor)

15 Nov 93

(Date)

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE
OF EVALUATION.

(b)(6)

(Signature of Position Classification Specialist)

10 Nov 93

(Date)

13. STATEMENT OF DUTIES AND RESPONSIBILITIES (Continued on following page)

SUPERVISORY CONTROLS

Supervisor provides broad instructions, priorities, policies, and time limits. Work is reviewed to assure an adequate quantity and quality of work as well as efficient accomplishment of work within established priorities and controls.

MAJOR DUTIES

Supervises workers directly in accomplishing the work of an organizational segment or group.

1. Planning. Plans use of subordinate workers, equipment, facilities, and materials on a weekly or month-to-month basis. Establishes deadlines, priorities, and work sequences. Plans assignments based on general schedules, methods, and policies set by supervisor. Coordinates work with supporting or related work functions controlled by other supervisors. Determines the number and types of workers needed to accomplish projects. Redirects individual workers and resources to accomplish unanticipated work (e.g., work resulting from "open and inspect" types of work orders). Informs higher level supervisors of the need to revise work schedules and re-estimate labor and other resources. Participates in initial planning of work schedules, budget requests, staffing needs, and other similar estimates. (~~25%~~ 20%) *Good 6/10/70*

2. Work Direction. Investigates work related problems such as excessive costs or low productivity; determines causes. Implements corrective actions to resolve work problems. Recommends solutions to staffing problems, engineering requirements, and work operations directed by other supervisors. Assigns work to subordinates and provides any necessary technical guidance. (~~30%~~ 25%)

3. Administration. Supports and explains management programs to subordinates. Recommends disciplinary actions, promotions, reassignments, awards and other personnel actions. Prepares performance standards and formal appraisals for subordinates. Selects or participates in the selection for vacancies. Advises and counsels workers on how to improve their performance and explain new work techniques. Investigates grievances and complaints; resolves them informally; and notifies supervisors of important/serious ones. As required, participates in union negotiations. Assures safety and housekeeping practices are observed. Maintains work reports and records. Approves sick and annual leave and prepares leave schedules. Determines training needs and arranges for accomplishment of such training. (~~35%~~ 25%)

4. Performs the full range of duties in the operation, repair and maintenance of the water treatment plant in staff shortage situations. (10%)

Performs other duties as assigned.

NOTE: Special Requirements. Must possess and be able to maintain a current State of Washington Water Distribution Manager III certification. Must possess or be able to obtain and maintain a current State of Washington Treatment Plant Operator II certification. Must possess or be able to obtain Washington State driver's license. Position requires normal color vision in order to determine color changes when performing chemical tests.

The incumbent of this job is required to file an annual confidential financial disclosure report (SF-450) and attend annual ethics training.

AMENDMENT TO JOB# L2049

Employee also serves as an Equal Employment Opportunity (EEO) Counselor. Listens to and answers the questions of employees who may wish to file an EEO complaint. Obtains relevant facts from the employee and determines if the complaint or the problem is an EEO matter. Explains EEO complaint procedures, including grounds for a complaint, the complainant's rights, and alternate avenues for solving the problem (as appropriate). With the consent of the complainant, obtains additional facts from other employees, the complainant's supervisor, managers, CPO staff members, and pertinent documents. Defines the problem, identifies facts, and attempts to resolve the problem within 30 days. If the complainant agrees, an extension to counseling can be granted. When complaints cannot be resolved informally within 30 days, advises the complainant of various courses of action such as classification appeals, grievances, and formal EEO complaints. Maintains and secures records relating to the case. Summarizes facts gathered in the counselor's report. (20%)

Factor 1 - Knowledge Required by the Position:

- Knowledge of Federal EEO regulations and procedures governing the filing, investigation, and resolution of employment discrimination charges in order to recognize, evaluate, and resolve EEO complaints.
- Basic, general knowledge of Federal personnel management principles and practices relating to such matters as position classification, merit promotion, working conditions, etc., in order to recognize the nature of problems and their means of resolution and to so advise complainants.
- Skill in written and oral communication to provide and obtain information to/from employees, supervisors, and managers.

Factor 2 - Supervisory Controls: The EEO Manager outlines general guidelines, priorities, and limitations. The employee independently carries out recurring assignments without specific instructions but refers unusual problems or cases involving circumstances encountered for the first time to the supervisor for assistance or decision on what to do. Completed work is reviewed for timeliness, accuracy of facts, and adequacy of counseling techniques employed. Review of the work is closer on more difficult and first-time assignments.

Factor 3 - Guidelines: Guidelines include oral and written instructions, guides covering agency-wide and local policies, and manuals governing counseling procedures. Guidelines are specific and generally applicable to counseling procedures. The employee uses judgment in selecting the appropriate instruction or guides to fit the facts of a particular complaint, or to decide when to ask the supervisor for guidance.

Factor 4 - Complexity: The work consists of duties that involve related steps, processes, and methods, including interviewing employees who believe they may have reason to file a complaint of employment discrimination, obtaining relevant facts, advising person of their rights and responsibilities, and

Page 2, Amendment to Job#

explaining procedures of the complaint process. The work also involves obtaining information from persons knowledgeable about the complaint, and attempting to resolve the matter informally through discussions with the parties. Decisions regarding what needs to be done involve choices of several clearly applicable courses of action at each step in the informal complaint process based on the specific facts of each case. Actions taken are restricted by informal complaint processing procedures. They generally involve deciding when to end attempts to informally resolve a complaint based on differences between the parties.

Factor 5 - Scope and Effect: The work involves performing technical assignments to resolve a variety of problems. The work affects the accuracy, timeliness, and efficiency of the formal complaint process, and may result in immediate resolution of less complex problems.

Factor 6 - Personal Contacts: Personal contacts include employees who may have grounds for EEO complaints; their representatives; supervisors; managers; staff officials; employees; and representatives of unions, civil rights or community organizations. Contacts are unstructured and complainants, witnesses, and principal agency witnesses may be unsure about the role and authority of the counselor, uncertain about the ground rules, and emotionally involved in the issue(s). The facts, issues, roles, and authorities of participants may not be clearly understood and must be clarified during the course of interviews and meetings.

Factor 7 - Purpose of Contacts: The purpose of contacts is to obtain factual information concerning the complaint and to explain EEO complaint procedures and requirements. The counselor's goal of clarifying facts and issues most often alleviates the complainants fears and concerns. Some principal agency witnesses may not perceive their goal as being in harmony with those of the counselor, requiring the counselor to exercise tact in obtaining information.

Factor 8 - Physical Demands: Regular work is typically performed in a sedentary position. No special physical demands are required.

Factor 9 - Work Environment: Regular work is performed in a clean, well-lighted office, and typically involves everyday risks and discomforts of an office environment.

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

(b)(6)

(b)(6)

CMD CIV EEO Officer, GM-13

5-29-92
DATE



REQUEST FOR PERSONNEL ACTION

002 / 1st

PART A - Requesting Office (Also complete Part B, items 1, 7-22, 32, 33, 36, and 39)

1. Actions Requested CORRECTION		2. Request Number 00APOC009707	
3. For Additional Information Call (Name and Telephone Number)		4. Proposed Effective Date 12-30-99	
5. Actions Requested By (Typed Name, Title, Signature, and Request Date) (b)(6) PERSONNEL ACTION CLERK		6. Action Authorized By (Typed Name, Title, Signature, and Request Date) (b)(6) 12-30-99	

PART B - Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show [/] dates in month-day-year order.)

1. Name (Last, First, Middle) (b)(6)	2. Social Security Number (b)(6)	3. Date of Birth 01-02-51	4. Effective Date 01-03-99
------------------------------------------------	--------------------------------------------	-------------------------------------	--------------------------------------

FIRST ACTION		SECOND ACTION	
6-A. Code 0002	5-B. Nature of Action Correction	6-A. Code 0790	6-B. Nature of Action Reassignment
5-C. Code	5-D. Legal Authority	6-C. Code UNM	6-D. Legal Authority AFZH-PW MEMO DTD 1 DEC 98
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

added job

7. FROM: Position Title and Number	15. TO: Position Title and Number
------------------------------------	-----------------------------------

8. Pay Plan	9. Occ Code	10. Grade	11. Step	12. Total Salary \$ 23.79	13. Pay Basis	16. Pay Plan	17. Occ Code	18. Grade	19. Step	20. Total Salary \$ 23.79	21. Pay Basis
12A. Basic Pay \$ 23.79	12B. Locality Adj.	12C. Adj. Basic Pay \$ 23.79	12D. Other Pay	20A. Basic Pay \$ 23.79	20B. Locality Adj. \$ 0.00	20C. Adj. Basic Pay \$ 23.79	20D. Other Pay				

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization
--------------------------------------------------	--------------------------------------------------

EMPLOYEE DATA

23. Veteran's Preference 1-None 3-10 Point/Disability 5-10 Point/Other 2-5 Point 4-10 Point/Compensable 6-10 Point/Compensable/30%		24. Tenure 0-None 2-Conditional 1-Permanent 3-Indefinite		25. Agency Use	26. Veteran's Pref for RIF YES NO
27. FEGLI		28. Annuitant Indicator		29. Pay Rate Determinant	
30. Retirement Plan		31. Service Comp. Date	32. Work Schedule		33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied 1-Competitive Service 3-SES General 2-Excepted Service 4-SES Career Reserved		35. FLSA Category E-Exempt N-Non Exempt	36. Appropriation Code	37. Bargaining Unit Status		
38. Duty Station Code		39. Duty Station (City-County-State or Overseas Location)				
40. Agency Data	41.	42.	43.	44.		
45. Education Level	46. Yr Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1-USA 6-Other	50. Veterans Status	51. Supervisory Status

PART C - Reviews and Approval (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D. Review		12-30-99
B.			E.		
C.			F.		

2. I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature (b)(6)	Approval Date 12-30-99
--------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------	----------------------------------

PART D--Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF52.)

YES

NO

PART E-- Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day--midnite--unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, Zip Code)

PART F-- Remarks for SF 50

CORRECTS ITEM 12, 12A, 12C, 20, 20A, 20C FROM ~~23-87~~ 23,44

ADVIS 200 10-0 1000 2000

ALZ - 00000
ALZ - 00002379
AL9 - 0000237
AS - 00002379

002 CORRECTION (CURRENT YEAR EFFECTIVE DATE)

MSE - 00002379
MSG 00002379
~~MSA - 00000~~
MSU - 0000237

U _____ CA## _____ PTI 002

DIN

TABLE

BDD <u>MAW</u>	(INITIALS-SF-50-PRINT)	—
V4G _____	(DT-EARLIEST-NOA-EFF)	—
V8A <u>0190</u>	(NTR-ACTION-PERS-PRE)	085
V8B <u>010399</u>	(DT-NOA-EFF-PREV)	—
V8C <u>UNM</u>	(AUTH-CODE-1-PREV)	463
VFZ <u>39</u>	(SF50-AUTH-SIGNATURE)	058
VUN _____	(CPDF-PRI-M5F)	—
VUP _____	(CPDF-PRI-JPE)	—
VYK _____	(CPDF-PRI-JQJ)	—
VYL _____	(CPDF-PRI-JQP)	—
VYM _____	(CPDF-PRI-JA0)	—
VYN _____	(CPDF-PRI-M0E)	—
VYQ _____	(CPDF-PRI-JQL)	—
VYR _____	(CPDF-PRI-JZX)	—
VYS _____	(CPDF-PRI-M0G)	—
VYT _____	(CPDF-PRI-M5E-8)	—
VZO _____	(CPDF-002-M5E-8)	—
VZU _____	(CPDF-002-M5F)	—

REMARKS VFZ-39

APB _____

DATA INSERTION

C 1 1 1. CORRECTS ITEM (VAF) _____ (43 SPACES)



REQUEST FOR PERSONNEL ACTION

2 2nd

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39)

1. Actions Requested PAY ADJUSTMENT		2. Request Number 00APOC009708	
3. For Additional Information Call (Name and Telephone Number)		4. Proposed Effective Date	
5. Actions Requested By (Typed Name, Title, Signature, and Request Date)		6. Action Authorized By (Typed Name, Title, Signature, and Request Date)	
		(b)(6) 12-30-99 PERSONNEL ACTION CLERK	

PART B - Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show [] dates in month-day-year order.)

1. Name (Last, First, Middle) (b)(6)	2. Social Security Number (b)(6)	3. Date of Birth 01-02-51	4. Effective Date 11-21-99
-----------------------------------------	-------------------------------------	------------------------------	-------------------------------

FIRST ACTION					SECOND ACTION						
5-A. Code 0894	5-B. Nature of Action Pay Adj				6-A. Code	6-B. Nature of Action					
5-C. Code FNM	5-D. Legal Authority REG 532.415(C)				6-C. Code	6-D. Legal Authority					
5-E. Code VSJ	5-F. Legal Authority 5 U.S.C. 5363(A)				6-E. Code	6-F. Legal Authority					
7. FROM: Position Title and Number MAINTENANCE MECHANIC EU88140100					15. TO: Position Title and Number MAINTENANCE MECHANIC EU88140100						
8. Pay Plan WG	9. Occ Code 4749	10. Grade 09	11. Step 00	12. Total Salary \$ 23.79	13. Pay Basis PH	16. Pay Plan WG	17. Occ Code 4749	18. Grade 09	19. Step 00	20. Total Salary \$ 24.28	21. Pay Basis PH
12A. Basic Pay \$ 23.79		12B. Locality Adj. \$ 0.00		12C. Adj. Basic Pay \$ 23.79		20A. Basic Pay \$ 24.28		20B. Locality Adj. \$ 0.00		20C. Adj. Basic Pay \$ 24.28	
14. Name and Location of Position's Organization I CORPS AND FORT LEWIS PUBLIC WORKS MAINTENANCE & REPAIR DIVISION REPAIR & UTILITIES SECTION FT LEWIS WA 98433-9500 UGF					22. Name and Location of Position's Organization I CORPS AND FORT LEWIS PUBLIC WORKS MAINTENANCE & REPAIR DIVISION REPAIR & UTILITIES SECTION FT LEWIS WA 98433-9500 UGF						

EMPLOYEE DATA

23. Veteran's Preference				24. Tenure			25. Agency Use		26. Veteran's Pref for RIF		
2	1-None	3-10 Point/Disability	5-10 Point/Other	1	0-None	2-Conditional		X	YES		NO
	2-5 Point	4-10 Point/Compensable	6-10 Point/Compensable/30%		1-Permanent	3-Indefinite					
27. FEGLI W0 BASIC + OPTION B (5X)				28. Annuitant Indicator 9 NOT APPLICABLE			29. Pay Rate Determinant 2				
30. Retirement Plan 1 CSRS			31. Service Comp. Date 06-07-73		32. Work Schedule F FULL TIME			33. Part-Time Hours Per Biweekly Pay Period			
POSITION DATA											
34. Position Occupied				35. FLSA Category			36. Appropriation Code			37. Bargaining Unit Status	
1	1-Competitive Service	3-SES General	N	E-Exempt	132078Q1000	7777					
	2-Excepted Service	4-SES Career Reserved	N	N-Non Exempt							
38. Duty Station Code (b)(6)				39. Duty Station (City--County--State or Overseas Location) FORT LEWIS PIERCE WA							
40. Agency Data		41. DA	42. NON-SEN	43.	44. FCW12KAA/062/46						
45. Education Level 09		46. Yr Degree Attained 85	47. Academic Discipline 240101	48. Functional Class	49. Citizenship 1 1-USA & Other		50. Veterans Status V VIETNAM-ERA VE		51. Supervisory Status 8 NON-SUPERVISOR		

PART C - Reviews and Approval (Not to [] used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D. (b)(6)	(b)(6)	12-30-99
B.			E. (b)(6)	(b)(6)	
C.			F.		

2. I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature: (b)(6) Approval Date: 12-30-99

PART D--Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF52.)

YES

NO

PART E-- Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day--midnite--unless you specify otherwise.)

2. Effective Date

3. Your Signature

4. Date Signed

5. Forwarding Address (Number, Street, City, State, Zip Code)

PART F-- Remarks for SF 50

EMPLOYEE IS ENTITLED TO PAY RETENTION

24.28 ph

File on left
with

Pay Retention

10/11/98 - (b)(6) fin WS-5/4 - \$23.44
to WB-9; pay ret only

11/8/98 - pay adj (\$23.79)

11/9/99 - pay adj - 50% of WS-0/4

1999 \$25.44
24.30
1.14
÷ 50% = \$.57

new pay:

\$23.79
57
\$24.36

1998 = WB-09 =

1999 WB-09 step 05 = 19.70
1998 WB-09 step 05 = 19.01

.69 / X .50 = 35

23.44
135
23.79

~~Did a Realignment? 23.87 - need correction~~

23.79 Pay Retention
+ .49
* 24.28 ph

50% of WB-09
2000 - WB-9 step 05 = 20.67
1999 WB-9 step 05 = 19.70
19.70
.97/2



REQUEST FOR PERSONNEL ACTION

addition/establish

828
0318

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 38.)

1. Actions Requested ABOLISH/ESTABLISH/RECRUIT	02/01/94	2. Request Number DEH-94-651
3. For Additional Information Call (Name and Telephone Number) (b)(6) ROADS AND SANITATION BRANCH 5237	(b)(6)	4. Proposed Effective Date ASAP
5. Action Requested By (Typed Name, Title/Signature, and Request Date) (b)(6) (b)(6), CHIEF OPERATIONS & MAINTENANCE DIVISION	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) (b)(6) DEPUTY DIRECTOR ENGR & HSG	

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) (b)(6)	2. Social Security Number	3. Date of Birth / /	4. Effective Date <i>05-29-94</i>
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First Action		Second Action	
5-A. Code <i>NO2</i>	5-B. Nature of Action <i>Promotion</i>	6-A. Code	6-B. Nature of Action
5-C. Code <i>N3M</i>	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number UTIL SYS REP OPER FMN Job #: Z3100 FTP TDA/FC/W12KAA PARA/LINE 067U/01	15. TO: Position Title and Number WATER TREATMENT PL OPER SUPP <i>67701</i> Job #: L2049 <i>677</i> TDA/FC/W12KAA PARA/LINE <i>TBE/</i>
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8. Pay Plan WS	9. Occ. Code 4742	10. Grade/Level 09	11. Step/Rate	12. Salary	13. Pay Basis P/HR	16. Pay Plan WS	17. Occ. Code 5409	18. Grade/Level 08	19. Step/Rate <i>1 18.60</i>	20. Salary/Award	21. Pay Basis P/HR
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14. Name and Location of Position's Organization DA, HQ, I CORPS & FORT LEWIS, DIRECTORATE OF ENGINEERING AND HOUSING, OPERATIONS & MAINTENANCE DIVISION, ROADS & SANITATION BRANCH, WATER PLANT SECTION FORT LEWIS, WA 98433-5000	22. Name and Location of Position's Organization DA, HQ, I CORPS & FORT LEWIS, <i>WJDB</i> DIRECTORATE OF ENGINEERING AND HOUSING, OPERATIONS & MAINTENANCE DIVISION, ROADS & SANITATION BRANCH, WATER PLANT SECTION, FORT LEWIS, WA 98433-5000
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Employee Data

23. Veteran Preference 1 - None 2 - 5-Point	3 - 10-Point/Disability 4 - 10-Point/Compensable	5 - 10-Point/Other 6 - 10-Point/Compensable/30%	24. Tenure 0 - None 1 - Permanent	25. Agency Use 2 - Conditional 3 - Indefinite	26. Veterans Preference for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant <i>0</i>	30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule I - Intermittent G - FT Seasonal H - FT On-Call J - INT Seasonal K - FT On-Call L - PT On-Call
33. Part-Time Hours Per Bimonthly Pay Period					

Position Data

34. Position Occupied 1 - Competitive Service 2 - Excepted Service	35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code A646 K13W 117078K2JJM	37. Bargaining Unit Status 8888
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location) FORT LEWIS, PIERCE COUNTY, WASHINGTON 98433-5000		

40. Agency Data NONSENSE	41.	42. <i>004</i>	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other
				50. Vietnam Era Vet V - Yes N - No
				51. Supervisory Status 1

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A. <i>RMD</i>	(b)(6)	<i>2/1/94</i>	D. <i>ESB</i>	<i>released for sign</i>	<i>3/24</i>
B. <i>RMD</i>	(b)(6)	<i>2/2/94</i>	E.		
C. <i>pmc</i>	<i>downgrade new job</i>	<i>2/14/94</i>	F.	<i>cancel 5/26</i>	(b)(6)

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature: (b)(6) (b)(6) Approval Date: *5/26/94*

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?

YES NO

If "YES", please state these facts on a separate sheet and attach to SF 52-B.)

FUNDS ARE AVAILABLE

(b)(6)

(h)(6)

CHIEF, BUDGET BRANCH

JUSTIFICATION PREVIOUSLY SUBMITTED. REQUIRED TO SEPARATE THE TWO PLANTS.

VICE: (b)(6) WHO RETIRED UNDER VERA/USMP

Stephen Olson 54443 5/26/94

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

8UAD 086 05-02-94

8UCP

E461 1yr 05-29-94

8UCT

8UCU

8UCV

8UCW

8UCX



DEPARTMENT OF THE ARMY JOB DESCRIPTION <small>Use this form for the GPM 501. The procedure of use is GDSPEP.</small>		JOB NUMBER 84-127	
7. INSTALLATION OR HEADQUARTERS (By FIC)		8. ORGANIZATIONAL LOCATION (Complete in organization copy only)	
Fort Lewis, Washington		DEH, Utilities Division, Sanitation Branch, Water Plant Section	
4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE		5. TITLE	
OPM JGS: WG-5409, 6/69; WG-5352, 11/80.		Water Treatment Plant Operator	
		6. PAY SCHEDULE	7. OCC CODE
		WG	5409
		8. GRADE	
		09	
		9. FAIR LABOR STANDARDS ACT	
		EXEMPT <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/>	
		10. COMPLEVEL	
		015	
11. EVALUATION APPROVAL			
TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH <input checked="" type="checkbox"/> POLICY AND GRADE LEVEL STANDARDS			
(b)(6)		5 Mar 84	
(Signature)		(Date)	
12. JOB CONTENT APPROVAL (COMPLETE ON ORGANIZATION COPY ONLY)			
I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.			
(Signature of Approving Supervisor)		(Date)	
13. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.			
(b)(6)		5 Mar 84	
(Signature of Position Classification Specialist)		(Date)	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES			
<u>MAJOR DUTIES</u>			
Operates and maintains all units of a water treatment plant system (14 operating wells and springs) with a pumping capacity of 24 million gallons per day, three large indoor swimming pools, 12 covered reservoirs holding 7 MG, and three remote off-post water systems, at Huckelberry Creek and Camp Bonneville. Major treatment processes include chlorination, fluoridation, filtration, pH adjustment, and sand and grit removal. Utilizes chemicals such as reagents, corrosion preventatives, algacides, paints, solvents and degreasers. Monitors, maintains and adjusts the telemetering system.			
1. Serves as operator in charge of a shift other than weekdays, performing the following duties:			
a. Determines seriousness of problems that occur and takes appropriate action to shut down plant or pools, bypass processes, isolate systems or reservoirs, make repairs or substitute manual processes or operations for automatic ones. Relays instructions to the next shift operator regarding all operations, problems encountered and action taken. (25%)			
b. Maintains logs of all operating, maintenance and repair data. Operates valves, pumps, sand traps, chlorinators, filters, compressors, fluoridators and their controls and equipment to produce potable water in quality and quantity needed for domestic use.			

and fire protection. Collects water samples and analyzes for temperature, hydrogen ion concentration (pH), chlorine residual, fluoride content, turbidity, hardness, alkalinity, and other chemical or physical parameters. Adjusts chlorination, fluoridation and pH adjustment chemical feed rates to control physical, chemical and bacteriological characteristics of potable water within established standards. Observes all safety procedures and regulations. (20%)

2. Troubleshoots, disassembles, rebuilds, calibrates, and performs routine and preventive maintenance on a variety of small pumps (piston, vertical shaft turbine, regenerative turbine, centrifugal, diaphragm), filters, reservoirs and tanks, water meters, valves and control systems (either manual or automatic electric, hydraulic or pneumatic), screens, pipe systems, diesel engines (100 HP to 250 HP super- or turbo-charged), right angle gear drives, electric motors to 250 HP, batteries, chlorinators, fluoride feeders, hypochlorinators, couplings, and gear drives and transmissions, etc., which comprise the water treatment and storage systems. Performs preliminary diagnosis of problems and notifies supervisor. Uses blueprints, schematics, technical manuals and parts books. Occasionally installs new pumps and piping systems, or modifies existing ones. Test and calibrates equipment using flowmeters, dial indicators, colorimeters, electric meters, etc. Uses drills, propane torches, pipe threaders, grinders, etc. to prepare parts for reassembly or installation. (35%)

3. Trains lower graded personnel and military reservists in plant procedures, operation and maintenance. (5%)

4. Operates motor vehicles up to one ton capacity. (15%)

Performs other duties as assigned.

SKILLS AND KNOWLEDGES

Must know the treatment processes for potable water and the functions of the various units of equipment. Must have knowledge of a wide variety of pumps, valves, etc., and the purpose of each. Must be skilled in the collection of samples, testing procedures, analyzing results, and adjusting feed rates. Must be able to select and properly use tools such as power drills, grinders and pipe threaders in equipment repair. Must have knowledge of equipment assembly, repair, plumbing systems, and be able to perform a full range of repair on equipment located at the plants and swimming pools. Must be able to read technical manuals and blueprints, and be skilled in using various testing and measuring devices. Required to have knowledge of the use and handling of a variety of water treatment chemicals. Must have normal color vision in order to see color changes when performing chemical tests. Must be able to operate motor vehicles. Must possess or be able to obtain a Government driver's license. Must possess or be able to obtain and maintain a current State of Washington Water Distribution Manager 1 or better certification.

RESPONSIBILITY

Works under general supervision of a foreman who assigns work on a shift basis and furnishes instructions and guidance in writing or through the previous shift operator on non-routine procedures and operating or maintenance problems. Work is performed independently in accordance with standard plant operating procedures and supervisor instructions. Approximately 20% - 40% of the time, including Saturdays, Sundays, swing and graveyard shifts, incumbent has full charge of the water plant with responsibility for making decisions, etc. Repair work is performed at the direction of the foreman, who plans, lays out and assigns work. May occasionally be called upon to fill in for foreman for brief periods. The work is reviewed by the supervisor for adequacy and compliance with instructions, regulations and requirements.

PHYSICAL EFFORT

Occasionally opens and closes valves and lifts heavy equipment, supplies, manhole lids, and tools. Must be able to lift and handle heavy objects up to 200 pounds with or without aid, and move chemical drums up to 700 pounds with the aid of weight handling equipment. Requires considerable walking and standing on concrete floors and climbing stairways and ladders up to 130 feet high. Sometimes works in strained positions or cramped quarters while cleaning or repairing equipment.

WORKING CONDITIONS

Work is performed both inside and outside, above ground and below, and is subject to hot, humid, cold or damp weather conditions for substantial amounts of time. Exposed to running machinery, poor lighting and ventilation, loud noises, drafts and chemical fumes. Exposed to danger of asphyxiation or injury from contact with chlorine gas or other toxic or caustic compounds. May be required to wear protective clothing such as gas mask, self-contained breathing apparatus, safety-toed shoes, etc. Frequently exposed to the possibility of cuts, bruises and scrapes and occasionally to the possibility of broken bones. Severe injuries may result from falls into or from reservoirs up to 130 feet high. Subject to burns from propane torches, hot steam pipes and heat exchanges, diesel engines, and acids or caustic chemicals.

NOTICE TO EMPLOYEE. Title and grade are established in accordance with position classification standards and guides referred to in item 4. These referenced materials are available for your review in the Civilian Personnel Office. Assignment to duties not related to those above for a period exceeding 30 days may constitute a misassignment and consideration should be given to detailing or permanently assigning such duties. Questions regarding details or changes in duty assignments should be referred through your supervisor to the Civilian Personnel Office.



Position Description

PD#: EU200383

Replaces PD#: EU185551

Sequence#: 912233

UTILITY SYSTEMS REPAIRER-OPERATOR SUPERVISOR

WS-4742-10

Servicing CPAC: FORT LEWIS, WA

Agency: ARMY

Installation: EUBAW12KAAAQDE
 US ARMY GARRISON FORT LEWIS
 PUBLIC WORKS
 UTILITIES DIVISION
 WASTE WATER TREATMENT PLANT SECTION

MACOM: BA
 Command Code: BA
 US ARMY INSTALLATION
 MANAGEMENT AGENCY

FORT LEWIS, WA 98433 AQDE

Region: WEST

Citation 1: OPM JGS UTILITY SYS REPAIRER-OPER, 4742, JUL 93

Citation 2: OPM JGS PLUMBER, 4206, MAR 69

Citation 3: OPM JGS WATER TREATMENT PLNT OPER, 5409, MAY 92

Citation 4: OPM JGS WASTEWATER TREATMENT PLNT, 5408, MAY 92

Citation 5: OPM JGS WATER TREATMENT PLNT OPER, 5409, MAY 92

Citation 6: OPM JGS / SUPERVISORS, TS-66, DEC 92

PD Library PD: NO

COREDOC PD: NO

Classified By: (b) (b)(6) (FMJ)

Classified Date: 04/04/2005

FLSA: E

Drug Test Required: NO

DCIPS PD: NO

Career Program: 00

Financial Disclosure Required: NO

Acquisition Position: NO

Functional Code: 00

Requires Access to Firearms:

Interdisciplinary: NO

Competitive Area: FL

Position Sensitivity: 1

Target Grade/FPL: 10

Competitive Level: 0005

Emergency Essential: N

Career Ladder PD: NO

Bus Code: 8888

PD Status: VERIFIED

Duties:

SUPERVISORY CONTROLS

Supervisor provides broad instructions, priorities, policies and time limits. Work is reviewed to assure an adequate quantity and quality of work as well as efficient accomplishment of work within established priorities and controls.

MAJOR DUTIES

Supervises employees directly or through subordinate lead positions in accomplishing the work of an organizational segment or group. The incumbent supervises employees in several stationary locations on the installation and also supervises a mobile team as well. The occupations and nonsupervisory grade levels that best reflect the nature of the overall work operations supervised are WG-4742-09, GS-0404-09, WG-4206-07, and WG-4749-09.

1. Planning. Plans use of subordinate workers, equipment, facilities and materials on a weekly or month-to-month basis. Establishes deadlines, priorities and work sequences. Plans assignments based on general schedules, methods and policies set by supervisor. Coordinates work with supporting or related work functions controlled by other supervisors. Determines the number and types of workers needed to accomplish projects. Redirects individual workers and resources to accomplish unanticipated work (e.g., work resulting from 'open and inspect' types of work orders). Informs higher level supervisors of the need to revise work schedules and re-estimate labor and other resources. Participates in initial planning of work schedules, budget requests, staffing needs, and other similar estimates. (35%)

2. Work Direction. Investigates work related problems such as excessive costs or low productivity and determines causes. Implements corrective actions to resolve work problems. Recommends solutions to staffing problems, engineering requirements, and work operations directed by other supervisors. Assigns work to subordinates and provides any necessary technical guidance. (20%)

3. Administration. Supports and explains management programs to subordinates. Recommends disciplinary actions, promotions, reassignments, awards and other personnel actions. Prepares performance standards and formal appraisals for subordinates. Selects or participates in the selection for vacancies. Advises and counsels workers on how to improve their performance and explains new work techniques. Investigates grievances and complaints, resolves them informally, and notifies supervisors of important/serious ones. As required, participates in union negotiations. Assures safety and housekeeping practices are observed. Maintains work reports and records. Approves sick and annual leave and prepares leave schedules. Determines training needs and arranges for accomplishment of such training. (20%)

4. Quality Control. Works with the Quality Control Manager to establish and implement the shop Quality Control Plan. Performs scheduled and unscheduled inspections of work in progress. Maintains a record of each inspection showing the results, any deficiencies noted and their probable cause (poor workmanship, lack of training, insufficient staff, insufficient skill levels, etc.). Initiates action to correct deficiencies and to correct their underlying cause (initiates or increases training, increases supervisory control, etc.). Maintains a record of the foregoing actions taken to alleviate quality problems. Develops a training plan for each critical skill level required to generate quality products and services. Performs a trend analysis of shop quality and provides data to supervisor and other engineering and quality control personnel for further analysis and evaluation. Meets with selected customers upon completion of shop work for the purpose of receiving performance feedback. Passes customer comments on to shop employees. (25%)

Performs other duties as assigned.

Must possess a valid Washington State driver's license.

NOTE: The employee must possess and maintain a Group III waste water certification issued by the State of Washington. Special Requirements. Must be able to obtain within 2-years and

maintain a current State of Washington Water Distribution Manager III certification. Must be able to obtain within 2-years and maintain a current State of Washington Water Treatment Plant Operator II certification.

Evaluation:

1. REFERENCES: a. OPM JGS/Supervisors, TS-66, Dec 92
- b. OPM JGS Utility Systems Repairer-Operator, 4742, Jul 93
- c. OPM JGS Plumber, 4206, Mar 69

2. DETERMINATION OF TITLE AND CODE: This job involves the supervision of employees engaged in trades and labor work. The occupation that best reflects the overall nature of work operations supervised is Utility Systems Repairer-Operator. Thus, the appropriate title and code is Utility Systems Repairer-Operator Supervisor, WS-4742.

3. DETERMINATION OF GRADE:

Factor I, Nature of Supervisory Responsibility. This position carries out supervisory responsibilities that match those described for Situation #2.

Factor II, Level of Work Supervised. WG-09 is selected. Work at this level is performed by Utility Systems Repairer-Operator, WG-4742-09 positions, which carry out the primary mission of the work operations.

Factor III, Scope of Work Operations Supervised. Level C is assigned, as discussed below.

Subfactor A, Scope of Assigned Work Function and Organizational Authority. The position meets the criteria for Level A-2 (45 points).

Subfactor B, Variety of Functions. Level B-4 (60 points) is assigned. The position supervises work in occupations in the WG-4742 and 4749 codes, at grade WG-09. In addition, this position supervises work in occupations in the GS-0404-09 and 1105-05 positions.

Subfactor C, Workforce Dispersion. Level C-2 (15 points) is assigned. The position supervises work at two different plant locations and at various other outlying locations throughout a large military base.

A total of 120 points converts to Level C, for Factor III.

Initial Grade Determination: Situation #2 combined with WG-09 as the Level of Work Supervised and Level C as the Scope of Work Operations Supervised equates to WS-10, according to the Grading Table on page 23 of Reference a.

4. FINAL GRADE DETERMINATION: WS-10.

5. CLASSIFICATION: Utility Systems Repairer-Operator Supervisor, WS-4742-10.

6. FLSA DETERMINATION: Exempt. The position meets all criteria for the Executive category.