

EXHIBIT 10

BOOK 1 OF 3

CD

ROI DIR OF PUBLIC WORKS (DPW) FT. LEWIS

EXH 10

BOOK I OF 3

CD- EXH 10

INDEX

AR 15-6 Report of Investigation

Table of Contents

Appointment Orders

Report of Investigation

Exhibits

Tab 1 – (b)(6) (b)(6) – Interview Data Sheet and Sworn Statement

- **Tab 1A** – Position Descriptions
- **Tab 1B** – RPA Tracker – 05AUG9EULDPWXX775645 and Notification of Personnel Action (SF50) – 4 SEP 05
- **Tab 1C** – RPA Tracker and Gatekeeper Checklist – 05NOV9EULDPWXX004308 – 1 JAN 06
- **Tab 1D** - RPA Tracker – 05DEC9EULDPWXX048567 – 2 APR 06
- **Tab 1E** – Vacancy Announcement – WTEU05004308 – 23 DEC 05
- **Tab 1F** – Web Based Referral List – WTEU05004308 – 28 DEC 05
- **Tab 1G** – Referral List Candidate Selection – WTEU05004308 – 28 DEC 05
- **Tab 1H** – Personnel file for (b)(6) Request for Personnel Action (RPA's)
- **Tab 1I** – Personnel file for (b)(6) (b)(6) Notification of Personnel Action (SF50's)
- **Tab 1J** – Personnel file for (b)(6) – Base System Civilian Evaluation Report's
- **Tab 1K** – Personnel file for (b)(6) (b)(6) – Supervisory Training

Tab 2 – (b)(6) – Interview Data Sheet

Tab 3 – (b)(6) (b)(6) (b)(6) – Interview Data Sheet

Tab 4 – (b)(6) – Interview Data Sheet and Sworn Statement

- **Tab 4L** – Additional documents provided by (b)(6)

Tab 5 – (b)(6) (b)(6) – Interview Data Sheet and Sworn Statement

Tab 6 – (b)(6) (b)(6) – Interview Data Sheet and Sworn Statement

Tab 7 – (b)(6) (b)(6) – Interview Data Sheet and Sworn Statement

Tab 8 – (b)(6) – Interview Data Sheet and Sworn Statement

Tab 9 – (b)(6) (b)(6) – Interview Data Sheet and Sworn Statement

Tab 10 – (b)(6) – Interview Data Sheet and Memorandum for Record

EXHIBIT 10

TAB 1

BOOK I OF 3

CD- EXH 10

TAB 1



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
HEADQUARTERS, UNITED STATES ARMY GARRISON AND FORT LEWIS
BOX 339500, MAIL STOP 1AA
FORT LEWIS, WASHINGTON 98433-9500

REPLY TO
ATTENTION OF:

APR 17 2007

IMNW-LEW-ZA

MEMORANDUM FOR Ms. Greta Powell, Directorate of Plans, Training, Mobilization & Security, Installation Management Command, U.S. Army Garrison, Fort Lewis, Washington 98433-9500

SUBJECT: Appointment as Investigating Officer, Allegations of Deficient Hiring and Management Practices within the Directorate of Public Works

1. You are hereby appointed as an investigating officer to conduct an informal investigation in accordance with Army Regulation 15-6 into: (1) the hiring actions taken in reference to Army vacancy WTEU05004308 for Utility Systems Repairer-Operator Supervisor, WS-4742-10 and (2) specific management practices at the Fort Lewis Wastewater (WWTP) and Water Treatment Plants (WTP). At the conclusion of your investigation, you will complete DA Form 1574 to include factual findings, your determination of whether any misconduct occurred and your follow-on recommendations.

2. Your investigation and factual findings will be limited to the specific issues identified below:

a. Any and all actions associated with the filling of Army vacancy announcement WTEU05004308 for Utility Systems Repairer-Operator Supervisor, WS-4742-10, at the Directorate of Public Works, Fort Lewis Washington. The investigation should include the entire spectrum of the action to include the creation of the position, determination of the qualifications required, preparation of initial request for personnel action, announcement of the vacancy to interested personnel, review of the applications, referral of qualified candidates, the hiring selection, decision to make the position permanent, announcement of that decision to the work force and any other issues associated with the hiring actions deemed relevant to understanding the overall picture; and

b. The following allegations associated with the management practices at the Fort Lewis Wastewater and Water Treatment Plants:

- (1) Failure to use the proper oil in the WWTP compressor;
- (2) Allegations arising from the WWTP daily entry logs;

(3) Improper refusal to allow plant operators to sample the sludge removed from No. 1 digester by Cascade and transferred to the drying beds, on or about 14 November 2006;

(4) Safety violations in connection with repairs to a swing arm on the floating lid of Digester No. 3;

(5) Failure to properly document sewage backups on or about 3 January 2007;

(6) Improperly leaving the WWTP unattended;

(7) Use of improper procedures to treat water at Donovan Reservoir;

(8) Failure of PW management to make regular site visits to the WWTP and WTF;

(9) Improper budgeting causing a shortage of repair parts and equipment at the WWTP and the WTF; and

(10) Failure to correct deficiencies at the portable latrine dumping site at North Fort.

3. Your investigation will be conducted IAW AR 15-6. During your investigation you will be required to interview and/or question numerous witnesses as well as obtain documentary evidence. You are directed to obtain sworn statements from all witnesses. In the event that you are unable to obtain a sworn statement from a witness, you will prepare a detailed Memorandum for Record (MFR) documenting the witness interview and explaining why a sworn statement was not obtained. As for documentary evidence, you should obtain original documents whenever possible. If originals are unavailable, ensure that accurate, legible copies are provided along with an MFR documenting where the original is maintained and why it was not obtained.

4. If, prior to or during any interviews, you suspect persons subject to the UCMJ of committing an offense, you are required to advise them of their Article 31 rights, both orally and in writing (refer to DA Form 3881), before any interview or questioning may commence or continue. If persons being interviewed are DA or Federal civilian employees, you must first determine whether they are covered by a collective bargaining agreement or a member of a union, in which case they have the right to have a union representative present during the interview. Employees may waive this right.


5. Upon completion of your investigation, you will make findings of fact regarding the issues addressed in paragraph no. 2 above and recommend appropriate action based on your findings. Your findings and recommendation will be recorded in memorandum format as referenced in your DA Form 1574 and will be accompanied by all evidence obtained during your investigation as well as a separate chronology listing all significant activity from initial appointment as

IMNW-LEW-ZA

SUBJECT: Appointment as Investigating Officer

Investigating Officer to completion of the inquiry, to include the granting of any extensions or delays to complete the investigation.

6. Captain Grady Leupold, Administrative Law Division, will be your point of contact for any legal advice. Prior to commencing your inquiry, you will schedule an appointment with CPT Leupold by contacting Specialist (b)(6) at (b)(6). Upon completion of your inquiry, you will submit the entire investigation to CPT Leupold for legal review. Your investigation is to be completed within 21 days of receipt of this memorandum unless I approve any further delay.


CYNTHIA A. MURPHY
COL, AV
Commanding



Investigative Log		
Appointing Official: (b) (b)(6) Garrison Commander		
Investigative Officer: (b)(6) Chief DPTMS Security Division		
Date	Action	Notes/Reference
4/17/07	AR 15-6 Appointment Orders Signed	Appointed by Garrison Commander, (b) (b)(6)
4/18/07	Received Appointment Orders	Picked up from (b) (b)(6) (GC's Secretary)
4/18/07	Received Adim Law Brief	Briefed by CPT Leupold (SJA) and (b)(6) (SJA)
4/19/07	Provided Draft Investigative Plan to Admin Law for Review	Sent via email to CPT Leupold (SJA) and (b)(6) (SJA)
4/20/07	Emailed (b)(6) (b)(6) requesting appropriate unions be notified of planned interviews of their employees	Union POC information provided by (b)(6) (b)(6) notifications complete
4/20/07	Called (b)(6) (b)(6) (b)(6) to provide notification of intent to interview (b)(6) employees	Understands that employee interview blocks will be set for 2 hour time periods over the next several weeks
4/20/07	Called (b)(6) (b)(6) (b)(6) to schedule operational overview and tour of WWTP and WTP	Left message at 1325 hours
4/20/07	Called (b)(6) (b)(6) to schedule telephonic interview (geographic separation)	Left message at 1424 hours
4/20/07	Called (b)(6) (b)(6) to schedule interview.	Scheduled for 1000 hours, 23 APR at (b)(6) Bldg, Rm 103
4/20/07	Received telephone call from (b)(6) (AFGE-1504 Union Rep) requesting (b)(6) be present at any interview of (b)(6)	Will ensure (b)(6) (AFGE-1504 Union Rep) is notified of scheduled interview (Try not to schedule on Monday as (b)(6) (AFGE-1504 Union Rep) is not available on
4/20/07	Received telephone call from (b)(6) (b)(6) providing contact information for (b)(6) (b)(6)	(b)(6) (b)(6) (b)(6) contact information: (Bldg 2012) - (b)(6) (b)(6); (Cell) - (b)(6) (WWTP) - (b)(6)
4/20/07	Called (b)(6) (b)(6) (b)(6) to schedule operational overview and tour of WWTP and WTP	Tour scheduled for 0800 hours, 24 APR at WWTP and WTP
4/22/07	Interview preparation: (b)(6) (b)(6)	Prepared interview data sheet
4/23/07	Called (b)(6) (b)(6) (b)(6) to schedule interview.	Left message at 0859 hours
4/23/07	Interview - (b)(6) (b)(6)	Interview was to establish baseline understanding of DA civilian hiring process and obtain documents related to promotion of (b)(6) (b)(6)
4/23/07	Interview - (b)(6) (b)(6) (b)(6)	Interview was to establish baseline understanding of DA civilian hiring process and obtain documents related to promotion of (b)(6) (b)(6)
4/23/07	Prepared interview data sheets and Sworn Statement Questions for Question/Response Format for all WWTP	Schedule interview dates/times with (b)(6) (b)(6) (b)(6) during tour on 4/24/07

Investigative Log		
Appointing Official: COL Cynthia A. Murphy, Garrison Commander		
Investigative Officer: Greta M. Powell, Chief DPTMS Security Division		
Date	Action	Notes/Reference
4/23/07	Emailed (b)(6) (b)(6) requesting POC information for (b)(6) (b)(6) (b)(6) and determination of whether or not union representation is	Awaiting POC information to contact (b)(6) (b)(6) (b)(6) to schedule voluntary interview
4/24/07	Tour - WWTP Facility; Received operational overview from (b)(6) (b)(6)	Scheduled interviews for WWTP employees: (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) and (b)(6) (b)(6)
4/24/07	Email notification sent to (b)(6) (IAM-282 Union Rep) regarding scheduled interview dates/times	Does not wish to be present except at request of individual employees
4/24/07	Email notification sent to (b)(6) (AFGE-1504 Union Rep) regarding scheduled interview dates/times	Will be present for interview of (b)(6) (b)(6)
4/24/07	Notified (b)(6) (b)(6) and WWTP employees of scheduled interview dates/times	(b)(6) - 26 APR - 1300 hours; (b)(6) (b)(6) - 26 APR - 1400 hours; (b)(6) (b)(6) - 27 APR - 0630 hours; (b)(6) (b)(6) - 27 APR - 0800 hours; (b)(6) (b)(6) - 27 APR - 1400 hours; (b)(6) (b)(6) - 27 APR -
4/24/07	Called CPT Leupold (SJA) regarding ability to interview Retired employees and their possible rights to union representation.	Referred to (b)(6) (b)(6) and (b)(6) (SJA) to resolve
4/24/07	2nd Call to (b)(6) (b)(6) to schedule telephonic interview (geographic separation)	Left message at 1057 hours; Email sent to (b)(6) (b)(6) to determine if (b)(6) (b)(6) is on leave/not available
4/24/07	Reviewed planned Sworn Statement Questions for WWTP employees against appointment order requirements to ensure all items were addressed with sufficiently	Typed up templated Sworn Statements with pre-planned questions in question/response format.
4/25/07	Called (b)(6) (b)(6) (b)(6) to determine if (b)(6) would be willing to be interviewed	(b)(6) (b)(6) (b)(6) stated that (b)(6) would like to be interviewed off post but must first consult with his attorney; Can be reached at (b)(6)
4/25/07	Contacted (b)(6) (DPTMS, Security) to request copy of (b)(6) (b)(6) (b)(6) NACT results	Investigation results needed to resolve allegations of qualification inconsistencies
4/25/07	Called (b)(6) (b)(6) (b)(6) to schedule interview for week of 30 APR - 4 MAY 07	Left message at 1025 hours
4/25/07	Called (b)(6) (b)(6) (b)(6) to schedule interview for week of 30 APR - 4 MAY 07	Left message at 1028 hours

Investigative Log		
Appointing Official: COL Cynthia A. Murphy, Garrison Commander		
Investigative Officer: Greta M. Powell, Chief DPTMS Security Division		
Date	Action	Notes/Reference
4/25/07	Called (b)(6) (b)(6) to schedule interview for week of 30 APR - 4 MAY 07	Interview scheduled for 30 APR at 1300 hours, Bldg 2012, Rm (b)(6) (DPW/GPCC) invited to attend as well (left message at 1035 hours)
4/25/07	Emailed (b)(6) (b)(6) and (b)(6) (b)(6) regarding documentation required for 30	Requested WWTP and WTP Budget Spend Plans for 2006 and 2007; GPCC records for WWTP and WTP account holders for 2006 and 2007
4/25/07	Received email from (b)(6) (b)(6) (b)(6) stating that WWTP employees wish to have their attorney present at all interviews	Advised CPT Leupold (SJA) and requested guidance
4/25/07	Emailed (b)(6) (b)(6) (b)(6) requesting documentation	Requested (b)(6) SOP's for WWTP and WTP Operations; (b)(6) SOP's for Safety; Specifications and user manual for WWTP compressor; Diagrams and maps of Donovan Reservoir and portable latrine dumping site; Safety training records for WWTP and WTP employees; and any industrial hygiene
4/25/07	Emailed (b)(6) (b)(6) requesting documentation	Requested federal and state standards for WWTP and WTP operations
4/25/07	Emailed (b)(6) (b)(6) (b)(6) to schedule interview	Requested (b)(6) (b)(6) (b)(6) contact me via telephone to schedule interview
4/25/07	Emailed (b)(6) (b)(6) to schedule telephone interview (Geographic Separation)	Third Request. No response to first two requests.
4/25/07	Emailed CPT Leupold (SJA) with planned interview questions for WWTP employees	Ensured fully aware of planned questions to better field questions from union reps and attorneys who will be present at interviews
4/25/07	Received telephone call from (b)(6) (b)(6) (b)(6) to schedule interview	Interview scheduled for Tuesday, 1 MAY at 0930 hours
4/25/07	Received telephone call from (b)(6) (b)(6) (b)(6) to schedule interview	Interview scheduled for Tuesday, 8 MAY at 1130 hours at Terriaki Place, Dupont WA
4/25/07	Received telephone call from (b)(6) (b)(6) (b)(6) to schedule interview	Interview scheduled for Thursday, 3 MAY at 0900 hours at Bldg 2044
4/26/07	Received telephone call from (b)(6) (b)(6) to schedule interview	Interview scheduled for Monday, 30 APR at 1000 hours at Bldg 2012, Rm 301
4/26/07	Interview - (b)(6) (b)(6)	Sworn Statement Provided/Copy Provided to (b)(6) (b)(6) Representative present
4/26/07	Interview - (b)(6) (b)(6)	Sworn Statement Provided/Copy Provided to (b)(6) (b)(6) Representative present
4/26/07	Received telephone call from (b)(6) (b)(6) (b)(6) recommending I interview (b)(6) (DES)	(b)(6) (b)(6) was already identified as an interview subject for this investigation based on statements made by other WWTP employees

Investigative Log		
Appointing Official: COL Cynthia A. Murphy, Garrison Commander		
Investigative Officer: Greta M. Powell, Chief DPTMS Security Division		
Date	Action	Notes/Reference
4/27/07	Interview - (b)(6) (b)(6)	Sworn Statement Provided/Copy Provided to (b)(6) (b)(6) Union Representation
4/27/07	Interview - Ronald (b)(6) (b)(6)	Sworn Statement Provided/Copy Provided to (b)(6) (b)(6) (b)(6) Union Representation
4/27/07	Called CPT Leupold (SJA) regarding how to respond to question from (b)(6) (b)(6) (b)(6) Is his sworn statement covered by	Left telephone message at 1024 hours. Left messages for Steve Hart (SJA) and Alex Kettilson (SJA) as well.
4/27/07	Called (b)(6) (b)(6) (b)(6) regarding how to respond to question from (b)(6) (b)(6) (b)(6) Can attend the next	Left message at 1026 hours
4/27/07	Called CPT Robson (SJA) - Taking over for CPT Leupold; can be reached at 967-0307 regarding question from Ronald (b)(6)	Advised to tell (b)(6) that his question is legal in nature and (b)(6) need to consult with his attorney. Advised to also ask Ronald (b)(6) (b)(6) for a copy of the gag order
4/27/07	Called (b)(6) (b)(6) to schedule interview	Interview scheduled for 1530 hours on 30 APR 07 at Bldg 2027D, Rm 211.
4/29/07	Emailed (b)(6) (AFGE-1504 Union Rep) to notify of intent to interview (b)(6) (b)(6) (b)(6)	(b)(6) (b)(6) declined union representation and prefers not to have current supervisor/co-workers aware of (b)(6) involvement in this investigations.
4/29/07	Prepared interview data sheets and Sworn Statement Questions for Question/Response Format for (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) and (b)(6)	Inteviews all scheduled for Monday, 30 APR 07. 0900 - (b)(6) (b)(6) (b)(6) 1000 - (b)(6) (b)(6) 1300 - (b)(6) (b)(6) (b)(6) 1530 - (b)(6) (b)(6)
4/30/07	Interview - (b)(6) (b)(6)	Memorandum for Record Provided/Copy Provided to (b)(6) (b)(6) (WCMOC)/Union Representative Not Required.
4/30/07	Interview - (b)(6) (b)(6)	Interview was to establish baseline understanding of which standards apply to WWTP and WTP operations.
4/30/07	Interview - (b)(6) (b)(6) (b)(6) (b)(6) and (b)(6) Schieche (b)(6)	Interview was to establish baseline understanding of budgeting process for WWTP and WTP operations.

Investigative Log		
Appointing Official: COL Cynthia A. Murphy, Garrison Commander		
Investigative Officer: Greta M. Powell, Chief DPTMS Security Division		
Date	Action	Notes/Reference
4/30/07	Received telephone call from (b)(6) (b)(6)	(b)(6) called regarding my request to (b)(6) (b)(6) for access to GPCC cardholder account records for [L Lancy and (b)(6)]. As I never contacted (b)(6) or anyone else in DOC related to this request, I was surprised by (b) call. (b) refused to disclose to me who called (b) and (b) informed me that I was not authorized to view cardholder account records because it would give me access to account numbers. I explained that I was an appointed AR 15-6 investigating officer and that I did not require account numbers but rather a history of purchases in order to fully investigate allegations pertaining to budget execution for WWTP and WTP operations. I also explained that allowing me to review the records was voluntary (i.e. I can't force management to allow me to review the records), but that I would be unable to resolve certain allegations pertaining to budget execution without reviewing the records. This call seemed odd/out of place and suggests that someone within (b)(6) management may not want me to review the GPCC cardholder records.
4/30/07	Called (b)(6) (SJA) requesting guidance on how to proceed with request to review WWTP and WTP GPCC cardholder records for FY2006 and FY2007	Obtained interim guidance. Will provide more detailed guidance on 5/1/07.
4/30/07	Interview - (b)(6) (b)(6)	Sworn Statement Provided/Copy Provided to (b)(6) (b)(6) Union Representation
4/30/07	Emailed CPT Leupold (SJA) and LTC (b)(6) Resnick (SJA) to verify the new SJA POC for this AR 15-6 investigation	Requested SJA POC information
4/30/07	Emailed (b)(6) (b)(6) and (b)(6) (b)(6) requesting access to Government Purchase Credit Card (GPCC) records for FY2006 and FY2007 for GPCC Cardholders: (b)(6) (b)(6) and Cindy	Sent courtesy copy of email to (b)(6) and (b)(6)
4/30/07	Emailed Garrison Commander requesting extension/additional 21 days to complete investigation	Awaiting response from Garrison Commander
5/1/07	Reviewed documents provided by (b)(6) (b)(6)	Information detailed in EEO Complaint raises additional issues which are outside the scope of this AR 15-6
5/1/07	Consulted with CPT Leupold (SJA) and CPT (b)(6) Humphres regarding how to handle allegations outside scope of this AR 15-6	Note items outside scope in AR 15-6 report. No obligation to pursue investigative leads resulting from allegations/issues outside scope of AR 15-6.

Investigative Log		
Appointing Official: COL Cynthia A. Murphy, Garrison Commander		
Investigative Officer: Greta M. Powell, Chief DPTMS Security Division		
Date	Action	Notes/Reference
5/1/07	Emailed (b)(7) (b)(6) (b)(6) again requesting access to GPCC records for FY2006 and FY2007 for GPCC Cardholders: (b)(6) (b)(6) and (b)(6)	No response to original or second request.
5/1/07	Prepared interview data sheets and Sworn Statement Questions for Question/Response Format for (b)(6)	Interviews scheduled for Thursday, 3 MAY 07. 0900 - (b)(6) (b)(6) 1300 - (b)(6) (b)(6)
5/2/07	Received email from Garrison Commander approving additional time	AR 15-6 investigation timeline extended to 29 MAY 07.
5/2/07	Interview - (b)(6) (DCSRM)	Interview was to establish whether or not funding availability would have impacted procurement of repair parts.
5/2/07	File Review - (b)(6) (b)(6)	Reviewed personnel files for (b)(6) (b)(6) (b)(6) and (b)(7) (b)(6)
5/2/07	Identified additional potential sources of information	(b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) FNU
5/3/07	Interview - (b)(6) (b)(6) (b)(6)	Sworn Statement Provided/Copy Provided to (b)(6) (b)(6) (b)(6)
5/3/07	Interview - (b)(7) (b)(6) (b)(6)	Sworn Statement Provided/Copy Provided to (b)(6) (b)(6)
5/3/07	Telephone message from (b)(6) (b)(6)	Returned call on 5/4/07 - ODF for (b)(6) (b)(6) ready for review
5/3/07	Called (b)(7) (b)(6) (b)(6) regarding reference for prohibited personnel practices	Received email with necessary references. Will review in coordinate with SIA to determine if fact pattern established thus far constitutes prohibited personnel practice(s).
5/3/07	Reviewed log books provided by (b)(7) (b)(6) (b)(6) (b)(6)	Reviewed WWTP log books provided by (b)(7) (b)(6) (b)(6) with inclusive dates as follows: 11 FEB 05 - 22 DEC 05; 23 DEC 05 - 26 MAR 06; 27 MAR 06 - 2 JUL 06
5/3/07	Received email from (b)(7) (b)(6) (b)(6) stating that Government Purchase Credit Card (GPCC) account records are not yet	Sent reply email asking when records would be available for review.
5/4/07	Called (b)(6) regarding safety violation investigation report	Interview scheduled for 7 MAY at 1300 hours; Bldg 2007
5/4/07	Emailed (b)(6) (b)(6) requesting appropriate unions be notified of planned interviews of their employees	Union POC information provided by (b)(6) (b)(6) notifications complete
5/7/07	Interview (b)(6)	Interview was to establish whether or not safety concerns were reported and if safety investigations resulted in written reports

Investigative Log		
Appointing Official: COL Cynthia A. Murphy, Garrison Commander		
Investigative Officer: Greta M. Powell, Chief DPTMS Security Division		
Date	Action	Notes/Reference
5/7/07	Consultation - CPT Heumphreus (SJA)	Conversations with SJA regarding timelines for turn in of initial draft report (turn in to SJA on 21 MAY 07) and determination of whether or not violation of merit systems principles
5/7/07	Prepared interview data sheets and Sworn Statement Questions for Question/Response Format for (b)(6)	Interview scheduled for Tuesday, 8 MAY at 1130 hours at Terriaki Place, Dupont WA
5/7/07	Worked on Draft Investigation Report	Scanned all documents and sworn statements obtained thus far into electronic files//Started Draft Investigation Report (findings and recommendations)
5/8/07	Interview - (b)(6) (b)(6) (b)(6)	Sworn Statement Provided/Copy Provided to (b)(6) (b)(6) (b)(6)
5/8/07	Reviewed documents provided by (b)(6) (b)(6) (b)(6)	Additional issues raised outside scope of AR 15-6 investigation. Specifically, challenge to last appraisal and retirement pay issues.
5/8/07	Worked on Draft Investigation Report	Documented fact pattern sequence by issue and chronology
5/9/07	Interview - (b)(6)	Sworn Statement Provided/Copy Provided to (b)(6) (b)(6)
5/9/07	Called (b)(6) (b)(6) to schedule interview	Scheduled for Thursday 10 MAY at 1000 hour; Bldg 2012, Rm 111
5/9/07	Called (b)(6) (b)(6) (b)(6) to schedule interviews with Water Treatment Plant and Outside Water and Sewer personnel	Advised to schedule directly through (b)(6) (b)(6) (b)(6)
5/9/07	Emailed (b)(6) A. (b)(6) (b)(6) to schedule interviews of Water Treatment Plant and Outside Water and Sewer personnel	Awaiting response with scheduled dates/times for (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) and Garv Huff
5/9/07	Reviewed GPCC Records for (b)(6) (b)(6)	Obtained copies of Exhibit 6 and receipts for order of TV and training materials
5/10/07	Interview - (b)(6) (b)(6)	Sworn Statement Provided/Copy Provided to (b)(6) (b)(6)
5/10/07	Reviewed GPCC Records for (b)(6) (b)(6)	Records provided by (b)(6)

Investigative Log		
Appointing Official: COL Cynthia A. Murphy, Garrison Commander		
Investigative Officer: Greta M. Powell, Chief DPTMS Security Division		
Date	Action	Notes/Reference
5/16/2007	Received call from (b)(6) to schedule interview	(b)(6) Interview scheduled for Tuesday, 22 MAY at 1400 hours at Bldg 2012, Rm 304 (966-1766)
5/16/2007	Received call from (b)(6) stating that OPF for (b)(6) is ready for review	(b)(6) OPF review scheduled for Tuesday, 22 MAY at 1100 hours at (b)(6)
5/22/2007	Interview - (b)(6) EMPLOYEE	Memorandum for Record Provided/Copy Provided to (b)(6) EMPLOYEE/Union Representative Not Required.
5/22/2007	Interview - (b)(6)	Sworn Statement Provided/Copy Provided to (b)(6)
5/22/2007	Interview - (b)(6)	Sworn Statement Provided/Copy Provided to (b)(6) Representative Not Required.
5/22/2007	Review of OPF for (b)(6) A. (b)(6)	Portions of OPF copied and provided as exhibits to final report of investigation
5/23/2007	Complete report of investigation and to preparation of exhibits	Final product ready for SJA review
5/29/2007		
5/29/2007	Final report of investigation and supporting exhibits submitted to CPT Heumphreus (SJA) for mandatory review	Awaiting SJA comments for correction/revision
5/29/2007	Notified Appointing Official, Garrison Commander, COL Murphy that final report of investigation has been submitted to SJA	Mission Complete

Investigative Plan
As of: 19 APR 07

Appointing Official: COL Cynthia A. Murphy; Garrison Commander
Investigative Officer: Greta M. Powell, GG-13; Chief, DPTMS Security Division
Admin Law Brief: Completed on 18 APR 07

1. Issue: Any and all actions associated with the filling of Army vacancy announcement WTEU05004308 for Utility Systems Repairer-Operator Supervisor, WS-4742-10, at the Directorate of Public Works, Fort Lewis Washington. The investigation should include the entire spectrum of the action to include the creation of the position, determination of the qualifications required, preparation of initial request for personnel action, announcement of the vacancy to interested personnel, review of the applications, referral of qualified candidates, the hiring selection, decision to make the position permanent, announcement that decision to the work force and any other issues associated with the hiring actions deemed relevant to understanding the overall picture.

Documents Required (Individual to Contact to Coordinate/Provide):

- DPW Organizational Chart/Hierarchy for WWTP and WTP with at least two levels up (b)(6) (b)(6) (b)(6)
- Any internal DPW policies/procedures related to processing Recruit-Fill actions (DPW, (b)(6) (b)(6))
- Request for Civilian Personnel Hire authorization (b)(6) (b)(6)
- Gatekeeper Checklist ((b)(6))
- Recruit-Fill Request for Personnel Action (RPA) (b)(6) (b)(6)
- Vacancy Announcement (b)(6) (b)(6)
- Advance Copy of Vacancy Announcement (b)(6) (b)(6)
- Resumix Referral List (b)(6) (b)(6)
- Referral List Resumes (b)(6) (b)(6)
- Resumes for all existing employees of WWTP and WTF ((b)(6) (b)(6))
- Candidate Selection List (b)(6) (b)(6)
- Tentative Job Offer Notice (b)(6) (b)(6)
- SF50 – Notification of Personnel Action for Individual Hired into Position (b)(6) (b)(6)
- Personnel file for (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6)
- National Agency Check with Written Inquiries (NACI) Investigation file for (b)(6) (b)(6) (b)(6) (DPTMS Security Division, (b)(6))
- All email correspondence related to the vacancy originated by or sent to the following personnel: (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) (b)(6) and any additional personnel identified during the investigation as having relevant email correspondence (All identified individuals, DOIM assistance if necessary)

Investigative Plan
As of: 19 APR 07

Appointing Official: COL Cynthia A. Murphy; Garrison Commander
Investigative Officer: Greta M. Powell, GG-13; Chief, DPTMS Security Division
Admin Law Brief: Completed on 18 APR 07

Pre-Planned Investigation Steps (Individual to Contact to Coordinate/Provide):

- Submit list of DA Civilian personnel to be interviewed to (b)(6) (b)(6) to obtain union affiliation and union point of contact information for all identified individuals and concurrently notify union of intent to interview
- Obtain DPW Organizational Chart/Hierarchy ((b)(6) (b)(6)
- Overview and tour of WWTP and WTP operations ((b)(6) (b)(6)
- Document Requests - Send out email notifications to the following personnel to provide requested documents:
 - (b)(6) (b)(6)
 - (b)(6)
 - (b)(6)
 - (b)(6)
 - (b)(6)
- Interview sequence – Note: Interview data sheets and sworn statements will be executed for all interviews.
 - (b)(6) (b)(6)
 - (b)(6) (b)(6)
 - (b)(6) (b)(6)
 - (b)(6) (b)(6) (b)(6)
 - (b)(6) (b)(6) (b)(6)
 - (b)(6) (b)(6) (b)(6)
 - (b)(6) (b)(6) (b)(6)
 - (b)(6) (b)(6)
 - (b)(6) (b)(6)
 - Ronald (b)(6) (b)(6)
 - (b)(6) (b)(6)
 - (b)(6) (b)(6)
 - (b)(6) (b)(6) (b)(6)
 - (b)(6) (b)(6)
 - (b)(6) (b)(6) (b)(6)
 - (b)(6) (b)(6) – Note: May require privacy act advisement and rights warning advisement
 - (b)(6) (b)(6) – Note: May require privacy act advisement and rights warning advisement
 - (b)(6) (b)(6) (b)(6) – Note: May require privacy act advisement and rights warning advisement

Investigative Plan
As of: 19 APR 07

Appointing Official: COL Cynthia A. Murphy; Garrison Commander
Investigative Officer: Greta M. Powell, GG-13; Chief, DPTMS Security Division
Admin Law Brief: Completed on 18 APR 07

2. Issue: Management practices

- Failure to use the proper oil in the WWTP compressor
- Allegations arising from the WWTP daily entry logs
- Improper refusal to allow plan operators to sample the sludge removed from Digester No. 1 by Cascade and transferred to the drying beds, on or about 14 NOV 06
- Safety violations in connection with repairs to a swing arm on the floating lid of Digester No. 3
- Failure to properly document sewage backups on or about 3 JAN 07
- Improperly leaving the WWTP unattended
- Use of improper procedures to treat water at Donovan Reservoir
- Failure of PW management to make regular site visits to the WWTP and WTF
- Improper budgeting causing a shortage of repair parts and equipment at the WWTP and the WTF
- Failure to correct deficiencies at the portable latrine dumping site at North Fort

Documents Required (Individual to Contact to Coordinate/Provide):

- (b)(6) Organizational Chart/Hierarchy for WWTP and WTP with at least two levels up (b)(6) (b)(6) (b)(6)
- Any internal (b)(6) SOP's for WWTP or WTP operations (b)(6) (b)(6)
- Any internal (b)(6) SOP's for Safety (b)(6) (b)(6)
- IMCOM, Federal and State standards for WWTP and WTP operations (b)(6) (b)(6) (b)(6)
- Specifications and user manual for WWTP compressor (b)(6) (b)(6) (b)(6)
- WWTP and WTP Budget Spend Plan for 2006 and 2007 (DCSRM, (b)(6) (b)(6)
- Government Purchase Credit Card records for all WWTP and WTP account holders for 2006 and 2007 (DCSRM, (b)(6)
- All supply requests for repair parts/equipment and consumable supplies (i.e. oil) from 2006 and 2007 (b)(6) (b)(6) (b)(6)
- WWTP daily entry logs for 2006 and 2007 (b)(6) (b)(6) (b)(6)
- Safety training records for all employees of WWTP (b)(6) (b)(6) (b)(6)
- Any occupational health assessment survey documents from 2006 or 2007 (MAMC, Occupational Health)
- Diagrams and maps of Donovan Reservoir and portable latrine dumping site (b)(6) (b)(6)

Investigative Plan
As of: 19 APR 07

Appointing Official: COL Cynthia A. Murphy; Garrison Commander
Investigative Officer: Greta M. Powell, GG-13; Chief, DPTMS Security Division
Admin Law Brief: Completed on 18 APR 07

Pre-Planned Investigation Steps (Individual to Contact to Coordinate/Provide):

- Document Requests - Send out email notifications to the following personnel to provide requested documents:
 - (b)(6) (b)(6)
 - (b)(6)
 - (b)(6) (b)(6)
 - (b)(6)
 - (b)(6)
 - MAMC, Occupational Health

- Interview sequence – Note: Interview data sheets and sworn statements will be executed for all interviews.
 - (b)(6) (b)(6)
 - (b)(6) (DCSRM)
 - (b)(6) (b)(6) (b)(6)
 - (b)(6) (b)(6) (b)(6)
 - (b)(6) (b)(6)
 - (b)(6) (b)(6)
 - Ronald (b)(6) (b)(6)
 - (b)(6) (b)(6)
 - (b)(6) (b)(6)
 - (b)(6) (b)(6)
 - (b)(6) (b)(6) (b)(6)
 - (b)(6) (b)(6) (b)(6)
 - (b)(6) (b)(6) – Note: May require privacy act advisement and rights warning advisement
 - (b)(6) (b)(6) – Note: May require privacy act advisement and rights warning advisement
 - (b)(6) (b)(6) (b)(6) – Note: May require privacy act advisement and rights warning advisement

EXHIBIT 10

TAB 1A

BOOK I OF 3

CD- EXH 10

TAB 1A

Position Description

PD#: EU200383

Replaces PD#: EU185551

Sequence#: VARIES

UTILITY SYSTEMS REPAIRER-OPERATOR SUPERVISOR

WS-4742-10

Installation: FORT LEWIS, WA

MACOM: VARIES

Command Code:

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

Classified Date: 04/04/2005

FLSA: EXEMPT

Drug Test Required: VARIES

DCIPS PD: NO

Career Program:

Financial Disclosure Required: NO

Acquisition Position: NO

Functional Code:

Requires Access to Firearms: VARIES

Interdisciplinary: NO

Competitive Area: VARIES

Position Sensitivity: VARIES

Target Grade/FPL: 10

Competitive Level: VARIES

Emergency Essential: VARIES

Career Ladder PD: NO

Bus Code: VARIES

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.



Position Info

Name:	---	PP-Series-Grade/Step:	WS-4742-10/
Target Grade:	10		
Title:	UTILITY SYSTEMS REPAIRER-OPERATOR SUPERVISOR		
Position Description Number:	200383.960128		

General Data

Competitive Area Code	FL
Competitive Level Definition	0005
Supervisory Status Code	(2) Supervisor or Manager
Designation of Position Sensitivity	(1) Nonsensitive (NS) National Security Risk
Security Clearance	(0) No Access Required; ENTNAC/NAC/NACI Required
Key/Emergency Essential Indicator	(2) Position Has Been Designated Key
Occupational Category (PATCOB)	(B) Blue Collar
Bargaining Unit Status Code	(8888) Ineligible for Inclusion In A Bargaining Unit
Pay Table	W143
Payroll Office Identification	OA
Work Schedule	(F) Full-Time
Premium Pay Indicator	(---)



Historical Sequence - Position Description - Utility Systems Repairer-Operator Supervisor

Classified Date	PD Number	Replaces PD	Series/Grade	POSITION DESCRIPTION REQUIREMENTS			
				WA State Driver's License	Waste Water Treatment Plant Operator	Water Distribution Manager	Water Treatment Plant Operator
3-Feb-94	EU2053	EUZ6056	WS-4742-09	YES	Group III	N/A	N/A
13-Jul-04	EU178523	N/A	WS-4742-09	YES	Group III	Group III	Group II
27-Aug-04	EU182461	EU2053	WS-4742-10	YES	Group III	Group III	Group II
20-Oct-04	EU186946	N/A	WS-4742-10	YES	Group III	Group III	Group II
4-Apr-05	EU200383	EU185551	WS-4742-10	YES	Group III	2 Years to Obtain Group III	2 Years to Obtain Group II

Remark(s): No difference between PD EU186946 and PD EU200383 except for the addition of the 2 year period to obtain the necessary certifications.



Historical Sequence - Position Description - Utility Systems Repairer-Operator Supervisor

Classified Date	PD Number	Replaces PD	Series/Grade	POSITION DESCRIPTION REQUIREMENTS			
				WA State Driver's License	Waste Water Treatment Plant Operator	Water Distribution Manager	Water Treatment Plant Operator
3-Feb-94	EUL2053	EUZ6056	WS-4742-09	YES	Group III	N/A	N/A
13-Jul-04	EU178523	N/A	WS-4742-09	YES	Group III	Group III	Group II
27-Aug-04	EU182461	EUL2053	WS-4742-10	YES	Group III	Group III	Group II
20-Oct-04	EU186946	N/A	WS-4742-10	YES	Group III	Group III	Group II
4-Apr-05	EU200383	EU185551	WS-4742-10	YES	Group III	2 Years to Obtain Group III	2 Years to Obtain Group II

Remark(s): No difference between PD EU186946 and PD EU200383 expect for the addition of the 2 year period to obtain the necessary certifications.

EXHIBIT 10

TAB 1B

BOOK I OF 3

CD- EXH 10

TAB 1B

RPA Tracker

RPA Information

RPA Number 05AUG9EULDPWXX775645
 Action Requested GHR_SAL_PROM
 PP-Seri-Gr WS-4742-10
 Effective Date 2005-09-04
 Proposed Effective Date ---
 Name (b)(6)
 Nature of Action 703
 (b)(7) Location (EU) FORT LEWIS
 Command Code BA
 Request ID 3668399
 Position ID 766663
 Unique Number 775645
 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 05AUG9EULDPWXX775645 (Closed)
 3. For Additional Information Call (b)(6)
 (b)(6)
 4. Proposed Effective Date ---
 5. Actions Requested By (b)(6)
 ADMINISTRATIVE SERVICES SPECIALIST
 2005-08-05
 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 2005-09-04

Status Remarks

Status Remark	Occur	Date 1	Date 2	Comments
CLASS REVW (CURSORY REVIEW)	1	2005-08-26	2005-08-29	---

First Action

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

Second Action

6-A. Code	---
6-B. Nature of Action	---
6-C. Code	---
6-D. Legal Authority	---
6-E. Code	---
6-F. Legal Authority	---

From

7. Position Title and Number	<u>UTILITY SYSTEMS REPAIRER-OPERATOR 92839</u>
8. Pay Plan	WG
9. Occ Code	4742
10. Grade/Level	09
11. Step/Rate	00
12. Total Salary	26.69
12A. Basic Pay	26.69
12B. Locality Adj	0
12C. Adj. Basic Pay	26.69
12D. Other Pay	0
13. Pay Basis	PH
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

To

TO: Position Title and Number	<u>UTILITY SYSTEMS REPAIRER-OPERATOR</u> <u>SUPERVISOR 200383.912233</u>
16. Pay Plan	WS
17. Occ Code	4742
18. Grade/Level	10
19. Step/Rate	01
20. Total Salary	29.31
20A. Basic Pay	29.31
20B. Locality Adj	0
20C. Adj. Basic Pay	29.31
20D. Other Pay	---
21. Pay Basis	PH
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

Notes

DATE: 5 AUG 2005 Request temporary promotion effective asap and NTE 120-days for (b)(7) A. (b) 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) (253) 967-0879, DSN 357-0879 Date: 29-AUG-2005 This is a noncompetitive temp promotion. DMG

Employee Data

23. Veterans Preference 2
 24. Tenure 1
 25. Agency Use ARBA
 26. Veterans Preference for RIF Y
 27. FEGLI WO
 28. Annuitant Indicator 9
 29. Pay Rate Determinant 0
 30. Retirement Plan 1
 31. Service Comp. Date (Leave) 1973-06-07
 32. Work Schedule 'F
 33. Part Time Hours Per Bi-Weekly Pay Period ---

Position Data

34. Position Occupied 1
 35. FLSA Catagory E
 36. Appropriation Code 131079J2S46
 37. Bargaining Unit Status 8888
 38. Duty Station Code 530763053
 39. Duty Station FORT LEWIS / PIERCE / WASHINGTON
 40. Agency Data BLT
 41. Agency Data PON# OA
 42. Agency Data ---
 43. Agency Data ---
 44. Agency Data TDA DATA BA/W12KAA/052C/04
 45. Education Level 09
 46. Yr Degree Attained Degree ---
 47. Academic Discipline ---
 48. Functional Class 00
 49. Citizenship 1
 50. Veterans Status V
 51. Supervisory Status 2

Remarks

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

Approver Signature

Approver Signature
 Approval Date

(b)(6)
 2005-08-30

Current/Last Box

Group Box YES-9WE_BD_P2/COP

Inbox Name BARBARA.TRYON/COP
 E-mail Address ---
 Days 4.78
 Date Sent 2005-09-06
 Date Received 2005-09-01

Group Box	Inbox Name	E-mail Address	Days	Date	
				Sent	Received
YES-9WE_BD_PL1/COP	(b)(6)	---	2.22	2005-09-01	2005-08-30
YES-9WE_BD_SL2/COS	(b)(6)	(b)(6)	0.08	2005-08-30	2005-08-30
YES-9WE_BD_S8/COS	(b)(6)	---	0.84	2005-08-30	2005-08-29
YES-9WE_BD_SL2/COS	(b)(6)	(b)(6)	0.04	2005-08-29	2005-08-29
YES-9WE_BD_C1/COC	(b)(6)	---	0.01	2005-08-29	2005-08-29
YES-9WE_BD_C3/COC	(b)(6)	---	2.98	2005-08-29	2005-08-26
XYZ-9WE_CFD1_GATE/COPD	(b)(6)	---	0.83	2005-08-26	2005-08-25
RMM-9EU_DRM_MANPOWER/RMM	(b)(6)	---	0.05	2005-08-25	2005-08-25
RMM-9EU_DCSRM_MANPOWER/RMM	(b)(6)	---	0.01	2005-08-25	2005-08-25
---	(b)(6)	---	17.24	2005-08-25	2005-08-08
---	(b)(6)	---	2.77	2005-08-08	2005-08-05
---	(b)(6)	---	0.03	2005-08-05	2005-08-05

EXHIBIT 10

TAB 1C

BOOK I OF 3

CD- EXH 10

TAB 1C

Gate Keeper Checklist

Request Number	05NOV9EULDPWXX004308
Action Requested	RECRUIT_FILL
Proposed Effective Date	2006-01-01 00:00:00.0
Effective Date	---
Name	---
Grade	10
Occupational Series	4742

To-Side Position	<u>UTILITY SYSTEMS REPAIRER-</u>
Position Selected	<u>OPERATOR SUPERVISOR</u>
	<u>New Position</u>

Select Module Type:

Choose a Module:	All Modules & Questions
------------------	-------------------------

View Section Type:

Manager
 Resource Management
 (b)(7)
 All

- **Checklist Name: Position Decision 5**

CPAC section
No Data Available

Manager section
No Data Available

Resource Management section
No Data Available

- **Checklist Name: Supplemental Position Data**

CPAC section
No Data Available

Manager section

INSTRUCTIONS: You can view the Organizational Information you have selected for this position by clicking on the Position Selected hyperlink above.

Question: Position Description number is

Answer: **EU200383**

Question: Position Title is

Answer: **Utility System Repairer Operator Supervi**

Question: Occupational Series is

Answer: **4742**

Question: Grade/Payband is

Answer: **10**

Question: Would you like to provide information about the accuracy or quality of a job description you have viewed in FASCLASS?

Answer: **No**

Question: Duty Station is

Answer: **FT Lewis**

Question: Work Schedule is

Answer: **Full-Time**

For HELP on the next 7 questions, please click the HELP hyperlink above.

Question: Is this position eligible for Title 38 Premium Pay (MEDCOM Positions)?

Answer: No
Question: Premium Pay is
Answer: ---
Question: Position Sensitivity is
Answer: 1 Non-sensitive
Question: What type of Security Clearance is required?
Answer: 0 - NO ACCESS REQUIRED; ENTNAC/NAC/NACI REQUIRED
Question: Is this position identified on your mobilization plan as Key or Emergency Essential?
Answer: No
Question: Is this position subject to random drug testing?
Answer: No
Question: Is this an Acquisition Position?
Answer: No
Question: Does this position require access to firearms and/or ammunition?
Answer: No

Resource Management section

No Data Available

• **Checklist Name: Complete RM Data**

CPAC section

No Data Available

Manager section

Question: Will this action be sent to another office for completion of the Resource Management data?

Answer: Yes

Resource Management section

INSTRUCTIONS: To view the Organizational Unit this position is being placed in please click on the Position Selected hyperlink above.

Question: Are you providing an AMS code?

Answer: Yes

Sub Question: AMS is

Sub Answer: 131079J2B46

Question: Are you providing a TDA Paragraph and/or Line number?

Answer: Yes

Sub Question: TDA Paragraph number is

Sub Answer: 052C

Sub Question: TDA Line number is

Sub Answer: 04

Question: Are you providing a Standard Work Center Code?

Answer: No

Question: Are you providing an APC code?

Answer: Yes

Sub Question: APC code is

Sub Answer: DJP9

Question: Are you providing a Cost Center Code?

Answer: No

Question: Is this a Program Budget Decision 712 (PBD 712) military to civilian position being filled for the first time?

Answer: No

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.

• **Checklist Name: Recruitment Information**

CPAC section

No Data Available

Manager section

Question: Is POC for this action different than name on RPA?

Answer: Yes

Sub Question: POC is

Sub Answer: (b)(6) (b)(6)

Question: Is POC also the Hiring Official?

Answer: Yes

Sub Question: Please provide fax and email address of the Hiring Official for this action.

Sub Answer: (b)(6), (b)(6)

Question: Please provide the AKO email address of the Hiring Official for this action.

Answer: Same as above

Question: Recruitment is for a

Answer: b. Temporary Promotion

Sub Question: Is it possible that Promotion may be extended without further competition?

Sub Answer: Yes

Sub Question: Is it possible that Promotion may become permanent without further competition?

Sub Answer: No

Sub Question: Temporary Promotion is NTE

Sub Answer: 365-days

For HELP with the next 6 questions, please click the HELP hyperlink above.

Question: Are you recommending specific recruitment sources or candidates?

Answer: Yes

Sub Question: Recommendations are:

Sub Answer: Resumix/Current Ft. Lewis employees only

Question: For MEDCOM positions, is this a GWOT position?

Answer: No

Question: Is this an Obligated Position?

Answer: No

Question: Is this an Inclement Weather Essential position?

Answer: Yes

Question: Is Defense National Relocation Program authorized?

Answer: No

Question: Is Permanent Change of Station (PCS) authorized?

Answer: No

Question: Is a Pre-Appointment Physical required?

Answer: No

Question: Is there an unusual Physical Requirement associated with this position?

Answer: Yes

Sub Question: Please select applicable options.

Sub Answer: a. Heavy Lifting (in excess of 45 lbs.)

Question: Is Shift Work required?

Answer: No

Question: Is there a special license/certification requirement?

Answer: Yes

Sub Question: Special License/certification requirement is

Sub Answer: Valid drivers license

Question: Is there a known requirement for TDY?

Answer: No

Question: Is a mandatory mobility agreement required?

Answer: No

Question: Is a Uniform required?

Answer: No

The information you provide to the following will be published on the vacancy announcement.

Question: About this Position/Activity - Please provide a brief description of the office, the working environment of the position, and what the applicant can expect to achieve. (1000 character limit)

Answer: ---

Question: About the Surrounding Area - Please provide a brief description of the duty location's surrounding area (i.e., rural area, city, dense population, etc.) (1000 character limit)

Answer: ---

Question: If you would like the URL to your organization's web page published in the vacancy announcement, please enter it here: (70 character limit)

Answer: ---

Question: Other Advantages - Please describe the (500 character limit)

Answer: ---

Question: Would you like to make comments on this action?

Answer: Yes

Sub Question: Comments are:

Sub Answer: Recruit/Fill Competitive Temporary NTE 1 year Utility System Repairer

Operator Supervisor, WS-4742-10, PD EU200383, vice (b)(6) who accepted another position outside the federal government. . Name Request: (b)(6) A. (b)(6) (b)(6)

58-1359. (b) (b) is currently on Non-Competitive Temp Promotion to Utility System
Repairer Operator Supervisor WS-4742-10, PD EU200383. Status NTE 6 Jan 06. POC: (b)(6)
(b)(6) (b)(6), (b)(6) Must pass physical once onboard
for continued employment, position is designated to be emergency essential.

Resource Management section
No Data Available



RPA Tracker

RPA Information

RPA Number 06JAN124288
 Action Requested CORRECT
 PP-Seri-Gr WS-4742-10
 Effective Date 2006-01-03
 Proposed Effective Date 2006-01-01
 Name (b)(6)
 Nature of Action 002
 CPAC Location (EU) FORT LEWIS
 Command Code BA
 Request ID 4474024
 Position ID 766663
 Unique Number 124288
 GK N

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

Add Note

No Note History Available

Request Office

1. Actions Requested CORRECT
 2. Request Number 06JAN124288 (Closed)
 3. For Additional Information Call ---
 4. Proposed Effective Date 2006-01-01
 5. Actions Requested By ---
 6. Actions Authorized By ---

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 2006-01-03

Status Remarks

Status Remark	Occur	Date 1	Date 2	Comments
---------------	-------	--------	--------	----------

First Action

5-A. Code 002
 5-B. Nature of Action Correction
 5-C. Code ---
 5-D. Legal Authority ---
 5-E. Code ---
 5-F. Legal Authority ---

Second Action

6-A. Code 769
 6-B. Nature of Action Ext of Promotion NTE 02-JAN-2007
 6-C. Code N3M
 6-D. Legal Authority Reg 335.102 Comp
 6-E. Code ---
 6-F. Legal Authority ---

From

7. Position Title and Number UTILITY SYSTEMS REPAIRER-OPERATOR SUPERVISOR 200383
 8. Pay Plan WS
 9. Occ Code 4742
 10. Grade/Level 10
 11. Step/Rate 01
 12. Total Salary 30.29
 12A. Basic Pay 30.29
 12B. Locality Adj 0
 12C. Adj. Basic Pay 30.29
 12D. Other Pay ---
 13. Pay Basis PH
 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

To

TO: Position Title and Number UTILITY SYSTEMS REPAIRER-OPERATOR SUPERVISOR 200383.912233
 16. Pay Plan WS
 17. Occ Code 4742
 18. Grade/Level 10
 19. Step/Rate 01
 20. Total Salary 30.29
 20A. Basic Pay 30.29
 20B. Locality Adj 0
 20C. Adj. Basic Pay 30.29
 20D. Other Pay ---
 21. Pay Basis PH
 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

Notes

Employee Data

23. Veterans Preference	2
24. Tenure	1
25. Agency Use	ARBA
26. Veterans Preference for RIF	Y
27. FEGLI	W0
28. Annuitant Indicator	9
29. Pay Rate Determinant	0
30. Retirement Plan	1
31. Service Comp. Date (Leave)	1973-06-07
32. Work Schedule	F
33. Part Time Hours Per Bi-Weekly Pay Period	---

Position Data

34. Position Occupied	1
35. FLSA Category	E
36. Appropriation Code	131079J2S46
37. Bargaining Unit Status	8888
38. Duty Station Code	530763053
39. Duty Station	FORT LEWIS / PIERCE / WASHINGTON
40. Agency Data	DAD
41. Agency Data	PON# OA
42. Agency Data	---
43. Agency Data	---
44. Agency Data	TDA DATA BA/W12KAA/052C/04
45. Education Level	09
46. Yr Degree Attained Degree	---
47. Academic Discipline	---
48. Functional Class	00
49. Citizenship	1
50. Veterans Status	V
51. Supervisory Status	2

Remarks

Approver Signature

Approver Signature	Patricia A. Mendoza
Approval Date	2006-01-24

Current/Last Box

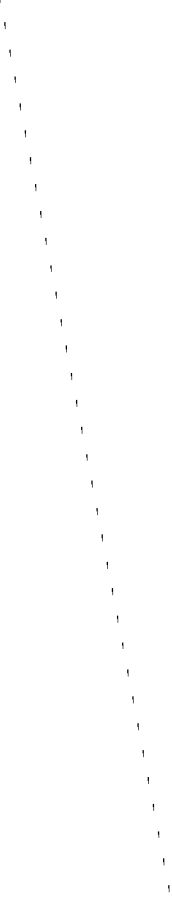
Group Box	YES-9WE_BD_PL1/COP
Inbox Name	PATRICIA.ANN.MENDOZA/COP
E-mail Address	---
Days	0.00
Date Sent	2006-01-24
Date Received	2006-01-24

Group Box	Inbox Name	E-mail Address	Days	Date Se
------------------	-------------------	-----------------------	-------------	----------------

---	(b)(6)	---	0.00	2006-01-24	2006-01-24
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RPA Tracker

RPA Information

RPA Number 05NOV9EULDPWXX004308
 Action Requested RECRUIT_FILL
 PP-Seri-Gr WS-4742-10
 Effective Date ---
 Proposed Effective Date 2006-01-01
 Name ---
 Nature of Action ---
 CPAC Location (EU) FORT LEWIS
 Command Code BA
 Request ID 4046477
 Position ID 812195
 Unique Number 004308
 GK Y

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

Add Note

No Note History Available

Request Office

1. Actions Requested RECRUIT_FILL
 2. Request Number 05NOV9EULDPWXX004308 (Open)
 3. For Additional Information Call (b)(7)(C) (b)(7)(D) (b)(7)(E)
 (b)(7)(F)
 4. Proposed Effective Date 2006-01-01
 5. Actions Requested By (b)(7)(C) (b)(7)(F)
 SECRETARY (OFFICE AUTOMATION)
 2005-11-29
 6. Actions Authorized By (b)(7)(F)
 SUPERVISORY GENERAL ENGINEER

Part B - Preparation of SF50

1. Name (Last, First, Middle) ---
 2. SSN ---
 4. Date of Birth ---
 4. Effective Date ---

Status Remarks

Status Remark	Occur	Date 1	Date 2	Comments
FILL ACTION	1	2005-12-07	---	---
CLASS REVW (CURSORY REVIEW)	2	2005-12-11	2005-12-12	---

First Action

5-A. Code	---
5-B. Nature of Action	---
5-C. Code	---
5-D. Legal Authority	---
5-E. Code	---
5-F. Legal Authority	---

Second Action

6-A. Code	---
6-B. Nature of Action	---
6-C. Code	---
6-D. Legal Authority	---
6-E. Code	---
6-F. Legal Authority	---

From

7. Position Title and Number	---	---
8. Pay Plan	---	
9. Occ Code	---	
10. Grade/Level	---	
11. Step/Rate	---	
12. Total Salary	---	
12A. Basic Pay	---	
12B. Locality Adj	---	
12C. Adj. Basic Pay	---	
12D. Other Pay	---	
13. Pay Basis	---	
14. Name and Location of Position's Organization	---	

To

TO: Position Title and Number	<u>UTILITY SYSTEMS REPAIRER-OPERATOR</u> <u>SUPERVISOR 200383.960128</u>
16. Pay Plan	WS
17. Occ Code	4742
18. Grade/Level	10
19. Step/Rate	---
20. Total Salary	---
20A. Basic Pay	---
20B. Locality Adj	---
20C. Adj. Basic Pay	---
20D. Other Pay	---
21. Pay Basis	PH
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

Notes

Date: 29-NOV-2005 Recruit/Fill Competitive Temporary NTE 365-days Utility System Repairer Operator Supervisor, WS-4742-10 , PD EU200383, Vice (b)(6) who accepted another position outside the federal government. Position is open only to current Ft. Lewis employees and is designated to be emergency essential. In addition, selectee is required to complete a physical once onboard and continued employment will be contingent on passing the physical. Position can be non-competitively extended until the MEO has been implemented. Name Request: (b)(6) (b)(6) (b)(6) (b)(6) is currently on a Non-Competitive Temp Promotion to Utility System Repairer Operator Supervisor WS-4742-10, PD EU200383. Current temporary promotion expires 2 Jan 06. POC: (b)(6) (b)(6) 253-967-5953, (b)(6) Date: 01-DEC-2005 DJP9/131079J2B46/JHT Date: 07-DEC-2005 (b)(6) (b)(6) (253) 967-0930, DSN 357

Employee Data

23. Veterans Preference ---
 24. Tenure ---
 25. Agency Use ---
 26. Veterans Preference for RIF ---
 27. FEGLI ---
 28. Annuitant Indicator ---
 29. Pay Rate Determinant ---
 30. Retirement Plan ---
 31. Service Comp. Date (Leave) ---
 32. Work Schedule F
 33. Part Time Hours Per Bi-Weekly Pay Period ---

Position Data

34. Position Occupied 1
 35. FLSA Category E
 36. Appropriation Code 131079J2S46
 37. Bargaining Unit Status 8888
 38. Duty Station Code 530763053
 39. Duty Station FORT LEWIS / PIERCE / WASHINGTON
 40. Agency Data ---
 41. Agency Data ---
 42. Agency Data ---
 43. Agency Data ---
 44. Agency Data ---
 45. Education Level ---
 46. Yr Degree Attained Degree ---
 47. Academic Discipline ---
 48. Functional Class 00
 49. Citizenship ---
 50. Veterans Status ---
 51. Supervisory Status 2

Remarks

Approver Signature

Approver Signature ---
 Approval Date ---

Current/Last Box

Group Box YES-9WE_BD_S10/COS
 Inbox Name ---
 E-mail Address ---
 Days 0.72
 Date Sent ---
 Date Received 2005-12-12

Group Box	Inbox Name	E-mail Address	Days	Date Sent	Date Received
YES-9WE_BD_SL2/COS	(b)(6)	(b)(6)	0.23	2005-12-12	2005-12-12
---	(b)(6)	(b)(6)	0.01	2005-12-12	2005-12-12
YES-9WE_BD_C3/COC	(b)(6)	(b)(6)	0.71	2005-12-12	2005-12-11
YES-9WE_BD_CL1/COC	(b)(6)	(b)(6)	4.14	2005-12-11	2005-12-07
XYZ-9WE_EU_GATE/COPD	(b)(6)	(b)(6)	0.00	2005-12-07	2005-12-07
RMM-9EU_DRM_MANPOWER/RMM	(b)(6)	(b)(6)	1.04	2005-12-07	2005-12-06
---	(b)(6)	(b)(6)	5.10	2005-12-06	2005-12-01
RMM_9EU_DRM_PW/RMB	(b)(6)	(b)(6)	1.92	2005-12-01	2005-11-29
---	(b)(6)	(b)(6).mil	0.04	2005-11-29	2005-11-29



EXHIBIT 10

TAB 1D

BOOK I OF 3

CD- EXH 10

TAB 1D

Angeil, Curtis (PKI)

From: (b)(6) CPOCWCP (b)(6)
Sent: Thursday, December 29, 2005 8:31 AM
To: (b)(6) CPACLEW
Subject: FW: Utility Systems Repairer-Operator Supv, WG-4742-10, RPA 00430 8

926-1704

From: (b)(6) CPOCWCP
Sent: Friday, December 23, 2005 11:06 AM
To: (b)(6) (b)(6) (PKI)
Cc: (b)(6) CPACLEW; (b)(6)
Subject: Utility Systems Repairer-Operator Supv, WG-4742-10, RPA 004308

Attached is an advanced copy of the vacancy announcement for the above position, for your information only. The announcement opens 12/23/05 (closes 12/27/05) and will be posted on CPOL (<<http://www.cpol.army.mil/>> www.cpol.army.mil). The self nomination link in this emailed announcement will not allow applicants to self nominate. Applicants must access the announcement through CPOL or our website (<http://cpolrhp.belvoir.army.mil/west/>), in order to self nominate for the position.

Please get this to anyone that you know of that might be interested in being considered for this position.

PLEASE LET ME KNOW ON TUESDAY IF YOU FEEL THIS NEEDS TO BE EXTENDED TO BE OPEN FOR A LONGER PERIOD OF TIME.

From: (b)(6)
Sent: Friday, December 23, 2005 11:00 AM
To: (b)(6)
Subject: Announcement #: WTEU05004308

DEPARTMENT OF THE ARMY
Vacancy Announcement Number: WTEU05004308

Opening Date: December 23, 2005 Closing Date: December 27, 2005

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

Salary: \$29.31 - \$34.20 Hourly
Place of Work: Public Works, Fort Lewis, WA

Position Status: Temporary Position Not to Exceed: 1 year -- Full Time

Number of Vacancy: 1

Duties: Supervises employees in accomplishing the work of an organizational. Plans use of subordinate workers, equipment, facilities and materials.

Establishes deadlines, priorities and work sequences. Investigates work related problems such as excessive costs or low productivity. Supports and explains management programs to subordinates. Recommends disciplinary actions, promotions, reassignments, awards and other personnel actions. Works with the Quality Control Manager to establish and implement the shop Quality Control Plan. Has a working knowledge of the work performed by subordinates, to include Utility Systems Repairers and Plumbers. Operates and maintains 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. Performs installation, maintenance and repair of sanitary sewer collection systems, storm drain systems and water distribution systems.

About the Position: Fort Lewis is the US Army's Power Projection Platform for the west coast. The units it supports are directly engaged on the Global War on Terror. The selecting official is the Chief of the Maintenance and Repair Division, Public Works, Fort Lewis, WA

Who May Apply:

<<https://cpolwapp.belvoir.army.mil/public/forward/VAB?id=whoMayApply>>

(Click on Who May Apply)

- * Army employees serving on career or career conditional appointments.

Qualifications: Click on link below to view qualification standard.

(65) and Labor

<<https://cpolwapp.belvoir.army.mil/public/forward/VAB?id=tradesLabor>>

- * Qualifying experience is experience in a sanitary sewer collection plant, storm drain and water distribution systems, which provided the knowledge of how the various systems and equipment work. NOTE: Must possess a valid Washington State drivers license. 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.

- * Experience and training that furnish the knowledges, skills, and abilities needed to perform the duties of this position consistent with accepted practices of the trade. Ability to use and maintain appropriate tools and equipment. Ability to read, understand, and apply instruction and other materials related to the job.

- * Ability to do the work of the position under normal supervision.

- * Ability to lead or supervise employees engaged in technical work related to this position.

- * The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

Other Information:

<https://cpolwapp.belvoir.army.mil/public/forward/VAB?id=otherInformation>
(Click on Other Information)

Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.

- * Position may be filled by temporary promotion not to exceed 1 year
- * Temporary promotion may be made or extended up to a maximum of five years.
- * Competitive temporary promotion may be made permanent without further competition.
- * Permanent Change of Station (PCS) expenses are not authorized.



Other Advantages: Fort Lewis is located in the southern Puget Sound Region of Western Washington State. While the installation is less than an hour from Seattle and Seatac International Airport, the alpine playgrounds of Mt. Rainier and the Cascade Mountains are within an easy drive as are Pacific Ocean beaches. Local housing in close proximity to the base is readily available. Nearby Tacoma, a city of over 200,000, includes a four year branch of the Univ of Washington, plus other education opportunities.

Other Requirements:

<https://cpolwapp.belvoir.army.mil/public/forward/VAB?id=otherRequirements>
(Click on Other Requirements)

- * A medical examination is required.

License/Certification: WA drivers license and other licenses listed in Qualifications section

- * One-year supervisory probationary period required.

How to Apply:

<https://cpolwapp.belvoir.army.mil/public/forward/VAB?id=applyInstruction&seIDoc=Resumix> (Click on How to Apply)

- * Resumes must be received by the closing date of this announcement.
- * Self-nomination must be submitted by the closing date.
- * Resume must be on file in our centralized database.
- * Announcements close at 12:00am (midnight) Eastern Time.

If your resume is currently in our central database, you may click here to Self Nominate

<https://cpolwapp.belvoir.army.mil/public/forward/VAB?id=selfNom&annouNum=WT EU05004308&position=UTILITY SYSTEMS REPAIRER-OPERATOR SUPERVISOR, WS-4742-10&payPlan=WS&series=4742&grade=10>

Click here to use the Army Resume Builder

<https://cpolwapp.belvoir.army.mil/public/forward/VAB?id=rb> to create your resume. Follow the instructions in this vacancy announcement to apply for the job.

Point of Contact: Central Resume Processing Center, 410-306-0137, applicanthelp@cpsrxtp.belvoir.army.mil

<https://cpolwapp.belvoir.army.mil/public/forward/VAB?id=EOE> THE
DEPARTMENT OF DEFENSE IS AN EQUAL OPPORTUNITY EMPLOYER



Vertical text or markings along the right edge of the page, possibly from a binding or scanning artifact.

DEPARTMENT OF THE ARMY
Vacancy Announcement Number: WTEU05004308

Opening Date: December 23, 2005

Closing Date: December 27,
2005

Position: UTILITY SYSTEMS REPAIRER-OPERATOR SUPERVISOR, WS-4742-10
Salary: \$29.31 - \$34.20 Hourly
Place of Work: Public Works, Fort Lewis, WA
Position Status: Temporary Position Not to Exceed: 1 year -- Full Time
Number of Vacancy: 1

Duties: Supervises employees in accomplishing the work of an organizational. Plans use of subordinate workers, equipment, facilities and materials. Establishes deadlines, priorities and work sequences. Investigates work related problems such as excessive costs or low productivity. Supports and explains management programs to subordinates. Recommends disciplinary actions, promotions, reassignments, awards and other personnel actions. Works with the Quality Control Manager to establish and implement the shop Quality Control Plan. Has a working knowledge of the work performed by subordinates, to include Utility Systems Repairers and Plumbers. Operates and maintains 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. Performs installation, maintenance and repair of sanitary sewer collection systems, storm drain systems and water distribution systems.

About the Position: Fort Lewis is the US Army's Power Projection Platform for the west coast. The units it supports are directly engaged on the Global War on Terror. The selecting official is the Chief of the Maintenance and Repair Division, Public Works, Fort Lewis, WA

Who May Apply: (Click on Who May Apply)

- Army employees serving on career or career conditional appointments.

Qualifications: Click on link below to view qualification standard.

Trades and Labor

- Qualifying experience is experience in a sanitary sewer collection plant, storm drain and water distribution systems, which provided the knowledge of how the various systems and equipment work. NOTE: Must possess a valid Washington State drivers license. 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.
- Experience and training that furnish the knowledges, skills, and abilities needed to perform the duties of this position consistent with accepted practices of the trade. Ability to use and maintain

appropriate tools and equipment. Ability to read, understand, and apply instruction and other materials related to the job.

- Ability to do the work of the position under normal supervision.
- Ability to lead or supervise employees engaged in technical work related to this position.
- The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

Other Information:(Click on Other Information)

- Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.
- Position may be filled by temporary promotion not to exceed. 1 year
- Temporary promotion may be made or extended up to a maximum of five years.
- Competitive temporary promotion may be made permanent without further competition.
- Permanent Change of Station (PCS) expenses are not authorized.

Other Advantages: Fort Lewis is located in the southern Puget Sound Region of Western Washington State. While the installation is less than an hour from Seattle and Seatac International Airport, the alpine playgrounds of Mt. Rainier and the Cascade Mountains are within an easy drive as are Pacific Ocean beaches. Local housing in close proximity to the base is readily available. Nearby Tacoma, a city of over 200,000, includes a four year branch of the Univ of Washington, plus other education opportunities.

Other Requirements:(Click on Other Requirements)

- A medical examination is required.
- License/Certification: WA drivers license and other licenses listed in Qualifications section
- One-year supervisory probationary period required.

How to Apply: (Click on How to Apply)

- Resumes must be received by the closing date of this announcement.
- Self-nomination must be submitted by the closing date.
- Resume must be on file in our centralized database.
- Announcements close at 12:00am (midnight) Eastern Time.

If your resume is currently in our central database, you may click here to [Self Nominate](#)

Click here to use the [Army Resume Builder](#) to create your resume. Follow the instructions in this vacancy announcement to apply for the job.

Point of Contact: Central Resume Processing Center, 410-306-0137,

(b)(6)

THE DEPARTMENT OF DEFENSE IS AN EQUAL OPPORTUNITY EMPLOYER

Position Description

PD#: EU200383

Replaces PD#: EU185551

Sequence#: 971285

UTILITY SYSTEMS REPAIRER-OPERATOR SUPERVISOR

WS-4742-10

Servicing CPAC: FORT LEWIS, WA

Agency: ARMY

Installation: EUBAW12KAAAQCC

MACOM: BA

US ARMY GARRISON FORT LEWIS

Command Code: BA

PUBLIC WORKS

US ARMY INSTALLATION
MANAGEMENT AGENCY

OPERATIONS & MAINTENANCE DIVISION

WWTP & WATER.TREATMENT PLANT BRANCH

Region: WEST

FORT LEWIS, WA AQCC

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.

