# TAB 10
# EXHIBIT 1-K

BOOK I OF 3

CD- EXH 10

TAB 1K

**From:** (b)(6)　　　CIV USA SA
**Sent:** Monday, May 14, 2007 8:01 AM
**To:** (b)(6)　　　CIV USA
**Subject:** FW: HR for supervisors nomination request.
**Signed By:** (b)(6)

Good morning (b)(6) ,

Reference the discussion we had last week regarding my recommendation to nominate (b) (b)(6) (b)( for the HR for new supervisors class. PW, specifically, (b) (b)(6) (b)(6) stated (b) (b)( did not need this training as (b) previously had supervisory experience and was being coached at this time.

Please call or email if you have any questions.

Thanks!

(b)(6)
Civilian Personnel Advisory Center
Fort Lewis, WA  98433
Phone: (253) 967-4712; DSN 357-4712
Fax:   (253) 967-4591; DSN 357-4591

Please let us know how we are doing by completing our Customer Comment Card
<http://ice.disa.mil/index.cfm?fa=card&service_provider_id=104140&site_id=34
8&service_category_id=33>


-----Original Message-----
From: (b)(6)　　　(PKI)
Sent: Tuesday, February 21, 2006 2:24 PM
To: (b)(6)　　(b)(6) (PKI)
Subject: RE: HR for supervisors nomination request.

(b)(6)

I nominate the below listed individuals.

(b)(6)　　　　　　　(currently with Fort Lewis, PW -- soon will officially be assigned to (b)(
(b)(6)　　　(b)( (temp promotion NTE 1 year to a supervisory position)

I could give you other names....however, they do not meet the "new supervisor" criteria.

Thanks, (b)(6)


-----Original Message-----
From: (b)(6)　　　(PKI)
Sent: Thursday, February 16, 2006 8:30 PM
To: (b)(6)　　　(PKI); (b)(6)　　　(PKI); (b)(6)　　(b)(6)
(PKI); (b)(6)　　　(PKI); (b)(6)　　(PKI); (b)(6)　　(PKI);
(b)(6)　　　(PKI); (b)(6)　　(PKI); (b)(6)　　　(b)(6)
(b)(6)　　(PKI)
Subject: RE: HR for supervisors nomination request.

1

Yes...just nominate...between [(b)(6)] and I, we'll take care of the coordination part.

thx,
Scott

-----Original Message-----
From: [(b)(6)] (PKI)
To: (b)(6) (PKI); (b)(6) [(b)(6)] (PKI); [(b)(6)]
(PKI); (b)(6) (PKI); [(b)(6)] ); [(b)(6)] PKI);
[(b)(6)] (PKI); [(b)(6)] (b)(6) (b)(6) (PKI)
Cc: [(b)(6)] (PKI)
Sent: 2/16/2006 12:55 PM
Subject: RE: HR for supervisors nomination request.

The only issue with us nominating folks is that we would first have to coordinate with that person and their supervisor to see if the supervisor will authorize their attendance and if the person will be available that week for 4 1/2 days.  In other words, if I nominate someone, will someone else do all the coordination with that person, the supervisor/AO?

thanks

From:        [(b)(6)]                (PKI)
Sent: Thursday, February 16, 2006 11:52 AM
To:    Stephens. [(b)(6)] (PKI); [(b)(6)]    (PKI); [(b)(6)]
(PKI); (b)(6)        PKI); (b)(6)    (PKI); [(b)(6)]    (PKI);
[(b)(6)]    (PKI); [(b)(6)]    [(b)(6)] (b)(6)  (PKI)
Cc:   [(b)(6)]    (PKI)
Subject:    RE: HR for supervisors nomination request.

**The nomination requests** went out to the Aos in the past not the specialists.
**If that is the case,** I can fill the whole class and want all the seats.

(b)(6)

From:        (b)(6)      [(b)(6)]  (PKI)
Sent: Thursday, February 16, 2006 10:52 AM
To:    [(b)(6)]    (PKI); (b)(6)        (PKI); (b)(6)        (PKI);
[(b)(6)]        (PKI); (b)(6)        (PKI); [(b)(6)]            (PKI);
[(b)(6)]    (PKI); (b)(6)        [(b)(6)] (b)(6)    (PKI)
Cc:   [(b)(6)]    (PKI)
Subject:    RE: HR for supervisors nomination request.

Correct, the first class is intended for I-Corps and Corps of Engineers supervisors, with a follow-up class focusing on MAMC supervisors tentatively in April.  Please submit your recommendations for both classes at this time and I will sort them.

Thanks

From:        [(b)(6)]        (PKI)
Sent: Thursday, February 16, 2006 8:22 AM
To:    (b)(6)    [(b)(6)] (PKI); (b)(6)        (PKI); (b)(6)
(PKI); (b)(6)        (PKI); (b)(6)        (PKI); [(b)(6)]
(PKI); [(b)(6)]    (PKI); (b)(6)        (b)(6) (b)(6)    (PKI)
Cc:   [(b)(6)]    (PKI)
Subject:    RE: HR for supervisors nomination request.

Okay - but in addition to that - are we not limiting this class to Corp of

2

Engineer employees and I Corps?  Who are we targeting - because I have a ton
of Madigan supervisors I could contact⊓but we're going to try and get those
folks into the next class⊔correct?

(b)(6)
Human Resources Specialist
Civilian Personnel Advisory Center
Fort Lewis, WA  98433-0128
(b)(6)       or  (b)(6)
FAX:   (b)(6)

From:      (b)(6)       (b)(6)   (PKI)
Sent: Thursday, February 16, 2006 8:20 AM
To:    (b)(6)       (PKI); E(b)(6)      (PKI); (b)(6)
(PKI); (b)(6)        (PKI); (b)(6)            (PKI); (b)(6)
(PKI); (b)(6)     (PKI); (b)(6)           (b)(6)  (b)(6)   (PKI)
Cc:    (b)(6)      (PKI)
Subject:   HR for supervisors nomination request.

Just in case you were not aware, we are scheduling a Human Resource For
Supervisors course for the week of March 6-10.  One of the items that we
would like to change from previous classes is to get the supervisors who
could most use the training in the training.  With this in mind, knowing
that you are probably the most knowledgeable as to which supervisors really
could use this training; we would like your nominations.
Hopefully, by training those supervisors who continue to struggle with the
system, we can reduce your workload.
The only drawback, is that we need to get the announcement out to these
supervisors and their Command really soon.  So if you could give some
thought as to who you would like to attend this training and send me there
names by tomorrow, it would be appreciated.

THANKS

(b)(6)  (b)(6)
Human Resources Specialist
Ph:  (b)(6)
DSN (b)(6)
Fax:  (b)(6)

AND REIMBURSEMENT

## Section A - TRAINEE INFORMATION

| 1. Applicant's name (Last - First - Middle Initial) | (Cat & letters of last name) 03 | 2. Social Security Number 04 | 3a. Organization Unit Identification Code (UIC) | b. Date of birth 05 |
|---|---|---|---|---|
| (b)(6) | (b)(6) | (b)(6) | | Year   Month |

| 4. Home address (Optional - to mail in case of emergency) | b. Home telephone (Optional) Area code/Number | 6. Position level/Supervisor position code (X only one) |
|---|---|---|

| Non-supervisory | Manager |
|---|---|
| Supervisory | Executive |
| Other (Specify) | |

| 7. Organization mailing address (Branch - Division/Office/Bureau/Agency/Service/Command) | 8. Office telephone Area code/AUTOVON/Number/Ext | Continuous federal service | 10. Number of prior non-government training |
|---|---|---|---|
| VINTER PLANT OEH | 7-2527 | Years   Months | |

| 11a. Position title/function | 11b. Applicant Handicapped or Disabled | 12. Pay plan/series/grade/step Rank/MOS/AFSC or Navy Designator | 13. Type of appointment | 14. Education level |
|---|---|---|---|---|
| WATERPLANT Supervisor | | WS 08 | | |

## Section B - TRAINING COURSE DATA

| 15a. Name and mailing address of recommended training source, school or facility | b. Location of training site (If same, mark box.) (If not required, use for remarks) |
|---|---|
| CPO Fort Lewis, WA | Bldg 1A35, North Fort Lewis |

| 16a. Training Type/ Subject Area Identifier | b. Course title or training services | c. Dispute code |
|---|---|---|
| | Leadership Education and Development (LEAD) | |

| 17a. Catalog/Course No. | 18. Training period (6 digits) | 06 c. Record ID | 19. Number of course hours (4 digits) | 07 | 20. PART I — training codes (see instructions) | | | |
|---|---|---|---|---|---|---|---|---|
| | | Year | Month | Day | | a. During duty 0040 | | | Code | | Code | |
| b. Offering | a. Start | 94 | 07 | 18 | | b. Non-duty | | a. Purpose | | 08 c. Source | | 10 |
| | b. Complete | 94 | 07 | 22 | | c. TOTAL | 0040 | b. Type | | 09 d. Special Interest | | 11 |

| 20. PART II (See instructions) | | d. Training credits | e. Priority | h. Training program |
|---|---|---|---|---|
| a. Training Facility/Vendor Unit Identification Code (UIC) | b. Security Clearance | Continuing education units | f. Training level | i. Reason for selec |
| | c. Allocation Status | Other (indicer, etc.) | g. Method of training | j. Method of ev |

## Section C - COSTS AND BILLING INFORMATION

Training does not involve expenditures of funds other than salary, pay, or compensation.

21. Direct costs and appropriation/fund chargeable (Costs incurred and billed are not to exceed amount in 21a)

| a. Total direct authorized 12 $ | dollars | cents | b. Tuition cost $ | dollars | cents | c. Books, material or other costs $ | dollars | cents | d. Funding source |
|---|---|---|---|---|---|---|---|---|---|

| e. Accounting classification for direct costs | f. Signature of fiscal officer (follow local procedure) |
|---|---|

| 22. Job order number (Optional) | 23. Labor costs (Optional) $ | 24. Total of direct and indirect costs (Optional) $ |
|---|---|---|

25. Indirect costs (For information purposes only)

| a. Total indirect costs 13 $ | dollars | cents | b. Travel cost $ | dollars | cents | c. Per diem/other costs $ | dollars | cents | d. Travel order number |
|---|---|---|---|---|---|---|---|---|---|

## Section D - APPROVAL/CONCURRENCE

| 26. I certify this training is job related Supervisor (Name and title/code) | Area code/Number/Extension |
|---|---|

| Signature | Date |
|---|---|

27. Does nominee meet prerequisites? ✓ Yes  No  If No, attach waiver request

I CERTIFY that this training meets regulatory requirements.
Training Officer (Name and title/code)

| (b)(6) (b)(6) | Trng Ofr | Area code/AUTOVON/Number/Ext (206) 967-2419 |
|---|---|---|

Signature (b)(6)   Date 7/15/94

| 28a. Station Symbol | SF-1080 |
|---|---|

b. Billing instructions (Identify discount terms   ;   days)
Furnish original invoice and 3 copies to

## Section E - APPROVAL/CONCURRENCE

| 29. Authorizing official (Name and title/code) | Area code/Number/Extension |
|---|---|

| Signature | | Approved | Date |
|---|---|---|---|
| | | Disapproved | |

## Section F - CERTIFICATION OF TRAINING COMPLETION

| 30. If course not completed return this form with an explanatory memo. | a. Actual completion date | Year 94 | Month 07 | Day 22 | b. Grade |
|---|---|---|---|---|---|
| School official/Trainer (Signature/code) (b)(6) | | | | Date | |

31. I certify that this account is correct and proper for payment in the amount of
Certifying official (Name and title/code)
Chief, Training &
Development
$ _____   Date _____

| Signature | | |
|---|---|---|
| DSSN number | Check number | Voucher number |

| 32. School official (Name and title) | Acceptance approval | |
|---|---|---|
| | Yes | Nominee accepted |
| Signature   Date | No | Not accepted |

TRAINING FACILITY invoice should be sent to office indicated in item 28b. Please refer to Standard document number given in item B at top of page to ensure prompt payment.

# Interview Data Sheet

| | | | |
|---|---|---|---|
| Name: | (b)(6) | Date: | **4/23/2007** |
| Rank: | **DA Civilian (NSPS)** | Time: | **1000 hours** |
| Organization: | **Fort Lewis CPAC** | Location: | **Bldg 2015, Rm 103** |
| Phone: | (b)(6) | Email: | (b)(6) |
| Union Representative: | **Not Covered** | Union POC Info: | **N/A** |

| Sworn Statement | Privacy Act Advisement | Rights Waiver Certificate |
|---|---|---|
| ☐ YES   ☒ NO | ☐ YES   ☒ NO | ☐ YES   ☒ NO |

Documents Requested:

1. Request for Civilian Personnel Hire authorization
Provided: ☒ YES   ☐ NO   ☐ N/A – Available from another source _____

2. Gatekeeper Checklist
Provided: ☒ YES   ☐ NO   ☐ N/A – Available from another source _____

3. Recruit-Fill Request for Personnel Action
Provided: ☒ YES   ☐ NO   ☐ N/A – Available from another source _____

4. Vacancy Announcement
Provided: ☒ YES   ☐ NO   ☐ N/A – Available from another source _____

5. Advance Copy of Vacancy Announcement
Provided: ☒ YES   ☐ NO   ☐ N/A – Available from another source _____

6. Resumix Referral List
Provided: ☒ YES   ☐ NO   ☐ N/A – Available from another source _____

7. Referral List Resumes
Provided: ☒ YES   ☐ NO   ☐ N/A – Available from another source _____

8. Resumes for all existing employees of WWTP and WTF
Provided: ☐ YES   ☒ NO *See Note* ☐ N/A – Available from another source _System overwrites resumes so if ind did not self nominate there is no historical record if resumes of other potential qualified applicant_

9. Candidate Selection List
Provided: ☒ YES   ☐ NO   ☐ N/A – Available from another source _____

10. Tentative Job Offer Notice
Provided: ☒ YES   ☐ NO   ☐ N/A – Available from another source _____

11. SF50 – Notification of Personnel Action for Individual Hired Into Position
Provided: ☒ YES   ☐ NO   ☐ N/A – Available from another source _____

12. Personnel file for (b) (b)(6) (b)

**AR 15-6 Investigation**
Investigating Officer: Greta M. Powell, GG-13/Chief, DPTMS Security Division
Appointing Official: COL Cynthia A. Murphy, Garrison Commander

Provided: ☒ YES   ☐ NO   ☒ N/A – Available from another source  *Ordered from WCPOC*
*Reviewed on 22MAY07.*   *on 23APR07 will review upon receipt*

---

**Interview Notes:**

Purpose – Establish who handled Army vacancy announcement WTEU05004308 for Utility Systems Repairer-Operator Supervisor, WS-4742-10 (b)(6)

1. What is the history of the position into which (b)(6) was hired?
   - Vacated by (b)(6) (Resignation)
   - 4 SEP05 - (b)(6) TEMP NTE 120 day Non-Competitive Promotion to WS-4742-10 (RPA 0SAUG9EULDPWXX775645)
   - ~~3 JAN06~~ ~~2 APR06~~ - Mr. (b)(6) TEMP NTE 365 day ~~Non~~ Competitive Promotion to WS-4742-10 (RPA 0SNOV9EULDPWXX004308)
   - Corrected RPA adjusts effective date of promotion to 3 JAN06 NTE 2 JAN07
   - 2 APR06 - (b)(6) non-competitive promotion to PERM promotion

2. Were there any qualification in the Position Description which required verification? Yes - Washington State Driver's license; WA State Group III waste water certificate; within 2 years obtain WA State Water Distribution Manager III Certificate; within 2 years obtain WA State Water treatment Plant Operator II Certificate.

3. Did you verify these qualifications before making job offer to (b)(6) ?
   No. Because (b)(6) was previously non-competitively promoted into the position under the same PD, assumed individual met qualifications.

4. Was there anything unusual about the PD or job announcement?
   No, PD classified by WCPOC & WCPOC determined when to open vacancy announcement, not management.

5. Who at WCPOC handled this vacancy announcement? (b)(6)

6. Is there anything unusual about writing "Please let me know on Tuesday, if you feel this needs to be extended to be open for a longer period of time." No, this is normal cross talk to let management know they have the option to extend the open period of the vacancy announcement.

**AR 15-6 Investigation**
Investigating Officer:  Greta M. Powell, GG-13/Chief, DPTMS Security Division
Appointing Official:  COL Cynthia A. Murphy, Garrison Commander

# Interview Data Sheet

| | | | |
|---|---|---|---|
| Name: | (b)(6) | Date: | 4/23/2007 |
| Rank: | DA Civilian (NSPS) | Time: | 1000 hours |
| Organization: | Fort Lewis CPAC | Location: | Bldg 2015, Rm 103 |
| Phone: | (b)(6) | Email: | (b)(6) |
| Union Representative: | Not Covered | Union POC Info: | N/A |

| Sworn Statement | Privacy Act Advisement | Rights Waiver Certificate |
|---|---|---|
| ☐ YES  ☒ NO | ☐ YES  ☒ NO | ☐ YES  ☒ NO |

Documents Requested:

1. Request for Civilian Personnel Hire authorization
Provided: ☒ YES  ☐ NO  ☐ N/A – Available from another source _____

2. Gatekeeper Checklist
Provided: ☒ YES  ☐ NO  ☐ N/A – Available from another source _____

3. Recruit-Fill Request for Personnel Action
Provided: ☒ YES  ☐ NO  ☐ N/A – Available from another source _____

4. Vacancy Announcement
Provided: ☒ YES  ☐ NO  ☐ N/A – Available from another source _____

5. Advance Copy of Vacancy Announcement
Provided: ☒ YES  ☐ NO  ☐ N/A – Available from another source _____

6. Resumix Referral List
Provided: ☒ YES  ☐ NO  ☐ N/A – Available from another source _____

7. Referral List Resumes
Provided: ☒ YES  ☐ NO  ☐ N/A – Available from another source _____

8. Resumes for all existing employees of WWTP and WTF
Provided: ☐ YES  ☒ NO See Note  ☐ N/A – Available from another source  *System overwrites resumes so if ind did not self nominate there is no historical record if pending resumes of all qualified apple*

9. Candidate Selection List
Provided: ☒ YES  ☐ NO  ☐ N/A – Available from another source _____

10. Tentative Job Offer Notice
Provided: ☒ YES  ☐ NO  ☐ N/A – Available from another source _____

11. SF50 – Notification of Personnel Action for Individual Hired into Position
Provided: ☒ YES  ☐ NO  ☐ N/A – Available from another source _____

12. Personnel file for Velth Alexander (b)

**AR 15-6 Investigation**
Investigating Officer: Greta M. Powell, GG-13/Chief, DPTMS Security Division
Appointing Official: COL Cynthia A. Murphy, Garrison Commander

Provided: ☐ YES ☐ NO ☒ N/A – Available from another source *Ordered from WCPOC on 23APR07 will review upon receipt*

**Interview Notes:**

Purpose – Establish who handled Army vacancy announcement WTEU05004308 for Utility Systems Repairer-Operator Supervisor, WS-4742-10 (DPW).

1. What is the history of the position into which (b)(6) was hired?
   - Vacated by (b)(6) (Resignation)
   - 4 SEP05 - (b)(6) TEMP NTE 120 day Non-Competitive Promotion to WS-4742-10 (RPA 05AUG9EULDPWXX77S645)
   - ~~3 JAN06~~ ~~2APR06~~ - (b)(6) TEMP NTE 365 day ~~Non~~ Competitive Promotion to WS-4742-10 (RPA 05NOV9EULDPWXX064308)
   - Corrected RPA adjusts effective date of promotion to 3JAN06 NTE 2JAN07
   - 2APR06 - (b)(6) non-competitive promotion to PERM promotion

2. Were there any qualification in the Position Description which required verification? Yes - Washington State Driver's license; WA State Group II waste water Certificate; Within 2 years obtain WA State water Distribution Manager III Certificate; within 2 years obtain WA State water treatment Plant Operator II Certificate.

3. Did you verify these qualifications before making job offer to (b)(6) ? No. Because (b)(6) was previously non-competitively promoted into the position under the same PD, assumed individual met qualifications.

4. Was there anything unusual about the PD or job announcement? No, PD classified by WCPOC & WCPOC determined when to open Vacancy announcement, not management.

5. Who at WCPOC handled this vacancy announcement? (b)(6)

6. Is there anything unusual about writing "Please let me know on Tuesday, if you feel this needs to be extended to be open for a longer period of time." No, this is normal cross talk to let management know they have the option to extend the open period of the vacancy announcement.

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)(b)(6) |
| Nature of Action | 703 |
| CPAC 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) (b)(6)
                            SUPERVISORY GENERAL ENGINEER

## Part B - Preparation of SF50

1. Name (Last, First, Middle)    (b)(6)
2. SSN                           ***(b)(6)
4. Date of Birth                 (b)(6)
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 | UTILITY SYSTEMS REPAIRER-OPERATOR 92839 |
| 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 | 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 | 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)(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)]                                         Date: 08-AUG-2005 DJP9/13107912S46/JHT Date: 25-AUG-2005 [(b)(6)], [(b)(6)] [(b)(6)]                    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 | 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 | 13107912S46 |
| 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                                        [(b)(6)]
Approval Date                                             2005-08-30

## Current/Last Box

Group Box                    YE5-9WE_8D_P2/COP

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

RPA Tracker
_____
_____

## RPA Information

| | |
|---|---|
| RPA Number | 05NOV9EULDPWXX004308 |
| Action Requested | RECRUIT_FILL |
| PP-Seri-Gr | W5-4742-10 |
| 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)( (b)(6) |
| | (b)(6) |
| 4. Proposed Effective Date | 2006-01-01 |
| 5. Actions Requested By | (b)( (b)( ) |
| | SECRETARY (OFFICE AUTOMATION) |
| | 2005-11-29 |
| 6. Actions Authorized By | (b)(6) |
| | 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 | UTILITY SYSTEMS REPAIRER-OPERATOR SUPERVISOR   200383.960128 |
| 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-competitvely extended until the MEO has been implemented. Name Request: ✓ (b)(6) (b) (b) is currently on a Non-Competive 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) Date: 01-DEC-2005 DJP9/13107912846/JHT Date: 07-DEC-2005 (b)(6) DRM Manpower, (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 Catagory | E |
| 36. Appropriation Code | 13107912546 |
| 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) COS | (b)(6) | 0.23 | 2005-12-12 | 2005-12-12 |
| --- | (b)(6) COC | (b)(6) | 0.01 | 2005-12-12 | 2005-12-12 |
| YES-9WE_BD_C3/COC | (b)(6) COC | (b)(6) | 0.71 | 2005-12-12 | 2005-12-11 |
| YES-9WE_BD_CL1/COC | (b)(6) COC | (b)(6) | 4.14 | 2005-12-11 | 2005-12-07 |
| XYZ-9WE_EU_GATE/COPD | (b)(6) COP | (b)(6) | 0.00 | 2005-12-07 | 2005-12-07 |
| RMM-9EU_DRM_MANPOWER/RMM | (b)(6) RMM | (b)(6) | 1.04 | 2005-12-07 | 2005-12-06 |
| --- | (b)(6) MGR | (b)(6) | 5.10 | 2005-12-06 | 2005-12-01 |
| RMM_9EU_DRM_PW/RMB | (b)(6) RMM | (b)(6) | 1.92 | 2005-12-01 | 2005-11-29 |
| --- | (b)(6) MGA | (b)(6) | 0.04 | 2005-11-29 | 2005-11-29 |

## Gate Keeper Checklist

Request Number                          05NOV9EULDPWXX004308
Action Requested                        RECRUIT_FILL
Proposed Effective Date                 2006-01-01 00:00:00.0
Effective Date                          ---
Name                                    ---
Grade                                   I0
Occupational Series                     4742

To-Side Position                        UTILITY SYSTEMS REPAIRER-
                                        OPERATOR SUPERVISOR
Position Selected                       New Position

**Select Module Type:**
Choose a Module:                        All Modules & Questions

**View Section Type:**
○ Manager          ○ Resource Management     ○ CPAC      ◉ All       [ Continue ]

- **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 Shedule 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:**        **13107932B46**
**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 ☐ 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:         253-967-4562, (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) (b)(6)

(b)(6) (b) (b)( is currently on Non-Competive 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 | *(b)(6) |
| 4. Date of Birth | (b)(6) |
| 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        US ARMY GARRISON FORT LEWIS
Organization                               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        US ARMY GARRISON FORT LEWIS
Organization                               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 Catagory | E |
| 36. Appropriation Code | 13107912S46 |
| 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 8A/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 | (b)(6) |
| Approval Date | 2006-01-24 |

## Current/Last Box

| | |
|---|---|
| Group Box | YES-9WE_BD_PL1/COP |
| Inbox Name | (b)(6) 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 Sent | Date Received |
|---|---|---|---|---|---|
| | | | | | |

---       PATRICIA.ANN.MENDOZA/COP      ---       0.00   2006-01-24   2006-01-24

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) (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 (b)(6)
                                  (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                            (b)(6)
4. Date of Birth                  (b)(6)
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) /COPS | ... | 3.08 | 2006-03-31 | 2006-03-28 |
| YES-9WE_BD_P8/COP | (b)(6) COP | ... | 0.95 | 2006-03-28 | 2006-03-27 |
| YES-9WE_BD_PL1/COP | (b)(6) L/COP | ... | 0.06 | 2006-03-27 | 2006-03-27 |
| YES-9WE_BD_SL2/COS | (b)(6) COS | (b)(6) | 3.92 | 2006-03-27 | 2006-03-23 |
| YES-9WE_BD_S10/COS | (b)(6) COS | --- | 1.90 | 2006-03-23 | 2006-03-21 |
| YES-9WE_LEWIS_HLD/COSH | (b)(6) COS | (b)(6) | 21.13 | 2006-03-21 | 2006-02-28 |
| YES-9WE_LEWIS_HLD/COSH | (b)(6) /COS | --- | 45.88 | 2006-02-28 | 2006-01-13 |
| YES-9WE_CFD1_BD_REALIGN/COCS | (b)(6) /COC | ... | 7.93 | 2006-01-13 | 2006-01-05 |
| YES-9WE_BD_CL1/COC | (b)(6) /COC | ... | 14.00 | 2006-01-05 | 2005-12-22 |
| XYZ-9WE_EU_GATE/COPD | (b)(6) /COP | ... | 0.01 | 2005-12-22 | 2005-12-22 |
| RMM-9EU_DRM_MANPOWER/RMM | (b)(6) /RMM | ... | 0.02 | 2005-12-22 | 2005-12-22 |
| ... | (b)(6) /MGR | --- | 0.07 | 2005-12-22 | 2005-12-22 |
| ... | (b)(6) MGA | --- | 5.82 | 2005-12-22 | 2005-12-16 |

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 | (---) |

# Position Description

**PD#:** EU200383
**Sequence#:** VARIES

**Replaces PD#:** EU185551

## 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) (b)(6) (b)(
**Classified Date:** 04/04/2005

**FLSA:** EXEMPT
**Career Program:**
**Functional Code:**
**Competitive Area:** VARIES
**Competitive Level:** VARIES
**Bus Code:** VARIES

**Drug Test Required:** VARIES
**Financial Disclosure Required:** NO
**Requires Access to Firearms:** VARIES
**Position Sensitivity:** VARIES
**Emergency Essential:** VARIES

**DCIPS PD:** NO
**Acquisition Position:** NO
**Interdisciplinary:** NO
**Target Grade/FPL:** 10
**Career Ladder PD:** NO

**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.

**Angell, Curtis (PKI)**

*9 30 - 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) @us.army.mil'
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.

ease get this to anyone that you know of that might be interested in being
_nsidered 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) @us.army.mil]
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
  ice of Work:   Public Works, Fort Lewis, WA

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

1

Number of Vacancy:    1

Duties: Supervises employees in accomplishing the work of an organizational. Plans use of subordinate workers, equipment, facilities and materials. stablishes deadlines, priorities and work sequences. Investigates work elated 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 sytems.

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.
    ides 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 reened for the Office of Personnel Management's basic qualifications juirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

Other Information:

2

<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 licesnes listed
in Qualifications section

*      One-year supervisory probationary period required.

How to Apply:
<https://cpolwapp.belvoir.army.mil/public/forward/VAB?id=applyInstruction&se
lDoc=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
 ~ttps://cpolwapp.belvoir.army.mil/public/forward/VAB?id=rb> to create your
   .ume. Follow the instructions in this vacancy announcement to apply for
the job.
Point of Contact: Central Resume Processing Center, 410-306-0137,

(b)(6)

```
TRANSMISSION VERIFICATION REPORT
```

```
                                    TIME  : 02/21/2006 11:24
                                    NAME  : FT LEWIS CPAC WA
                                    FAX   : (b)(6)
                                    TEL   :
                                    SER.# : BROD3J371234
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| | |
|---|---|
| DATE,TIME | 02/21  11:21 |
| FAX NO./NAME | 9661704 |
| DURATION | 00:02:27 |
| PAGE(S) | 04 |
| RESULT | OK |
| MODE | |

**FAX TRANSMITTAL** # of pages ▶ 4

| To | (b)(6) | From | (b)(6) |
|---|---|---|---|
| Dept./Agency | (b)(6) | Phone # | (b)(6) |
| Fax # | 966 - 1704 | Fax # | (b)(6) |

NSN 7540-01-317-7368   5099-101   GENERAL SERVICES ADMINISTRATION

**FAX TRANSMITTAL** # of pages ▶ 4

| To | (b)(6) | From | (b)(6) |
|---|---|---|---|
| Dept./Agency | PW | Phone | (b)(6) |
| Fax # | 966 - 1704 | Fax # | (b)(6) |

NSN 7540-01-317-7368   5099-101   GENERAL SERVICES ADMINISTRATION

(b)(6)

:31 AM

erator Supv, WG-4742-10, RPA 00430 8

966 - 1704

From: (b)(6)        POCWCP
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.

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

**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 sytems.

**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 licesnes listed in Qualifications section
- One-year supervisory probationary period required.

**How to Apply:** (Click on How to Apply)
- Resumes must ☐ 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,
applicanthelp@cpsrxtp.belvoir.army.mil

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** [b)(6)] FORT LEWIS, WA              **Agency:** ARMY
**Installation:** EUBAW12KAAAQCC                  **MACOM:** BA
US ARMY GARRISON FORT LEWIS                       **Command Code:** BA
PUBLIC WORKS                                      US ARMY INSTALLATION
OPERATIONS & MAINTENANCE DIVISION                 MANAGEMENT AGENCY
WWTP & WATER TREATMENT PLANT BRANCH

FORT LEWIS, WA AQCC                               **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.

# Web Based Referral List

Date: 12/28/2005,  Generated by E-mail : (b)(6) .hua.army.mil

| | | | |
|---|---|---|---|
| Ref. List Issued Date: | 12/28/2005 | Expiration Date: | 01/06/06 |
| Ref. List #: | WTEU05004308 | Announcement Number: | WTEU05004308 |

Position Title: UTILITY SYSTEMS REPAIRER-OPERATOR SUPERVISOR

| | | | |
|---|---|---|---|
| PP-Series-Grade: | WS - 4742 - 10 | Target Grade: | 10 |

Organization: Public Works Utilities Divisio

(b)(6)  EU

| | | | |
|---|---|---|---|
| CPOC Rep: | (b)(6) | CPOC Phone: | dsn 879-0157 |
| (b)(6) Rep: | (b)(6) | (b)(6) Phone: | dsn 357-4712 |

RPA Number: 05NOV9EULDPWXX004308

Special Instructions:

SELECTING OFFICIAL: Please ensure that you add your CPAC representative cc: email address when returning your selection (or return a hard copy of your selection to your CPAC representative) so that the CPAC can proceed with making the job offer.


PPP

__XX __The Priority Placement Program (PPP) has been cleared at the time the referral was issued and selection may be made without further regard to PPP clearance.

_____The referral list has been issued pending clearance of PPP registrant(s). Before a job offer may be extended, the WCPOC must be notified to ensure all PPP clearances have been made.

_____No PPP clearance is required as the filling of this position is an exception to PPP requirements.


FOR CPAC USE ONLY: CPAC Representative:_____

Date referral returned: _____   Date job offer made: _____

Date offer accepted/declined: _____   Effective Date _____

**Employee Name**                              **Phone #**              **Phone Type**

(b)(6)

(b)(6)    (H)

(b)(6)    (W)

(D)

Temp
Promotion
NTE 365

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/quanitity to meet environmental standards. Trouleshoot, repair, and install
process equipment as called for. Perform planned and unplaned maintenance tasks, record
data, fill out reports, logs, order and pick-up supplies etc. Use a variety of tools
ranging from hand to heavy machinary in accomplishing tasks. Operate, maintain and repair
centeralized 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
   ies; Assigned to various army units as a repair & utility instructor assisting
personel 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; Planing, 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 machinary, 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
P- 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
(b)(6)  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.

Alexander construction company (08/28/1976 - 12/24/1979) - General Contractor
Puyallup, Washington  United States
Supervisor;(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 telphone 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 vaílable insight to human nature in a negative environment

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.

 echnical 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 experience 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

USA

Email (b)(6)
Home
Work

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/quanitity to meet
environmental standards. Trouleshoot, repair, and install process equipment as called for.
Perform planned and unplaned maintenance tasks, record data, fill out reports, logs, order
and pick-up supplies etc. Use a variety of tools ranging from hand to heavy machinary in
accomplishing tasks. Operate, maintain and repair centeralized 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 personel
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: Planing, 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 (b)(6) - 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 machinary, 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
[(b)(6)], 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)]  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 roofs, interior finishing, plumbing, electrical and telphone cable. Took on most any job opportunity to aquire trade skills that would help stay employed the rest of my life.

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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
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
(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

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 NEMAIS, 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. Troubleshot 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 hyperglolic 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 toubleshot 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 tranducer 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 wqith 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 (b)(6)                         , 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

USA

Email (b)(6)
Home: (b)(6)
Work:

Work Experience
DOD (02/22/2006 - Present) - Manager Human Resources Assistant/GS-0203-07
Fort Lewis, Washington United States
Supervisor: (b) (b)( (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, demobolization, 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 mobolization demobilizations
and redeployments of soldiers. Provides guidence 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 presdenters 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 Iwrin 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: MAJ Travis Sanders - (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 (b)(6)                              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

41st 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
(b)(6)                          y (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 Maintenence 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

# Referral List Candidate Selection

Date: 12/28/2005     Manager:

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

Ref. List #:     WTEU05004308

Reason:

Based on knowledge, skills, and experience.

Note:

(b)(6)                                Selectee

# 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:
...

MARE JOB
OFFER
12/39/05
ACCEPTED
REQUESTED TEMP
PROMOTION EFF DT
1/1/06

Date: 12/28/2005 Manager: (b)(6)
**UTILITY SYSTEMS REPAIRER-OPERATOR SUPERVISOR, WS - 4742 - 10**
Ref. List #: WTEU05004308

(b)(6)                                                    Selectee

# NOTIFICATION OF PERSONNEL ACTION

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

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

| 7. FROM: Position Title and Number | 15. TO: Position Title and Number |
|---|---|
| UTILITY SYSTEMS REPAIRER-OPERATOR SUPERVISOR | UTILITY SYSTEMS REPAIRER-OPERATOR SUPERVISOR |
| 200383 - 912233 | 200383 - 971285 |

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| WS | 4742 | 10 | 02 | $31.56 | PH | WS | 4742 | 10 | 02 | $31.56 | 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 |
|---|---|---|---|---|---|---|---|
| $31.56 | $0.00 | $31.56 | $0.00 | $31.56 | $0.00 | $31.56 | |

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

## EMPLOYEE DATA

| 23. Veterans Preference | | | 24. Tenure | | 25. Agency Use | 26. Veterans Preference for RIF | |
|---|---|---|---|---|---|---|---|
| 1 - None  3 - 10-Point/Disability  5 - 10-Point/Other | | | 0 - None  2 - Conditional | | | X YES | NO |
| 2 - 5-Point  4 - 10-Point/Compensable  6 - 10-Point/Compensable/30% | | | 1 - Permanent  3 - Indefinite | | | | |
| 2 | | | 1 | | | X | |

| 27. FEGLI | | 28. Annuitant Indicator | | 29. Pay Rate Determinant |
|---|---|---|---|---|
| W0 | Basic + Option B (5x) | 9 | Not Applicable | 0 |

| 30. Retirement Plan | 31. Service Comp. Date (Leave) | 32. Work Schedule | | 33. Part-Time Hours Per Biweekly Pay Period |
|---|---|---|---|---|
| ? SR? | 06-07-1973 | F | Full-Time | |

## POSITION DATA

| 34. Position Occupied | | 35. FLSA Category | 36. Appropriation Code | 37. Bargaining Unit Status |
|---|---|---|---|---|
| 1 - Competitive Service  3 - SES General | | E - Exempt | I31079N1D53 | 8888 |
| 2 - Excepted Service  4 - SES Career Reserved | | N - Nonexempt | | |
| 1 | | E | | |

| 38. Duty Station Code | 39. Duty Station (City - County - State or Overseas Location) |
|---|---|
| (b)(6) | FORT LEWIS / PIERCE / WASHINGTON |

| 40. Agency Data | 41. | 42. | 43. | 44. |
|---|---|---|---|---|
| | PON# OA | | | TDA DATA BA/W12KAA/052C/001 |

45. Remarks

Originally selected from Resumix referral WTEU05004308 dated 23 Dec 2005.

RPA # 05DEC9EUI.DPWXX048567.

Removes temporary limitation placed on ☐ last action.

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

**AR 15-6 Investigation**
Investigating Officer: Greta M. Powell, GG-13/Chief, DPTMS Security Division
Appointing Official: COL Cynthia A. Murphy, Garrison Commander

# Interview Data Sheet

| | | | | |
|---|---|---|---|---|
| Name: | (b)(6) | | Date: | **4/23/2007** |
| Rank: | **DA Civilian (NSPS)** | | Time: | **1000 hours** |
| Organization: | **Fort Lewis CPAC** | | Location: | **Bldg 2015, Rm 103** |
| Phone: | (b)(6) | | Email: | (b)(6) |
| Union Representative: | **Not Covered** | | Union POC Info: | **N/A** |

| Sworn Statement | Privacy Act Advisement | Rights Waiver Certificate |
|---|---|---|
| ☐ YES   ☐ NO | ☐ YES   ☐ NO | ☐ YES   ☐ NO |

Documents Requested:

1. Request for Civilian Personnel Hire authorization
Provided: ☐ YES   ☐ NO   ☐ N/A – Available from another source _____

2. Gatekeeper Checklist
Provided: ☐ YES   ☐ NO   ☐ N/A – Available from another source _____

3. Recruit-Fill Request for Personnel Action
Provided: ☐ YES   ☐ NO   ☐ N/A – Available from another source _____

4. Vacancy Announcement
Provided: ☐ YES   ☐ NO   ☐ N/A – Available from another source _____

5. Advance Copy of Vacancy Announcement
Provided: ☐ YES   ☐ NO   ☐ N/A – Available from another source _____

6. Resumix Referral List
Provided: ☐ YES   ☐ NO   ☐ N/A – Available from another source _____

7. Referral List Resumes
Provided: ☐ YES   ☐ NO   ☐ N/A – Available from another source _____

8. Resumes for all existing employees of WWTP and WTF
Provided: ☐ YES   ☐ NO   ☐ N/A – Available from another source _____

9. Candidate Selection List
Provided: ☐ YES   ☐ NO   ☐ N/A – Available from another source _____

10. Tentative Job Offer Notice
Provided: ☐ YES   ☐ NO   ☐ N/A – Available from another source _____

11. SF50 – Notification of Personnel Action for Individual Hired into Position
Provided: ☐ YES   ☐ NO   ☐ N/A – Available from another source _____

12. Personnel file for (b)(6) (b)(6) (b)

## AR 15-6 Investigation
Investigating Officer: Greta M. Powell, GG-13/Chief, DPTMS Security Division
Appointing Official: COL Cynthia A. Murphy, Garrison Commander

Provided: ☐ YES ☐ NO ☐ N/A – Available from another source _____

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**Interview Notes:**

Purpose – Establish who handled Army vacancy announcement WTEU05004308 for Utility Systems Repairer-Operator Supervisor, WS-4742-10 (DPW).

**AR 15-6 Investigation**
Investigating Officer:  Greta M. Powell, GG-13/Chief, DPTMS Security Division
Appointing Official:  COL ⬚(b)(6)⬚ Garrison Commander

# Interview Data Sheet

| | | | |
|---|---|---|---|
| Name: | ⬚(b)(6)⬚ | Date: | **5/22/2007** |
| Rank: | **DA Civilian (NSPS)** | Time: | **1100 hours** |
| Organization: | **Fort Lewis CPAC** | Location: | **Bldg 2015, Rm 103** |
| Phone: | ⬚(b)(6)⬚ | Email: | (b)(6) |
| Union Representative: | **Not Covered** | Union POC Info: | **N/A** |

| Sworn Statement | | Privacy Act Advisement | | Rights Waiver Certificate | |
|---|---|---|---|---|---|
| ☐ YES | ☐ NO | ☐ YES | ☐ NO | ☐ YES | ☐ NO |

**Documents Requested:**

1. Personnel file for ⬚(b)(⬚ ⬚(b)(6)⬚ ⬚(b)⬚

Provided: ☐ YES     ☐ NO     ☐ N/A – Available from another source _____

**Interview Notes:**

Purpose – Review personnel file for ⬚(b)(⬚ ⬚(b)(6)⬚ ⬚(b)(⬚

# EXHIBIT 10
# TAB 2

BOOK I OF 3

CD- EXH 10

TAB 2

# Interview Data Sheet

| | | | |
|---|---|---|---|
| Name: | [(h)] Campbell | Date: | 4/23/2007 |
| Rank: | DA Civilian (NSPS) | Time: | 1100 hours |
| Organization: | Fort Lewis CPAC | Location: | Bldg 2015 |
| Phone: | (253) 967-4735 | Email: | (b)(6) |
| Union Representative: | Not Covered | Union POC Info: | N/A |

| Sworn Statement | Privacy Act Advisement | Rights Waiver Certificate |
|---|---|---|
| ☐ YES   ☒ NO | ☐ YES   ☒ NO | ☐ YES   ☒ NO |

Documents Requested:  None

Documents Provided: One page ppt slide on Recruitment Process

**Interview Notes:**

Purpose – Obtain a generalized overview/baseline understanding of the DA civilian hiring action process

1. What is the average/normal time period for a vacancy announcement to be open? 5-14 days; Can be shortened to 3 days at request of management

2. Is it unusual to have a by name request on a Recruit-Fill RPA? No. All the by name request does is alert WCPOC of interest, individual still has to quality for referral list and management is under no obligation to select. In addition, PPP rules apply.

3. If a PD requires possession of a specified certification, whose job is it to ensure the individual has that certification (i.e. prior to/during job offer process)? It is the CPAC's job in coordination with employee & management. Was that done in this case? No. The initial non-competitive temp promotion did not involve CPAC and subsequent actions simply compounded the original error. CPAC did not cross-check employee qualifications because employee was already in the position.

4. Are you aware of any formal disciplinary actions against (b)(6) ? (b)(6)

5. Did anyone register a complaint claiming they were qualified for (b)(6) and were not considered? Yes (b)(6) Did not register formal complaint.

# Recruitment Process

- Vacancy occurs
- Request for Personnel Action submitted by management
- Management discusses recruitment strategy with human resources
- Vacancy announced on Army web site (open period varies)
- DoD Priority Placement Program provisions applied
- Applications rated
- Selection list prepared and e-mailed to management with resumes
- Management considers candidates, makes selection
- Position offered to selectee

**AR 15-6 Investigation**
Investigating Officer: Greta M. Powell, GG-13/Chief, DPTMS Security Division
Appointing Official: COL Cynthia A. Murphy, Garrison Commander

# Interview Data Sheet

| | | | |
|---|---|---|---|
| Name: | (b) (b)(6) | Date: | **4/23/2007** |
| Rank: | **DA Civilian (NSPS)** | Time: | **1100 hours** |
| Organization: | **Fort Lewis CPAC** | Location: | **Bldg 2015** |
| Phone: | **(253) 967-4735** | Email: | (b)(6) |
| Union Representative: | **Not Covered** | Union POC Info: | **N/A** |

| Sworn Statement | | Privacy Act Advisement | | Rights Waiver Certificate | |
|---|---|---|---|---|---|
| ☐ YES | ☐ NO | ☐ YES | ☐ NO | ☐ YES | ☐ NO |

Documents Requested: None

**Interview Notes:**

Purpose – Obtain a generalized overview/baseline understanding of the DA civilian hiring action process

# EXHIBIT 10
# TAB 3

BOOK I OF 3

CD- EXH 10

TAB 3

# Interview Data Sheet

| | | | |
|---|---|---|---|
| **Name:** | (b)/ (b)(6) | **Date:** | **24 APR 07** |
| **Rank:** | **GS-12** | **Time:** | **0800** |
| **Organization:** | (b)/ **(Temp Supv of WWTP)** | **Location:** | **WWTP** |
| **Phone:** | (b)(6) | **Email:** | (b)(6) |
| **Union Representative:** | **Not Covered** | **Union POC Info:** | **N/A** |

| Sworn Statement | Privacy Act Advisement | Rights Waiver Certificate |
|---|---|---|
| ☐ YES ☒ NO | ☐ YES ☒ NO | ☐ YES ☒ NO |

**Documents Requested:**

1. Diagram of WWTF facility
2. Employee Schedule for week of 23-27 APR 07

**Interview Notes:**

Purpose: Take tour of WWTP and WTP operations. Get a feel for working environment. Schedule interviews for week of 30 APR – 4 MAY.
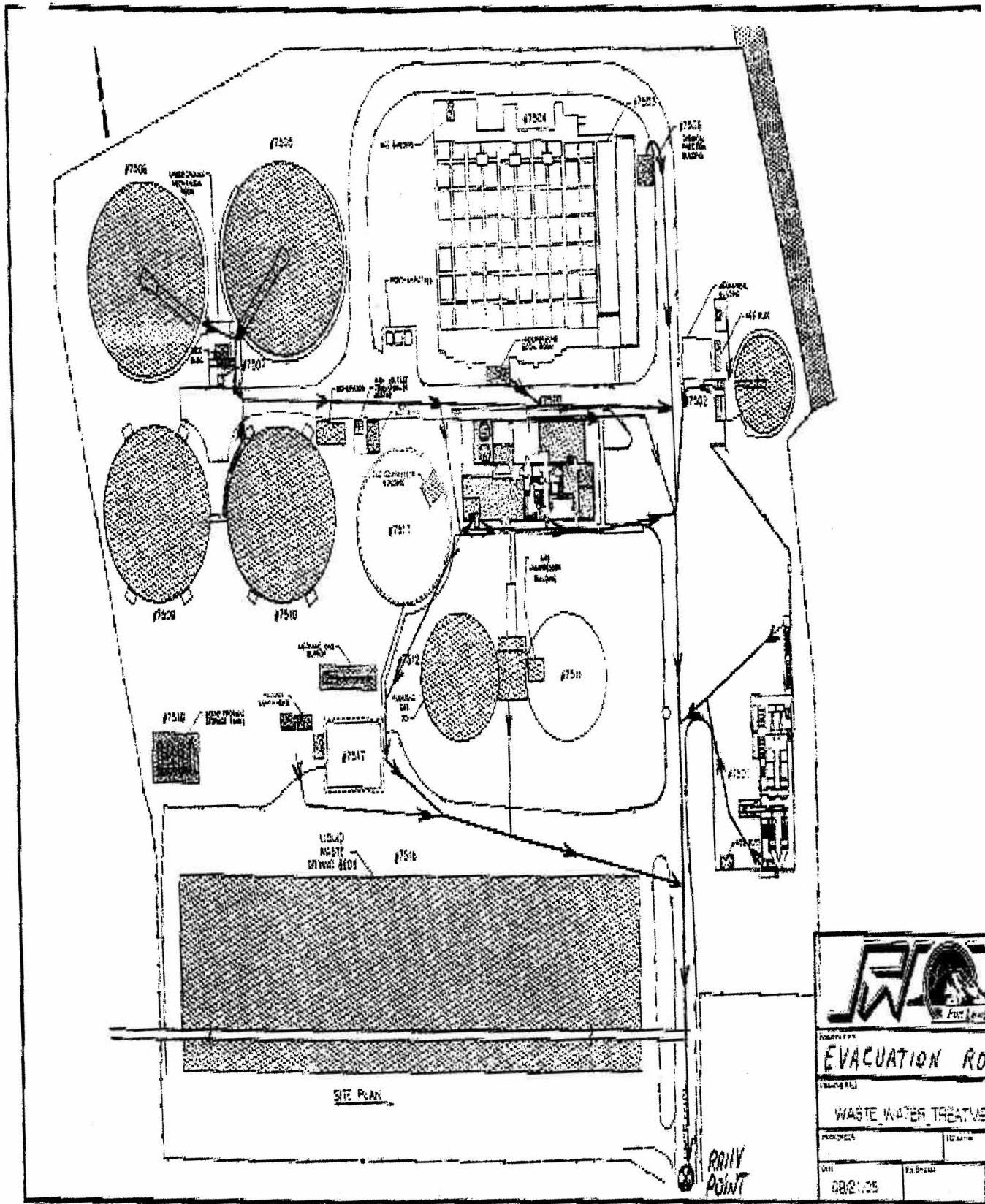
1. 0800 -0830 - (b)(6) walking tour of WWTF. Received orientation to process for treating waste water, how operations are run and what is expected of employee.

2. 0830-0900 - Scheduled interviews for all WWTP employees

Thursday, 26 APR
1300 - (b)(6)
1400 - (b)(6)

Friday, 27 APR
0630 - (b)(6)
0800 - (b)(6)
1400 - (b)(6)
1500 - (b)(6)

**UNCLASSIFIED//FOR OFFICIAL USE ONLY**

SITE PLAN

EVACUATION ROUTE

WASTE WATER TREATMENT PLANT

RALLY POINT

08/21/05

# Interview Data Sheet

| | | | | |
|---|---|---|---|---|
| Name: | (b)(6) | | Date: | **24 APR 07** |
| Rank: | **GS-12** | | Time: | **0800** |
| Organization: | (b)(6) **(Temp Supv of WWTP)** | | Location: | **WWTP** |
| Phone: | (b)(6) | | Email: | (b)(6) |
| Union Representative: | **Not Covered** | | Union POC Info: | **N/A** |

| Sworn Statement | Privacy Act Advisement | Rights Waiver Certificate |
|---|---|---|
| ☐ YES  ☐ NO | ☐ YES  ☐ NO | ☐ YES  ☐ NO |

Documents Requested:

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**Interview Notes:**

Purpose: Take tour of WWTP and WTP operations. Get a feel for working environment. Schedule interviews for week of 30 APR – 4 MAY.

# EXHIBIT 10
# TAB 4

BOOK I OF 3

CD- EXH 10

TAB 4