



Department of Energy
Washington, DC 20585

June 4, 2009

Mukesh Kuma
Nuclear Power Corporation
13/6, Kumbhanagar, Chittorogah 312001
Rajasthan, India

Re: FOIA-2009-000370
FOIA-2009-000371
FOIA-2009-000372

Dear Mr. Kuma:

This is in response to the requests for information that you sent to the Department of Energy (DOE) under the Freedom of Information Act (FOIA), 5 U.S.C. 552. We received three letters from you asking for the following information:

- (1) A copy of agreement of Iran returning spent fuel to Russia;
- (2) A copy of agreement regarding the bases of flouting the norms of the NPT while offering India participation at the IUEC on 04/14/09; and
- (3) A copy of facts regarding the reports expelling IAEA inspectors and US monitors from Yongbyon nuclear complex by North Korea.

Any documents that may exist that are responsive to your requests are under the jurisdiction of the Department of State (DOS). Ms. Rosemary Regan, in that office has informed us that you must submit your requests for information directly to that office.

To submit your request to the Department of State, you must contact the following individual:

Margaret P. Grafeld
Director, Office of IRM Programs and
Services, SA-2
5th floor
Washington, DC 20522-6001
Telephone number (202) 261-8484
Fax number: (202) 261-8579



I appreciate the opportunity to assist you with this matter. If you have any questions about this correspondence, please contact Ms. Sheila Jeter of my staff on (202) 586-5061.

Sincerely,

A handwritten signature in black ink, appearing to read "Alex Morris", written in a cursive style.

Alexander C. Morris

FOIA Officer

Office of Information Resources

cc:

Rosemary Regan
Department of State



Department of Energy
Washington, DC 20585

June 15, 2009

Ms. Deb Jerison
Energy Employee Claimant Assistance Project

Re: Freedom of Information Act Request FOIA-2009-000373

Dear Ms. Jerison:

This is in response to the request for information that you submitted to the Department of Energy (DOE) pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. 552, in which you asked for all records pertaining to the grass fire at Mound where the local fire department was called to respond on March 11, 1961.

The Office of Legacy Management performed a search of all available records but was unable to locate any documents responsive to your request.

The FOIA provides for the assessment of fees for the processing of requests of documents. See 5 U.S.C. § 552(a)(4)(A)(i); *see also* 10 C.F.R. § 1004.9(a). According to allowable FOIA processing fees, and in accordance with Alexander C. Morris' May 27, 2009 letter, there will be a charge of \$24.75 for our document search. You will receive a separate billing for this amount.

You may challenge the adequacy of this search for responsive documents by submitting a written appeal to the Director, Office of Hearings and Appeals, HG-1/L'Enfant Plaza Building, U.S. Department of Energy, 1000 Independence Avenue SW, Washington, DC 20585-1615. You should submit the appeal within 30 calendar days of receipt of this determination.

The written appeal, including the envelope, must clearly indicate that a Freedom of Information Act appeal is being made. The appeal must contain all the elements required by 10 C.F.R. § 1004.8 to the extent applicable. Judicial review will thereafter be available to you (1) in the District of Columbia, (2) in the district where you reside, (3) in the district where you have your principal place of business, or (4) in the district where the DOE records are located.

I appreciate the opportunity to assist you. If you have any questions, please contact me at (304) 285-0937.

Sincerely,

A handwritten signature in cursive script that reads "Pamela H. Watson for".

John V. Montgomery
Freedom of Information Officer
Office of Legacy Management

cc: Kevin T. Hagerty, Director
Office of Information Resources






Department of Energy

Washington, DC 20585

June 3, 2009

MEMORANDUM TO: ANN DUNLAP, FOIA OFFICER
NATIONAL ENERGY TECHNOLOGY LABORATORY

FROM: ALEXANDER C. MORRIS 
FOIA OFFICER
OFFICE OF INFORMATION RESOURCES

SUBJECT: FOIA REQUEST OF MARY VAN VONDEREN
(FOIA-2009-000374)

The attached request submitted by Ms. Mary Van Vonderen is transferred to your office for action. Ms. Van Vonderen submitted the request under the Freedom of Information Act. Please conduct a search for responsive documents and inform her of the results of the search.

For your information, I also attached a copy of our correspondence to Ms. Van Vonderen. If you have any additional questions about this transmittal, please contact Ms. Vera Dunmore of my staff on (202) 586-4047.

Attachments



Printed with soy ink on recycled paper

*Rec'd
6/9/09*



Department of Energy

Washington, DC 20585

June 3, 2009

Ms. Mary Van Vonderen
MEGTEC Systems Inc.
830 Prosper Road
De Pere, WI 54115

Re: FOIA-2009-000374

Dear Ms Van Vonderen:

This is in further response to the request for information that you sent to the Department of Energy (DOE) under the Freedom of Information Act (FOIA), 5 U.S.C. 552. You asked for a list of applicants who have filed for the Recovery Act Electric Drive Vehicle Battery and Component Manufacturing Initiative.

In our letter dated, May 27, 2009, we informed you that your request was assigned to the Office of Energy Efficiency & Renewable Energy to conduct a search of its files for responsive documents. Since that time, it has been determined that the information you requested is under the jurisdiction of the National Energy Technology Laboratory (NETL) of the Department. For this reason, I have transferred your request to the FOIA Officer at that location, to conduct a search of their files.

For further information about your request, you may contact Ms Ann Dunlap, FOIA Officer, NETL, P.O. Box 10940, M/S 922/M210, Pittsburgh, PA 15236-0940. She also can be contacted on (412) 386-6167.

In compliance with the FOIA, the 20 day response time will begin when the NETL receives the request. Ms. Dunlap will provide you a response about the releasability of any responsive documents that are located.

This is the final response that you will receive about your request from this office. You may contact Ms. Vera Dunmore of my staff on (202) 586-4047 with any questions about this letter.

I appreciate the opportunity to assist you.

Sincerely,

A handwritten signature in black ink, appearing to read "Alex Morris", written over a white background.

Alexander C Morris
FOIA Officer
Office of Information Resources



Ogbazghi, Joan

From: FOIA-Central@hq.doe.gov
Sent: Friday, May 22, 2009 11:27 AM
To: FOIA-Central
Subject: DOE Headquarters FOIA Request

Name: Mary Van Vonderen

Organization: MEGTEC Systems Inc.

Address:

830 Prosper Road
De Pere, WI 54115

Phone: 920-339-2787

FAX: 920-339-2793

Email: mvanvonderen@megtec.com

Record Description:

We would like to obtain the list of applicants who have filed for the Recovery Act - Electric Drive Vehicle Battery and Component Manufacturing Initiative. The Funding Opportunity No. is DE-FOA-0000026 in which closed for applications on May 19, 2009

Preferred Form or Format: pdf, excel or Word

Type of Requester (if provided):

Affiliated with a private corporation and seeking information for the use in the company's business

Fees and Fee Waivers:


I agree to pay up to a specified amount for fees Enter amount \$ 300.00

Waiver or Reduction of Fees Factors (if provided):

Expedited Processing:

Specific Justification for Expedited Processing:

MAY 26 2009 05
COMMERCIAL SEARCH REVIEW & REPRODUCTION

2009-000374

Van



Department of Energy

Washington, DC 20585

JUL 09 2009

Mr. Phillip D. Manske

RE: FOIA Request No. FOIA-2009-000376

Dear Mr. Manske:

This is in response to the requests for information that you made to the Department of Energy (DOE) under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. As described in our May 27, 2009 interim response to you, you requested the documents that were submitted by the selectees for each of the following positions:

1. DOE-08-ES-CF-01-12 – Director, Office of Finance and Accounting
2. 08-HQ-MP-MA-60-190 – Supervisory Procurement Analyst
3. No Vacancy Announcement Number - Attorney Advisor (General)

This office is considered to be the office most likely to contain documents responsive to the request. We have completed a review of our files and the enclosed documents are being provided with the redactions indicated below:

1. DOE-08-ES-CF-01-12 – Director, Office of Finance and Accounting

Response:

Enclosure #1 is a copy of the Vacancy Announcement which includes the Mandatory Technical Qualifications and Executive Core Qualification.

Enclosure #2 is a copy of the resume and qualification statements from the Selectee Joanne Choi. The following personal information is withheld from Enclosure #2: home address, home telephone number, and home email address. This information is withheld pursuant to Exemption 6.

2. 08-HQ-MP-MA-60-190 – Supervisory Procurement Analyst

Response:

Enclosure #3 is a copy of the Vacancy Announcement which includes the Job Specific Questions.

Enclosure #4 is a copy of the resume and responses to the job specific questions for the Selectee, David Leotta. The following personal information is withheld from Enclosure #2: social security number, home address, home telephone number, date of birth and reference names and telephone numbers. This information is withheld pursuant to Exemption 6.



3. No Vacancy Announcement Number - Attorney Advisor (General)

Response:

Enclosure #5 is a copy of the Vacancy Information for the Vacancy Announcement for the position of Attorney-Advisor (General) which opened on September 8, 2008 and closed on October 6, 2008.

Enclosure #6 is a copy of the resume for the Selectee, Jocelyn Gutierrez. The following personal information is withheld from Enclosure #6: home address, home telephone number, and home email address. This information is withheld pursuant to Exemption 6.

The documents withheld in part pursuant to Exemption 6, codified at 5 U.S.C. § 552(b)(6), contain protected personal privacy information about the selectees mentioned above. The public's interest in having such information is low, as it reveals nothing of importance about the business of the government. In contrast, the interest of each of the selectees in not having his or her home contact information and so forth generally known is high. After weighing these competing interests, DOE considered whether in its discretion the information should otherwise be released, which DOE determined it should not be.

Pursuant to 10 C.F.R. § 1004.7(b)(2), I am the individual responsible for the determination to withhold the information pursuant to Exemption 6.

Pursuant to 10 C.F.R. § 1004.8, the denial of a FOIA request may be appealed, in writing, within 30 days after receipt of a letter denying any portion of the request, to the Director, Office of Hearings and Appeals, HQ-1/L'Enfant Plaza Building, U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585-1615. The written appeal, including the envelope, must be marked "FREEDOM OF INFORMATION ACT APPEAL" and must clearly indicate that a Freedom of Information appeal is being made. The appeal must contain all the elements required by 10 C.F.R. § 1004.8. Judicial review will thereafter be available (1) in the District of Columbia; (2) in the district where you reside; (3) where you have your principal place of business; or (4) where the Department's records are located.

Thank you for your interest in DOE. If you have any additional questions, please call Teri Heinicke of my staff (202) 586-8469.

Sincerely,



Sarah J. Bonilla, Director
Office of Human Capital Management

cc: Alexander Morris
FOIA and Privacy Act Office
Office of Information Resources



U.S. Department of
Energy
Work for the Department of Energy -
where imagination and creativity begin

Department: Department Of Energy

Agency: Department Of Energy

Sub Agency: Office of the Chief Financial Officer

Job Announcement Number:

DOE-08-ES-CF-01-12

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Overview

Director, Office of Finance and Accounting

Salary Range: 114,468.00 - 158,500.00 USD per year
Relocation expenses may be available for this position.

Open Period: Friday, September 05, 2008
to Monday, October 06, 2008

Series & Grade: ES-0501-00/00

Position Information: Full-Time Permanent

Duty Locations: 1 vacancy - Germantown, MD

Who May Be Considered:

Applications will be accepted from United States citizens.

Mailed applications must be postmarked by the closing date. Hand carried, applications are due on the closing date. We are unable to accept faxed and electronic applications at this time.

YOU ARE REQUIRED TO SUBMIT 4 STAPLED COPIES OF YOUR APPLICATION PACKAGE (INCLUDE RESUME, ECQ'S, and TECHNICAL QUALIFICATIONS).

Job Summary:

The mission of the Department of Energy is to advance the national, economic and energy security of the United States; to provide scientific and technological innovation in support of that mission; and to ensure the environmental cleanup of the national nuclear weapons complex. We win more research and development awards than any private sector organization and twice as many as all other federal agencies combined. We are the Nation's top sponsor of research and development in fields such as alternate fuel vehicles, energy efficiency, gene research, supercomputers and microelectronics. To meet the future demands facing the Department, we are building a new culture in our financial community. We are seeking hard-working and dedicated professionals that strive to exceed the exacting and demanding needs of our customers and stakeholders. It's more than just the numbers; we are both curious and dogged in our analysis, and we are compelled to be at the table when decisions that shape the Department are made.

This position is located in the Office of the Chief Financial Officer (CFO), Office of Finance and Accounting, and reports directly to the Deputy CFO. The Office of Finance and Accounting is comprised of two individual offices; i.e., the Energy Finance and Accounting Service Center and the Office of Finance and Oversight. Functional responsibilities include providing Department-wide finance, accounting, and support services related to general accounting, payments, billings and collections, payroll support activities, travel, financial systems, financial reports, month-end and year-end closings; investments and other services; financial oversight and evaluation of the Department-wide financial services performed; financial management support to Headquarters program offices; and liaison activities with Field CFOs across the complex.

Key Requirements:

- U.S. Citizenship
- Designated and/or Random Drug Testing required.
- Background and/or Security Investigation required.
- Position involves travel

Duties**Major Duties:**

This position will oversee and direct the activities of the Energy Finance and Accounting Service Center and the Office of Finance and Oversight, including: implementing Departmental accounting and financial policies as well as general procedural requirements for Federal accounting and reporting activities applicable to DOE. Provides Department-wide financial accounting and support activities, travel and other financial support systems. Coordinates the preparation and issuance of the Department's annual financial statements. Serves as the central coordination point with the Inspector General, the senior official of any public accounting firm supporting the annual financial audit, and senior officials of the OMB, GAO and the Department of Treasury. Represents the CFO or Deputy CFO at various forums and intra-Departmental and inter-agency working groups, councils or other bodies.

Qualifications and Evaluation**Qualifications:**

You must meet the technical and managerial qualification factors identified below. Failure by non-Senior Executive Service members to address each of the required Executive Core Qualifications (ECQ's) and Mandatory Technical Qualifications (MTQ's) statements will result in disqualification of your application. Your application must demonstrate that you possess these qualifications. Please provide examples that are clear, concise, and emphasize your level of responsibilities, the scope and complexity of programs managed, program accomplishments, policy initiatives undertaken, and level of contacts. All qualified candidates will be evaluated on the relevance of their experience, education, training, self-development, honors, awards, and outside activities. Career Senior Executive Service Members who apply are expected to address only the MTQ's.

POSITION STATUS/CONDITIONS OF EMPLOYMENT: This is a career position in the SES. Unless the selectee is a member of the SES with career status or has successfully completed an SES Candidate Development Program, certified by the Office of Personnel Management, and his/her managerial qualifications must be approved by the OPM before appointment can be effected.

New SES members must serve a one-year probationary period. If you are selected for this position, you will be subject to the U.S. Department of Energy mandatory requirements and will be required to file a public financial disclosure report within 30 days of entry on duty.

As a condition of appointment to this position, you will be subject to pre-employment/pre-appointment testing for illegal drug use under the U.S. Department of Energy Employee Drug

Plan. If you are selected you will be provided information regarding drug testing. Failure to undergo testing or positive findings resulting from the test will eliminate you from further consideration for this position. If selected for and appointed to this position you will be subject to random drug testing while employed.

The incumbent of this position must be able to obtain and maintain a **Secret and/or Top Secret** clearance.

You must be a U.S. citizen to qualify for this position.

You must submit to a drug test and receive a negative drug test before you can be appointed into this position.

You will need to successfully complete a background security investigation before you can be appointed into this position.

You will be required to do some travel.

How You Will Be Evaluated:

MANDATORY TECHNICAL QUALIFICATIONS:

1. Knowledge of Federal accounting and financial management requirements and relevant Government Accountability Office, Department of the Treasury, Office of Management and Budget and Federal Accounting Standards Advisory Board requirements, including the Statements of Federal Financial Accounting Standards.
2. Skill in evaluating and/or re-engineering department-wide or agency accounting operations and internal control processes and implementing improvements which strengthen controls and reduce the cost of providing services.
3. Skill in preparing consolidated financial statements with emphasis on appropriate recognition of assets and liabilities, revenues and expenses and budgetary resources and demonstrated ability to identify and resolve potential issues in a manner that precludes or minimizes audit findings.
4. Ability to advise senior management regarding complex financial management issues relating (but not limited) to implementation and interpretation of financial policies and procedures, budget execution/administrative control of funds, cash management and debt collection, cost accounting, inventory management, pricing of products and services and travel.

EXECUTIVE CORE QUALIFICATIONS: Additional information regarding the following five executive core qualifications listed below is available on the Office of Personnel Management (OPM's) Web site at www.opm.gov/ses/index.html.

1. **LEADING CHANGE:** Ability to develop and implement an organizational vision that integrates key national program goals, priorities, and values to improve customer service and program performance while maintaining an organizational climate that encourages innovation.
2. **LEADING PEOPLE:** Ability to design and implement strategies which maximize employee potential and foster high ethical human standards in meeting the organization's vision, mission

and goals.

3. **RESULTS DRIVEN:** Ability to establish measures that ensure accountability and continuous improvement and to produce results through strategic planning and the implementation and evaluation of programs and policies.

4. **BUSINESS ACUMEN:** Ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the Agency's mission and to use new technology to enhance decisionmaking.

5. **BUILDING COALITIONS/COMMUNICATION:** Ability to explain, advocate, and express facts and ideas in a convincing manner, negotiates with individuals and groups internally and externally, develop a professional network with other organizations, and identify the internal and external politics that impact the work of the organization.

Benefits and Other Information

Benefits:

BENEFITS - Our benefits package offers:

Retirement/Pension Plan – You will be covered by a defined benefit, contributory Federal retirement system that provides benefits for both normal retirement (with as few as 5 years of civilian service) and for circumstances that might occur earlier, such as involuntary retirement because of disability, or benefits for survivors in cases of the death of a worker.

Thrift Savings Plan (TSP) – You may participate in a retirement savings investment plan that offers before-tax savings and tax-deferred investment earnings. Employees covered by the Federal Employees' Retirement System may contribute up to 13 percent of salary not to exceed \$15,500 per year and may also receive agency contributions up to 5 percent of salary. Employees covered by the Civil Service Retirement System may contribute up to 8 percent of salary.

Health Benefits – Employees and family members are eligible for health benefits at reasonable rates with no required medical examinations or restrictions because of age or physical condition. You will have a wide selection of insurance plans, offering a variety of benefits, such as dental coverage, prescription discounts, and eye care services. In addition, your health benefits coverage can be carried into retirement.

Flexible Spending Account – You may choose to participate in the Flexible Spending Account (FSA) Program. This program allows you to set aside money, on a pre-tax basis, for certain kinds of out of pocket medical expenses or dependent care costs of a child or parent. The Federal FSA Program offers The Health Care Flexible Spending Account, and The Dependent Care Flexible Spending Account.

Federal Long Term Care Insurance Program – You may elect to participate in the Federal Long Term Care Insurance Program. Long term care is something you may need if you can no longer perform everyday tasks by yourself.

Life Insurance - You may participate in the Federal Employees' Group Life Insurance program, the largest group life insurance program in the world. The program offers employees an opportunity to acquire life insurance protection at group rates with a government contribution toward the cost of basic insurance. The plan also offers several levels of additional optional insurance coverage to enable employees to select the level of protection that best

suits their personal circumstances.

Transit Benefits - We subsidize up to \$115 of mass transit commuting costs each month.

Employee Assistance - Employees and their immediate families can take advantage of free, confidential counseling with health professionals as part of the Federal Employees Assistance Program.

Annual Leave (paid vacation), Sick Leave, and Holidays - You will earn 8 hours of annual leave each pay period. This equates to 26 days of annual leave per year. SES members can accrue a total of up to 90 days (720 hours) of annual leave. Employees also earn 13 days of sick leave per year. In addition, the Federal Government observes 10 regular paid holidays each year

Other Information:

FEDERAL GOVERNMENT TRAVEL CARD REQUIREMENT: The Travel and Transportation Reform Act of 1998 [pub.L.105-264] and the Federal Travel Regulations [41 CFR Part 3000 et seq.] require that all Federal employees obtain and use Federal travel charge cards for all payments or expenses related to official Government travel. To be considered for this position, all applicants who are current employees of either the FMCSA or another Federal agency will be asked to certify that their Government travel card is in good standing (i.e., not suspended or cancelled) as of the date of this application and that there exist no known circumstances which would jeopardize that good standing. All applicants understand and agree that FMCSA's offer of employment under this announcement is voidable at the sole discretion of FMCSA (1) if the applicant fails to provide the required certifications, or (2) if the certification is found to be untrue, or (3) if the applicant is unable to obtain a Federal Government travel card for whatever reason.

Documentation not requested by this announcement will be removed from applications and will not be considered in the staffing process.

How to Apply

How To Apply:

(1) Mail and/or hand deliver 4 STAPLED COPIES of your application package, including (a) a resume in any written format of your choice, (b) ECQ statements and (c) technical qualification statements to the following address: U.S. Department of Energy, HR-30, Room 4E-084, Forrestal Building, 1000 Independence Ave, SW, Washington, D.C. 20585, Attn: Patricia Harris , HR Specialist, Announcement # DOE-08-ES-CF-1-12

(2) A supplemental statement of experience that briefly addresses each of the technical and managerial requirements listed above.

(3) A Standard Form 50 (SF-50) "Notification of Personnel Action" if you are a current or former Federal employee.

Contact Information:

Patricia Harris
Phone: 202-586-8466
Fax: 202-586-0077
Email: Patricia.Harris@hq.doe.gov

Or write:

Department Of Energy
1000 Independence Avenue
Forrestal Building 4E-084
Washington, DC 20585
US
Fax: 202-586-0077

What To Expect Next:

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

[DETAILED VERSION](#)[CLOSE](#)[PRINT](#) **Send Mail****Send Mail to:**

Department Of Energy
1000 Independence Avenue
Forrestal Building 4E-084
Washington, DC 20585
US
Fax: 202-586-0077

 **Questions?****For questions about this job:**

Patricia Harris
Phone: 202-586-8466
Fax: 202-586-0077

Email: Patricia.Harris@hq.doe.gov

USAJOBS Control Number: 1330860



Joanne Choi

EDUCATION

B.S. Accounting, University of Maryland – College Park
Certified Public Accountant – Maryland

EXPERIENCE

Policy Analyst, Office of Management and Budget
Office of Federal Financial Management
(April 2007 – Present)

- Serve as Policy Analyst leading cross-cutting teams that analyze the financial stewardship challenges facing our nation.
- Develop major government-wide policies to improve financial management activities and practices.
- Conduct periodic reviews of agency financial systems and provide best practices that suit the agency's infrastructure to reduce implementation and operational risk.
- Accomplishments include:
 - Developed financial system oversight model for Federal-wide application that evaluates the success of agency and government-wide system effort.
 - Revised OMB Circular A-127 by developing a new risk model to assess FFMA compliance that simplified application of the law.
 - Led an effort to develop government-wide business process standards including a Common Government-wide Accounting Classification structure.
 - Developed metrics that show performance and affordability of the financial services provided by Shared Service Providers (SSP) and Federal agencies that are used to prioritize and defend agency investment in IT applications.
 - Conducted analysis that revealed aggregate funds spent on financial management to support the Federal-wide e-government initiative.
 - Eliminated duplicate requirements and clarified inconsistent definitions of budget formulation and executions from OMB Exhibit 52 and 53.

Associate Director of Financial Systems, U.S. Department of Transportation
Office of Financial Management
(September 2003 – April 2007)

- Provided strategic direction and oversaw the management of DOT's financial system, Delphi.
- Developed annual goals and objectives for Delphi to support the DOT Strategic Plan and measured and reported progress for the Office.
- Provided guidance to DOT's system service provider (ESC) regarding on-going operation and maintenance of Delphi, establishing the first Service Level Agreements with 14 internal DOT bureaus and 3 external customers which improved customer satisfaction and benefited the agency by increasing accountability and ensuring value at a competitive price.
- Served as chair in many of the financial management systems committees building consensus and gaining support for business process changes such as generating changes in the financial statements that could have cost the Department's audit opinion.
- Developed a new intragovernmental transaction policy that streamlined DOT's reimbursable process and reduced its unreconciled balance.
- Successfully led an effort to develop and standardize DOT's accounting classification code.
- Supervised a staff of 7 accountants and analysts, providing guidance to continually improve job performance, communicating expectations, seeking developmental assignments to increase employees' competencies, and measuring performance with respect to achieving results aligned with the Department's Strategic Plan. Directed the resources of an internal service provider with over 200 employees and contractors that provided fee-for service accounting systems services.

Team Leader Financial Operations, U.S. Marshals Service
Office of Finance
(March 1996 – September 2003)

- Oversaw financial operations of the agency with an annual budget of \$1.5 billion
- Supervised a staff of 25 accountants, analysts, and technicians, involving them in the decision making process for details associated with the new accounting systems and generating solutions for perennial operational and organizational challenges.
- Prepared annual financial statements.
- Participated in the design and independently lead implementation of a new accounting system to meet the Service's needs for improved financial data and reports that could be relied upon for executive decision making.

Auditor, U.S. Department of Health and Human Services

Office of Inspector General

(October 1994 – March 1996)

- Evaluated D.C. Fraud Control Program for sufficiency in detecting, investigating, and prosecuting fraud in the Administration for Child and Family program.
- Assisted in drafting the audit guide of the child support program gaining buy-in for approach and methods to be used in agency program evaluations.
- Developed a survey questionnaire to evaluate recovery of genetic testing costs.

TRAINING

Executive Development Seminar: Leading Change – February 2008

Leading Change

Every year, the federal government spends billions of dollars to maintain and implement its financial systems. Financial systems are essential to help federal government agencies capture the cost of their operations and to provide them with timely information to better manage their federal programs. Since financial systems are costly investments, many regulations have been developed to ensure that they are effectively managed. One in particular is the Federal Financial Management Improvement Act (FFMIA) of 1996, which requires an annual assessment from all federal agencies that claim compliance with the federal financial systems requirements.

Because the federal financial system requirements were not defined in the Act, each agency acted on its own to be compliant with the law. Although some agencies relied on a broad definition of financial systems requirements as described in the Office of Management and Budget's policy, OMB Circular A-127, Financial Management Systems, others did not. Since the definition was not precise, there was a lack of consistency in how agencies tried to meet these requirements under the Act. Because OMB Circular A-127 had not been substantially revised since 1993, this Circular did not provide agencies with guidance that they were seeking. Furthermore, it failed to reflect the continuously changing environment of recent technology improvements over the past 15 to 20 years. As a result, many agencies spent millions of dollars to review systems for FFMIA compliance, and, in some cases, it was not even needed.

OMB realized they needed to update their policies and guidance within Circular A-127 to provide consistency among agencies complying with FFMIA in today's technological environment. OMB needed a qualified and experienced individual to lead this major policy change. Because of my previous federal government experience with transforming the Department of Transportation's financial management systems, OMB selected me to lead a federal inter-agency workgroup tasked with revising the Circular. This would be a daunting assignment for most people, but OMB management believed that I had the skills and experience needed to bring everyone to the table and could provide consensus among the financial leaders in the federal financial.

As a policy analyst with the Office of Federal Financial Management (OFFM) at OMB, I have been charged many times with similar challenging tasks. My role was to lead the workgroup that transformed Circular A-127 into a more modern document while still fulfilling OMB's main mission to assist the President of the United States in the development and execution of his policies and programs. The interagency workgroup that I established was composed of representatives from the Chief Financial Officer (CFO) and Inspector General community. I emphasized the need for teamwork, collaboration, and consensus. My workgroup's vision was to establish financial system policies that would improve system management and eliminate inefficiencies. The initial approach would impose additional audit testing to determine FFMIA compliance. However, several auditors in the workgroup felt that the status quo tests were sufficient and expressed that further testing would simply result in higher audit costs, which they would not be able to absorb. Given their concerns, I led the group to reach a consensus

by creating a risk model that assessed the level of financial risk to an agency. The advantage of this approach was that it leveraged existing internal controls policies to determine FFMIA compliance. I furthered the process by seeking and reviewing comments on our proposed policy changes from the entire federal financial community. Afterward, I finalized the Circular to reflect the decisions that were made during the review period.

The federal CFO and Inspector General community gave positive feedback on the revised Circular, however, as OFFM came closer to issuing the OMB Circular, one agency voiced disagreement to the Director of OMB. It was a difficult decision to postpone the issuance of the Circular with the majority of the federal financial community in agreement and after having worked on it for nearly a year. However, despite the setback, I worked with that agency to understand its concerns and to listen to its ideas. I discovered that the agency had a fear that the risk model would prevent federal agencies from performing the necessary reviews of non-financial systems. I stressed the need for revisions because the outdated Circular caused unnecessary audits and reviews, which had diverted resources away from other more pressing needs. I dispelled its fear by explaining that under the new model, all systems are subject to internal controls and system security reviews. Later, I briefed my senior leadership on the status of the follow-up meetings. I attended and represented OMB's position on the revised Circular when the agency's Secretary met with the OMB Director. Although some concessions were made during the discussions, the majority of the Circular's content remained intact, and under my leadership, the revised OMB Circular A-127, Financial Management Systems, was issued this past January 2009 by OMB. The revised Circular represents greater reform while improving the financial management systems of the entire federal government. It is projected to reduce FFMIA system review costs substantially and eliminate redundant reviews.

Leading People

The U.S. Department of Transportation (DOT) was the first cabinet-level agency that consolidated all of its sub-agencies' financial systems into a single state-of-the-art resource planning software called Oracle Financial. The consolidated system, which was named Delphi, served 53,000 DOT employees by processing over \$65 billion in annual payments. As Associate Director of Financial Systems in the Office of the Secretary of Transportation (OST) in Washington, DC, I provided oversight and strategic direction for DOT's financial system operations. I supervised a direct staff of seven professionals and provided departmental sponsorship and managerial oversight to over 200 federal and contractor staff of the Enterprise Services Center (ESC), Delphi's service provider. ESC hosted and maintained Delphi from its campus located at the Mike Monroney Aeronautical Center in Oklahoma City, OK.

Although OST and ESC were different geographically and managerially, they needed to work together to create and realize a common mission of improving DOT's financial system operations. When I became Associate Director, I noticed that senior managers from the two organizations did not agree on a number of issues, and their inability to work together led to poor resource management. Specifically, ESC did not have an annual work plan to help them coordinate various upgrades that they needed to perform throughout the year. As a result, many unplanned outages and random implementation of system changes ensued. Also, there were no specific communication procedures to inform Delphi's customers of planned outages in advance.

My challenge was two-fold. First, I had to address the inability of the two groups to work together, and second, I had to find a solution for the poor performance problems. To foster a partnership, I met separately with both OST and ESC managers to understand the reasons why they had difficulty in cooperating with each other. After I met with managers from each organization, a common "root cause" emerged. Both OST and ESC managers stated that they did not know who was in charge and what specific roles they had to play. In other words, there was no clear chain of command.

Therefore, I developed a new governance chart that clearly outlined the roles and responsibilities of each organization. After briefing and obtaining approval of the governance chart from my OST chain of command, I scheduled an off-site meeting between ESC and OST managers to review the governance chart. During the meeting, I emphasized the importance of how the two organizations had to find a way to work cooperatively together. After some follow-up meetings, we eventually worked to resolve our differences and decided that the final decisions would be made by OST's CFO. I explained to ESC managers that OST would provide the overall strategy and guidance for Delphi while ESC would head the day-to-day operations. After persuading the ESC managers to agree to this, I traveled to Oklahoma City and held a town hall meeting with 200 ESC staff to explain the new governance chart and our vision to improve financial management. To help strengthen our relationship, I developed a team-building exercise for my staff and key ESC employees. I required all OST employees to take training classes on project management and encouraged them to become certified project

managers. Within the first year of required project management training effort, four employees took the certification exam and later became certified project managers.

To fix the unplanned outage problems, I instructed ESC managers to establish a task force comprised of ESC and my OST staff. The task force worked diligently for three months brainstorming on ideas together, listening to each other's ideas, and finding new solutions. The task force determined that to minimize the unplanned outages, ESC needed to implement a periodic release cycle to ensure that changes would be bundled and introduced on a fixed schedule. The task force also recommended that ESC expand online messaging capability in Delphi to notify and remind customers of planned outages in advance and to alert them immediately of any unplanned outage. Despite some natural early resistance to change, I was able to convince the ESC managers to adopt the new policies and procedures. After the ESC managers instituted the changes of a new release cycle and more timely announcements, customer satisfaction improved dramatically, which restored customers' confidence in the ESC's operation of Delphi.

After our chain-of-command issue was clarified, the working relationship between ESC and OST improved considerably. As a result of my leadership, I gained the confidence of the ESC managers, who frequently came to seek my opinion and approval for their managerial activities. In one of those instances, I was asked to review and approve an ESC reorganization plan that proposed to remove a minority female team leader from her current supervisory position. As a manager, I viewed my responsibility seriously to bring together different cultures, ideas, and experiences to ensure a diverse and inclusive work environment. Therefore, I questioned the removal from both efficiency and diversity standpoints. In the past, the manager had demonstrated the ability to mobilize her staff effectively to deliver results. I approached ESC managers to understand their reasons for making the recommendation. They faulted the female manager for not possessing the necessary communication skills to lead her team. It was true that she did not exhibit strong communication skills because English was her second language. However, given her otherwise strong skills and the need for diversity in the workplace, I advised the ESC managers that her communication problem alone was not sufficient to warrant her removal. I convinced the managers to address the issue through the use of training to improve her presentation and communication skills rather than removing her from her position. Our efforts paid off as her expertise and knowledge helped support Delphi customers during an unstable reorganization period.

By resolving miscommunication and conflict between OST and ESC, providing ongoing feedback and opportunities for employee development, and creating a diverse workplace, we were better able to achieve our mutual goals and improve existing procedures and systems.

Results Driven

The Chief Financial Officer (CFO) Act of 1990 (CFO Act) was established to improve the efficiency and effectiveness of the federal government and to provide timely and consistent financial information of federal programs. As one of the 24 CFO Act agencies, the Department of Transportation (DOT), and more specifically, the Office of the Secretary of Transportation (OST) was responsible for ensuring that DOT financial systems produce timely and reliable information for decision making. A major requirement of the CFO Act was for agencies to prepare and transmit audited financial statements within 45 days after the close of a fiscal year to the Director of the Office of Management and Budget (OMB). The audit results would indicate agencies' ability to safeguard assets and manage resources.

OST managers were held accountable for ensuring that the DOT received a clean audit opinion; i.e., independent auditors affirm DOT's information to be accurate and reliable. My challenge as Associate Director of Financial Systems was to ensure that the DOT financial system, Delphi, was able to produce accurate and auditable financial reports. This was necessary for Delphi customers to place DOT in a position to receive a clean audit opinion.

My technical evaluation of the situation revealed that in spite of Delphi being a state-of-the-art modern financial system, DOT's reporting capability was inefficient and unable to provide reliable and timely information. The system was not originally designed to produce the financial reports in the format required by federal government. In addition, the existing system reporting tools were not able to address the federal reporting needs. As a result, Delphi customers were using manual and resource-intensive processes to generate financial statements for their agencies. Therefore, it took many weeks to create financial statements manually, which were often inaccurate. These issues prevented DOT from receiving a clean audit opinion. Once I identified and analyzed the problem, I determined that we could design an innovative in-house solution to enhance Delphi that generates financial statements for our customers. However, I had to decide promptly whether the solution should be built in the current year or delay the implementation by one year to minimize risk. I realized that failure to address our reporting issue right away could bring about a larger problem of not being able to meet our audit deadlines. Therefore, I began the project immediately. I assessed the situation, identified necessary resources and developed a comprehensive project plan, which included risk mitigation scenarios.

The solution required DOT's in-house financial management service provider, the Enterprise Services Center at Federal Aviation Administration (FAA) in Oklahoma City, OK, to build an automated reporting function that utilized the Department of Treasury's Federal Agencies Centralized Trial-Balance System (FACTS). The new reporting tool was developed and named the Financial Statement Solution (FSS). It used Oracle's internal FACTS process to generate an output that would translate into DOT financial statements. After FSS was completed, Delphi customers were able to generate financial reports on demand, which monitored their ability to safeguard assets and manage

resources. In addition, FSS had reduced the time needed to create reports from a process of several weeks to an overnight process. Because it took less time to generate financial statements, DOT agencies such as FAA had time to review their accounting procedures and results more carefully.

Furthermore, while at OST, I managed a project that created a new year-end process for Delphi to meet the CFO Act, which required audited financial statements within 45 days after the close of a fiscal year to OMB. In the past, the Delphi year-end program that consolidated, closed and transferred the accounts ran for many days and consumed most of the 45 days to complete the statements.

The challenge was to minimize system downtime for Delphi customers at the end of the fiscal year in order to comply with the accelerated financial reporting requirement. I proceeded with the project to overhaul the year-end program. The project was not without risk. If the project failed, it would result in having to revert to the old year-end closing program – causing an even longer system down time. Aware of the potential risk, I directed my staff to focus on producing a project plan with detailed, executable tasks and steps. I also directed my staff to produce a communication plan to inform customers of the project's status. Taking the risk paid off. Upon successful and timely completion of the project, the system's downtime was reduced by 80 percent, thereby enabling the accelerated year-end reporting.

The result of my leadership of the DOT financial management systems was the achievement of DOT having received and maintained an unqualified audit opinion during my four years at the Department.

Business Acumen

As Associate Director of Financial Systems at the Office of the Secretary of Transportation (OST), I managed the Delphi financial management annual operating budget of \$30 million. However, Delphi did not receive a dedicated appropriation but instead required approval and funding contributions from Delphi customers. Over the years, it became increasingly difficult for Delphi's service provider, the Enterprise Services Center (ESC) to secure funding commitments from DOT customers. Because of tight budget constraints and unclear explanation of expenditures, some customers began to question Delphi's annual cost. At the time, Delphi was processing annual disbursements of \$65 billion from 14 DOT agencies and 3 external customers.

When I began working at OST, I faced the challenge of having to defend Delphi's budget. I noticed that ESC did not have a service level of agreement (SLA) with its customer agencies. Without an SLA, Delphi's customers could not readily tell what services and values they were actually receiving from ESC. Moreover, some customers demanded ESC to provide unplanned ad hoc services, which impaired ESC's performance as those requests diverted resources away from ESC's planned services.

To tackle that problem, I developed a standard SLA that described Delphi's service offerings. After customers became familiar with the SLA, I proposed a new process to handle any ad hoc requests that were not covered under the original agreement. The new process was called "Pay-As-You-Go," which required any customer that wanted extra support to pay additional fees to cover costs. After "Pay-As-You-Go" was launched, the number of ad hoc requests was significantly reduced. Customers now had to factor in the cost before making any additional requests, and ESC was in a better position to meet their ad hoc requests since it now had dedicated funding for them.

In addition to the new funding process, I wanted to achieve greater transparency of Delphi costs to its customers and stakeholders. Delphi was a modern financial system, but ESC management failed to take advantage of the system's full capability. The ESC staff that managed the Delphi budget used primitive spreadsheets to track costs and could not provide quantitative information to its customers and stakeholders. This led some customers to believe that ESC management was mishandling Delphi's resources.

To resolve the problem, I ordered ESC staff to stop compiling cost information manually and instead directed staff to use an automated project module within Delphi. At first, ESC staff was reluctant to use the project module because many people did not know how to use the system. Given the staff's reaction, I contacted Oracle, which is the software provider for Delphi, to design a training course that would help staff understand how to use the module. The training was tailored so that staff could define and setup their own project module configurations while also learning how to use the system.

Although ESC staff initially experienced some difficulty in setting up the project module, overtime staff became more comfortable with using the system after the training. In fact, they learned that they could track cost more efficiently and obtain real-time project

funding status information. By using the project module, it greatly increased the transparency of Delphi's cost.

I also had many opportunities at OST to manage human capital strategically and innovatively for the Department. DOT employed about 1200 people to manage the Department's financial management resources in 2006. At that time, roughly 20 percent of the workforce was facing retirement over the next five years. Unless DOT actively sought ways to retain knowledge and expertise of current staff, it faced an impending loss of institutional knowledge. My goal was to ensure that the necessary skill set for each financial professional staff was being maintained despite the looming employee turnover. However, there was no budget allocated for this undertaking.

Therefore, I needed to be creative in developing solutions for recruiting and training of new hires and to enhance skills for existing employees. First, I recommended that we establish relationships with local colleges and universities' career centers to create recruitment opportunities. This idea was well received by the senior leadership of OST. Working with other OST managers, I identified core competencies for financial management using core competency elements developed by the Financial Systems Integration Office (FSIO) as our foundation. I also developed a series of mandatory training courses for every DOT financial professional. In order to make this plan a reality, I presented the idea at one of DOT's CFO committee meetings. Because this was an unfunded mandate, I needed to be creative. I proposed that agencies could fund the mandatory training by dedicating travel rebate fees, which were nearly \$1 million per year. My idea was well received among DOT agency CFOs. All but one agency committed funds to start the training program. Eventually, that one agency changed its mind and offered rebate money to fund and support the program.

Building Coalitions

In 2001, President Bush created the President's Management Agenda (PMA) to address the need for citizen-centered, results-oriented, and market-based federal government initiatives. The success of the PMA depended on federal agencies working across established boundaries to better serve the American people with a focus of citizens' over agencies' needs. Pursuant to the PMA, the Office of Management and Budget (OMB), through the Office of Federal Financial Management (OFFM) created the Financial Management Line of Business (FMLOB) initiative to eliminate redundant business processes across the federal government. OMB assists the President of the United States in the development and execution of his policies and programs. OFFM is a statutory office within OMB that develops and provides direction to the federal government on the implementation of financial management policies and systems.

To support the FMLOB initiative, OMB/OFFM started to develop a Common Government-wide Accounting Classification (CGAC) structure to standardize financial management system data elements. Since government-wide standards did not exist for classifying financial transactions, the classification structures varied widely across agencies and even within bureaus of the same agency. As a policy analyst with the OFFM, I was placed in charge of the CGAC project. The challenge was to establish a standard data classification structure for financial transactions, document the standard and its potential use, and gain approval from federal agencies that would be subject to the new OMB policy. I worked to provide strategic guidance and oversight of the project while achieving a strong alliance with my operational partner, the Financial Systems Integration Office (FSIO) within the General Services Administration (GSA). FSIO was a dotted-line organization to OFFM that provided funding and program support.

With support staff from GSA/FSIO in place, I sought representatives from across many different agencies to form a cross-agency team of 25 members as well as another primary stakeholder, the Financial Management Service (FMS), a bureau of the Department of the Treasury that provides government-wide accounting and reporting services. I strategically selected team members to represent a majority of governmental activities. My vision for the team was two-fold: Team members (1) would represent the business and technical content knowledge necessary to develop the standards and (2) would become ambassadors of the CGAC project to their own agencies. Some people were selected solely based on their technical background. Others I hand picked -- talented people with whom I had worked in the past and knew would support and contribute to the project. I also took some risk by purposely asking agency people who I knew were opposed to the project to join the team. This unorthodox selection approach was intended to embrace any opposition early on so that I may understand and address their concerns quickly rather than face them later.

Initially it was difficult to conduct meetings with people who were openly in disagreement with the project. At times they tried to derail the discussion by talking over other people or ignoring counter viewpoints. It was during these difficult meetings that I knew I had to challenge members who were not receptive to the change to focus their attention on the greater good of the public over any one agency's needs. In an attempt to

negotiate in good faith by providing the advantages to their teamwork, I used examples to persuade the team that the status quo would no longer work in an environment where government agencies are constantly asked to do more with fewer resources and with greater transparency. The best way to achieve success would be for us to embrace the goal of standardization.

I was able to steer the entire group, naysayers included, to work toward the common goal of providing a standard everyone could accept. For the team to produce the final structure and document, we underwent intense discussions about what the government-wide structure should be and why certain approaches would be more beneficial than others. Actually, having the most vocal critics of the project to develop the CGAC structure helped to make the final product better. It was out of these intense negotiations, the project team was able to complete the development of the first federal-wide CGAC structure complete. The document was published to serve as a guide for agencies that were modernizing their financial management systems.

Under my leadership of the coalition of OMB/OFFM, GSA/FSIO, Treasury FMS, and several federal CFO organizations, the final CGAC document was issued on July 2007. The CGAC structure serves to strengthen the financial activities of the federal government to ensure that agencies obtain data timely and accurately for decision-making, and it also promotes improved government-wide financial stewardship and accountability.

1. Knowledge of Federal accounting and financial management requirements and relevant Government Accountability Office, Department of the Treasury, Office of Management and Budget and Federal Accounting Standards Advisory Board requirements, including the Statements of Federal Financial Accounting Standards.

I am a Certified Public Accountant with over thirteen years of relevant Federal accounting and systems experience. My knowledge is grounded and tested from real-world application.

My current position as a policy analyst in the Office of Federal Financial Management (OFFM) at the Office of Management and Budget (OMB) has provided ample opportunities to establish government-wide policy on financial management. Recently, I have been responsible for rewriting OMB Circular A-127, Financial Management Systems. This is the most comprehensive update of the Circular since 1993. One of the major changes being introduced in the revision is a new streamline approach to determine substantial compliance of the Federal Financial Management Improvement Act (FFMIA) of 1996. I am the principal author of the revision, and I have led a workgroup that is comprised of CFO, IG, and GAO personnel to update the policy.

Given my knowledge of financial management systems policy, agencies seek my counsel regarding the application of FFMIA. I am also responsible for preparing a formal response to GAO regarding its annual FFMIA report.

2. Skill in evaluating and/or re-engineering department-wide or agency accounting operations and internal control processes and implementing improvements which strengthen controls and reduce the cost of providing services.

At OMB, one of my responsibilities has been to oversee the Financial Management Line of Business initiative. This is a multi-year effort that aims to standardize government-wide financial processes, to reduce complexity and uniqueness in financial operations, and to reduce the cost of providing financial services. Working closely with the Financial Systems Integration Office (FSIO) staff, I helped develop and finalize standard business processes documents. This resulted in three major documents being published within the past year.

At the U.S. Department of Transportation (DOT), I was responsible for managing our financial system, Delphi, which was managed by an internal service provider, the Enterprise Services Center (ESC) of the Federal Aviation Administration. Specifically, I directed the resources for over 200 employees and contractors that provided accounting systems services to 14 internal DOT bureaus and 3 external customers at the time. I constantly looked for ways to improve services and lower costs. One example was to develop a clear and precise Service Level of Agreement (SLA) and making sure that the price and value were competitive. Before I worked at DOT, ESC did not have a formal SLA. Therefore, ESC was providing service but no one could ever accurately determine what services were actually being provided. Naturally, this caused many disputes with customers. Working with ESC management, I helped document all the services being provided by ESC and custom developed a level of service appropriate for the price that was being paid. The new SLA was in effect and ESC started using the form in FY06. It

vastly improved ESC's ability to communicate with customers and meet their expectation.

3. Skill in preparing consolidated financial statements with emphasis on appropriate recognition of assets and liabilities, revenues and expenses and budgetary resources and demonstrated ability to identify and resolve potential issues in a manner that precludes or minimizes audit findings.

At DOT, I helped solve the complex problems involving financial statement given my prior experience in generating financial statements. My efforts resulted in averting major errors, which could have cost the audit opinion. Before my arrival to DOT, the department did not properly eliminate its intra-agency transactions. In fact, DOT accountants for past years failed to eliminate revenues and offsetting expenses when consolidating financial statements. When I started working at DOT, I immediately discovered the problem and reconciled the difference. I drafted the position paper to describe the accounting treatment for correction, and I met with auditor to explain the rationale. My efforts have allowed DOT to receive a clean audit opinion.

At the U.S. Marshals Service (USMS), I was the financial reporting and systems team leader for three years. In this capacity, I was responsible for producing annual financial statements with a net income of approximately \$1 billion. I worked closely with independent auditors and the Office of Inspector General to make sure that the statements complied with Department of the Treasury and Federal accounting principles and standards. My efforts of proper application of accounting practices, principles, and techniques enabled USMS to receive an unqualified opinion on its statements for the first time in 1998.

4. Ability to advise senior management regarding complex financial management issues relating (but not limited) to implementation and interpretation of financial policies and procedures, budget execution/administrative control of funds, cash management and debt collection, cost accounting, inventory management, pricing of products and services and travel.

As a policy analyst in OMB, I assist the deputy controller on complex accounting issues. I was responsible for making a recent shift in the direction of FMLOB, which shifted to establishing business standards before designating commercial shared service providers. Previous OFFM management felt that way to achieve standardization was to move all agencies to shared service providers. The belief back then was that standardization would be achieved as soon as agencies moved to one of the shared service providers and started to follow its processes. When I was tasked with overseeing the selection of commercial providers, I recognized right away that designating some vendor as a commercial provider would not correct the problem of agencies failing to have standards. Moreover, without standards, it was virtually impossible to evaluate fairly the performance of vendors and qualify them as commercial service providers. After providing justification, I was able to advise the deputy controller to establish standards before designating a set of commercial providers.

At DOT, I continuously monitored the status of Delphi and regularly present to all levels of DOT management Delphi upgrade strategies, project status, and important system issues.

At USMS, I provided direction, advice, and assistance to all levels of USMS management on complex financial issues. I was often asked to explain accounting rules and procedures and to interpret accounting data and results posted on our financial reports. For example, I was asked to assist our revolving fund managers in resolving a difference from an under-reported depreciation expense. I examined their data and determined that the difference arose when a revolving fund manager incorrectly anticipated the consequences of leasing airplanes versus owning and maintaining them. I recommended that they gradually introduce the leasing program to ease the effects of accelerated depreciation. This recommendation was adopted.



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Vacancy Information



Announcement Number: 08-HQ-MP-MA-60-190

Vacancy Description: Supervisory Procurement Analyst, GS-1102-15

Open Period: 09/02/2008 - 09/15/2008

Series/Grade: GS-1102B-15

Salary: \$115,317.00 TO \$149,000.00

Promotion Potential: GS-15

Hiring Agency: DEPARTMENT OF ENERGY

Duty Locations: 1 vacancy in Washington DC Metro Area, DC

For more information, Contact: Lily Mellor, 202-586-8551 Lily.Mellor@hq.doe.gov

Additional Information

Who May Apply:

THIS POSITION IS OPEN ONLY TO CURRENT HEADQUARTERS DEPARTMENT OF ENERGY EMPLOYEES WITH COMPETITIVE STATUS.

Job Summary:

This position is located in the Department of Energy (DOE), Office of Management (MA), Office of Procurement and Assistance Management, Office of Contract Management, Acquisition Planning and Liaison Division. The Acquisition Planning and Liaison Division is responsible assisting Headquarters program and field offices in the planning and development of business strategies for those procurement actions required to be submitted to Headquarters for approval, which are the Department's major procurement solicitations, contracts, grants, cooperative agreements, financial assistance instruments and interagency agreements.

The U.S. Department of Energy is an excellent, family friendly employer and an exciting place to work. Our overarching mission is to advance the national, economic and energy security of the United States, to provide scientific and technological innovation in Support of that mission; and to ensure the environmental cleanup of the national weapons complex. Winning more R&D awards than any private sector organization and twice as many as all other federal agencies combined, DOE is the Nation's top sponsor of research and development in fields such as alternate fuel vehicles, energy efficiency, gene research, supercomputers and microelectronics. For more information about DOE, visit our website at ENERGY.GOV.

Key Requirements:

- * U.S. Citizenship
- * All Federal employees MUST verify time in grade to qualify
- * All Positions: Background and/or Security Investigation is required
- * This position is NOT in the bargaining unit .
- * Please submit online application & resume by 11:00 PM of closing date
- * Please submit all supplemental documentation by the closing date

Position Information:

FULL-TIME

Permanent

Major Duties:

As the Director of the Acquisition Planning and Liaison Division, the incumbent is responsible for the division successfully performing the division's functions. The incumbent develops and provides expert input in the formulation of Departmental procurement, financial assistance, and management processes and procedures relating to all phases of the Office of Procurement and Assistance Management responsibilities; advises in the planning, developing and reviewing of program and project management documentation for acquisition strategies to ensure strict compliance and consistency with Federal and Departmental regulations, laws and sound business practices; provides expert advice, guidance, and assistance to DOE Headquarters offices and field organizations in the development of major procurement and assistance acquisition plans, in the execution of pre-award and post award functions, and in the resolution of highly sensitive and critical activities.

Qualifications and Evaluations:

Basic Requirements for GS-13 and Above:

A. Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least 4-years experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.

AND

B. A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any

combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

C. Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies if the specialized experience requirements are met. However, they will have to meet the basic requirements and specialized experience requirements in order to qualify for promotion to a higher grade, unless granted a waiver under Paragraph

D. Waiver: When filling a specific vacant position, the senior procurement executive of the selecting agency, at his or her discretion, may waive any or all of the requirements of Paragraphs A and B above if the senior procurement executive certifies that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience. With respect to each waiver granted under this Paragraph D, the senior procurement executive must document for the record the basis of the waiver. If an individual is placed in a position in an agency on the basis of a waiver, the agency may later reassign that individual to another position at the same grade within that agency without additional waiver action.

*This is an acquisition position. There are statutory requirements as described in the Department of Energy Acquisition Career Development Program, DOE Order 361.1, that must be met or waived prior to appointment. Certification to Level II under the Department of Energy Acquisition Career Development Program is required for this position. These requirements include completion of the following courses, or equivalent: CON 101, Fundamentals of Contracting; CON 104, Fundamentals of Contract Pricing; CON 202, Intermediate Contracting; CON 204, Intermediate Contract Pricing; and CON 210 Government Contract Law.

**THESE REQUIREMENTS MAY BE WAIVED UNDER SPECIAL CIRCUMSTANCES AT THE DISCRETION OF MANAGEMENT.

You must meet all time-in-grade and qualification requirements outlined on this vacancy announcement by the closing date.

CONDITIONS OF EMPLOYMENT FOR THIS VACANCY: A Preliminary background check must be completed before a new employee can begin work with the U.S. Department of Energy. The preliminary background check consists of a search of Office of Personnel Management and Department of Defense background investigation files and an FBI National Criminal History Fingerprint Check; it may take up to three weeks to complete. If selected for this position, you will be extended a tentative offer of employment pending a satisfactory background check. Current Federal employees or other individuals with an existing completed background investigation may not be required to undergo another background check; these will be handled on a case-by-case basis in coordination with the Security Office.

If selected for this vacancy (only if this position has a financial

disclosure requirement), you may be required to file the OGE Form 450 (Financial Disclosure Statement) prior to your appointment to this position. For additional information and to obtain the form, please visit Office of Government Ethics.

Relocation Expenses will NOT be paid.

Overnight Travel required - 1-3 nights per month.

All applicants must have at least one year of specialized experience equivalent to the next lower-grade level in the Federal service. Specialized experience for this position is defined as experience that demonstrated mastery of acquisition functional areas sufficient to apply experimental theories and new developments to problems not susceptible to treatment by accepted methods, to extend existing contracting techniques, and to develop acquisition policies for use by other contracting personnel in solving procurement problems. Specialized experience that demonstrated a mastery of contracting laws, principles, and regulations sufficient to review and recommend top management approval of procurements for the largest and newest critical agency systems or programs.

The successful candidate will possess the following knowledge, skills and abilities (KSAs):

1. Knowledge and understanding of Federal procurement and procurement related laws, regulations and procedures.
2. Ability to analyze complex issues, develop guidelines, and make recommendations involving Federal Government and Departmental procurement procedures and regulations for large, complex procurements and financial assistance actions.
3. Ability to provide senior management with expert and cogent advice and to act as an advocate for agency policies and initiatives on complex procurements communicating both orally and in writing.
4. Skill in meeting and dealing with government, corporate and other officials concerning procurement matters.

How You Will Be Evaluated:

When the announcement closes, your application will be automatically evaluated and rated by the system. A quality review of your on-line application and supporting documents will be conducted by the HR Office before your rating becomes final; this quality review will be based on the extent and quality of your experience, education and training as it relates to the duties of this position. Qualified candidates will be assigned a score between 70 and 100 depending on their possession of the knowledge, skills, and abilities required for the vacancy. In most instances, only the three highest scoring candidates will be referred for further consideration. Your on-line responses must be supported by the information you provide in your on-line resume. Note: if we determine that you have rated yourself higher than what is supportable in your resume, or if your resume is incomplete, you may be rated ineligible, not qualified, or your score may be lowered.

How to Apply:

Please submit your application on line at the USAJobs On Line website (You may click this link or type www.usajobs.opm.gov into your browser.) If applying on line poses a hardship, IT IS YOUR RESPONSIBILITY to contact the Human Resources Office to request assistance. You should speak to the Human Resources Specialist listed on the announcement prior to the closing date of the announcement during normal business hours (8:00 AM - 5:00 PM EST) and request assistance with the on-line submission.

We recommend that you do not wait until the last day of the vacancy announcement.

HINTS FOR SUCCESSFULLY SUBMITTING YOUR APPLICATION:

You are strongly encouraged to read the entire vacancy announcement and comply with the application procedures. Failure to submit all of the required information will result in an incomplete application and you may be marked ineligible for this vacancy. Please allow yourself sufficient time to completely answer the online application questions and review your application before you submit it. If a complete application is not received, you will be evaluated solely on the information available, and you may not receive full consideration or may be determined ineligible for consideration. Faxed applications will not be considered without prior approval.

PLEASE NOTE THAT YOU MUST SUBMIT YOUR APPLICATION BEFORE 11:00 PM EST OF THE CLOSING DATE. AFTER THAT TIME, THE ANNOUNCEMENT WILL CLOSE AND YOU WILL NO LONGER HAVE ACCESS TO SUBMIT YOUR APPLICATION.

It is recommended that you prepare your resume and save it as a text file on your computer.

Once you have submitted your on-line application, you will see a screen telling you that your application has been successfully transmitted. If you do not see these words, you have not successfully completed your application. If you would like a receipt, you may print this transmittal screen. At this time, you may also request a copy of the announcement questions and your responses be sent to your e-mail account.

Reminder: Please use the Fax Cover Sheet included in this announcement to fax all supplemental documents on or before the closing date. Please include the applicable vacancy announcement number and Human Resources Specialist point of contact on your fax cover sheet.

In addition to your resume and questionnaire, the following documents are required for this position:

1. CURRENT OR FORMER FEDERAL GOVERNMENT EMPLOYEES - INCLUDING CURRENT DOE EMPLOYEES:

A recent Standard Form 50 is required to support your eligibility to apply under this announcement. Please ensure that the SF-50 you submit includes your highest grade, your current step (do not send an award SF-50) and your tenure.

2. APPLICANTS APPLYING FOR POSITIONS WHICH HAVE AN EDUCATIONAL REQUIREMENT LISTED UNDER QUALIFICATIONS AND EVALUATIONS:

A readable copy of your transcript which shows your educational background that supports the educational requirement.

3. CTAP/ICTAP candidates:

You must submit a copy of your Certificate of Expected Separation or similar document, or your specific Reduction-In-Force notice, as well as a copy of your last (non-award) SF-50.

4. PERSONS CLAIMING ELIGIBILITY TO APPLY FOR THIS POSITION UNDER A SPECIAL Appointment AUTHORITY:

You must submit any documentation that has been provided to you as proof of your eligibility under a Special Appointing Authority.

For questions about which documentation is required for a specific authority, please contact the human resources office at the number listed on this announcement.

For more information about which documents you should submit for Merit Promotion, Veterans' Preference, or Special Appointing Authorities, visit the "Frequently Asked Questions" section under "Benefits and Other Information". For answers to frequently asked questions, CLICK

HERE (click on the hyperlink or go to <http://humancapital.doe.gov/pers/JobsonlineFAQs.htm>).

Applicants with a disability, who need reasonable accommodation for any part of the application and hiring process, are asked to contact the HR Specialist. The decision to grant reasonable accommodation will be on a case-by-case basis.

Required Documents:
FAX COVER SHEET

PLEASE PRINT THIS PAGE TO USE AS YOUR FAX COVER SHEET WHEN YOU SUBMIT YOUR SUPPLEMENTAL DOCUMENTS. THIS VACANCY IS ANNOUNCED THROUGH THE DEPARTMENT OF ENERGY'S AUTOMATED HIRING SYSTEM, Usajobs.

YOU MUST SUBMIT YOUR APPLICATION AND SUPPLEMENTAL DOCUMENTS NO LATER THAN 11:00 PM OF THE CLOSING DATE OF THIS ANNOUNCEMENT IN ORDER TO RECEIVE CONSIDERATION.

You may fax your supplemental documents to (202) 586-8101 to the HR Specialist listed in the vacancy announcement no later than the closing date of the announcement for which you are applying.

Your Name _____ Today's Date _____

Vacancy Announcement Number: 08-HQ-MP-MA-60-190

Position Title, Series and Grade:

Human Resources Specialist: Lily Mellor

Please check below the documents you are enclosing and make sure your name AND THIS VACANCY ANNOUNCEMENT NUMBER is on each page.

- DD-214
- SF-15 and Proof required on the form
- SF-50 showing your grade and step, tenure and position occupied
- Transcript (original not required; a copy is acceptable)
- Other (please list)

You do not need to call the HR Office; you may check your application status anytime after the announcement closes. Go to the DOE Jobs Online web site, enter your ID and password, and click 'View my Application Status' to see the latest information concerning your status. We will update your status when changes are made. If you have other questions or need other assistance, you may contact the Human Resources Specialist listed as the contact person in the Vacancy Announcement.

THE DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY EMPLOYER

What to Expect Next:

You may check your application status anytime after the announcement closes. Go to the USAJobs Online website, enter your ID and password, and click "View my Application Status" to see the latest information concerning your status. We will update your status when changes are made.

If you have other questions or need other assistance, you may contact the Human Resources Specialist listed as the contact person in the Vacancy Announcement.

When the announcement closes, your application will be automatically evaluated and rated by the system. A quality review of your on-line application and supporting documents will be conducted by the HR Office before your rating becomes final; this quality review will be based on the extent and quality of your experience, education and training as it relates to the duties of this position. Highly qualified candidates depending on their possession of the knowledge, skills, and abilities required for the vacancy will be referred to the selecting official. Your on-line responses must be supported by the information you provide in your on-line resume. Note: if we determine that you have rated yourself higher than what is supportable in your resume, or if your resume is incomplete, you may be rated ineligible, not qualified, or your score may be lowered.

Benefits:

The Federal Government offers a number of exceptional benefits that are unmatched by most other organizations. As a Federal employee, you will be eligible for health benefits from your choice of a wide variety of providers, long-term care insurance, generous sick and annual leave accruals with 10 paid holidays, a family-friendly work environment, flexible spending options, and a comprehensive retirement plan unparalleled by most private-industry organizations. The following link provides an overview of the benefits currently offered to Federal employees. [Working for the Federal](#)

Government-Benefits

Additional Information:

The U.S. Department of Energy is an excellent, family friendly employer and an exciting place to work. Our overarching mission is to advance the national, economic and energy security of the United States, to provide scientific and technological innovation in support of that mission; and to ensure the environmental cleanup of the national weapons complex. Winning more R&D awards than any private sector organization and twice as many as all other federal agencies combined, DOE is the Nation's top sponsor of research and development in fields such as alternate fuel vehicles, energy efficiency, gene research, supercomputers and microelectronics. For more information about DOE, visit our website at ENERGY.GOV.

This is a PREVIEW ONLY! To apply for the vacancy you will answer the questions online.

Job Specific Questions**Grade: 15**

(B) Completed a 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management; OR

In order to qualify for this position you must be prepared to meet the conditions specified in items (A) and (B); or item (C); or item (D). Please read the information for each of these items, then answer the questions which follow: (A) Completion of all mandatory training** prescribed by the head of the agency for progression to GS-13 or higher-grade level, including at least 4 years of experience in contracting or related positions. **(See vacancy announcement). (B) Completion of a 4 year course of study leading to a bachelor's degree that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economic, industrial management, marketing, quantitative methods, organization and management. OR (C) On January 1, 2000, you must have occupied a position in the GS-1102 Contract Specialist Series at the GS-14 or 15 grade level. You will be considered to have met the basic requirements under (A) and (B) for other positions, but only at the same grade level provided you meet the one-year of specialized experience required for the position. (OR) (D) Waiver: For advancement to higher grades, the senior procurement executive of the selecting agency may waive any or all of requirements under (A) and (B) and must certify that the applicant possesses significant potential for advancement to higher graded positions based on demonstrated analytical and decision making capabilities, job performance and qualifying experience.

*** 1. GS-15 After reading the requirements above, select the choice which best describes your experience and/or education.**

1. (For Lateral Reassignment) I have carefully read the requirements as stated above under item (C). On

January 1, 2000 I held a position in the GS-1102 Contract Specialist series and am currently occupying a GS-1102 position at the GS-15 grade level. I also have 1 year of specialized experience as described in the vacancy announcement.

2. (For Promotion) I have carefully read the requirements stated above and meet the requirements as stated under items (A) and (B) for advancement to GS-15. I also have 1 year of specialized experience as a GS-14 as described in the vacancy announcement.

3. (Waiver) I have carefully read the requirements stated above and have been granted a waiver by the agency's senior procurement executive as described under item (D2) for advancement to GS-15, or believe I possess the potential for advancement in this field at this level to be considered for a waiver.

4. I have never worked for the federal government; however, to the best of my knowledge I possess the required amount and level of experience under item (A) and I also meet the educational requirements stated in item (B). Note: Will require validation by the agency.

5. I do not meet or exceed the education and /or experience requirements described in items (A) and (B) or in items (C) or (D2).

All Grades

In order to qualify for this position you must be prepared to meet the conditions specified in items (A) and (B); or item (C); or item (D). Please read the information for each of these items, then answer the question which follows regarding basic qualification requirements for the specified grade level.

(A) Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher grade level, including at least 4 years experience in contracting or related positions. At least one year of that was equivalent to the next lower grade level and must have provided the knowledge, skills, and abilities to perform successfully the work of the position; AND

(B) Completed a 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management; OR

(C) On January 1, 2000 you must have occupied a position in the GS-1102 Contract Specialist Series at either the GS-13, GS-14, or GS-15 grade level. You will be considered to have met the basic requirements under (A) and (B) for other positions but only at the same grade level provided you meet the 1 year of specialized experience required for the position; OR

(D) Waiver: For advancement to higher grades, the senior procurement executive of the selecting agency, may waive any or all of the requirements under (A) and (B) and must certify that the applicant possesses significant potential for advancement to higher graded positions based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience.

In order to qualify for this position you must be prepared to meet the conditions specified in items (A) and (B); or item (C); or item (D). Please read the information for each of these items, then answer the questions which follow: (A) Completion of all mandatory training** prescribed by the head of the agency for progression to GS-13 or higher-grade level, including at least 4 years of experience in contracting or related positions. **(See vacancy announcement). (B) Completion of a 4 year course of study leading to a bachelor's degree that included or was supplemented by at least 24 semester hours in any combination of the following

fields: accounting, business, finance, law, contracts, purchasing, economic, industrial management, marketing, quantitative methods, organization and management. OR (C) On January 1, 2000, you must have occupied a position in the GS-1102 Contract Specialist Series at the GS-14 or 15 grade level. You will be considered to have met the basic requirements under (A) and (B) for other positions, but only at the same grade level provided you meet the one-year of specialized experience required for the position. (OR) (D) Waiver: For advancement to higher grades, the senior procurement executive of the selecting agency may waive any or all of requirements under (A) and (B) and must certify that the applicant possesses significant potential for advancement to higher graded positions based on demonstrated analytical and decision making capabilities, job performance and qualifying experience.

*** 1. I meet the requirements for (A) above.**

Yes No

*** 2. I meet the requirements for (B) above.**

Yes No

*** 3. I meet the requirements for (C) above.**

Yes No

*** 4. GS-15 After reading the requirements above, select the choice which best describes your experience and/or education.**

1. (For Lateral Reassignment) I have carefully read the requirements as stated above under item (C). On January 1, 2000 I held a position in the GS-1102 Contract Specialist series and am currently occupying a GS-1102 position at the GS-15 grade level. I also have 1 year of specialized experience as described in the vacancy announcement.

2. (For Promotion) I have carefully read the requirements stated above and meet the requirements as stated under items (A) and (B) for advancement to GS-15. I also have 1 year of specialized experience as a GS-14 as described in the vacancy announcement.

3. (Waiver) I have carefully read the requirements stated above and have been granted a waiver by the agency's senior procurement executive as described under item (D2) for advancement to GS-15, or believe I possess the potential for advancement in this field at this level to be considered for a waiver.

4. I have never worked for the federal government; however, to the best of my knowledge I possess the required amount and level of experience under item (A) and I also meet the educational requirements stated in item (B). Note: Will require validation by the agency.

5. I do not meet or exceed the education and /or experience requirements described in items (A) and (B) or in items (C) or (D2).

*** 5. GS-15. In addition to meeting the basic requirements, you must have one year of specialized experience equivalent to GS-14 in the federal service which has equipped you with the knowledge, skills, and abilities to perform successfully the duties of the position. Select the choice which best describes your specialized experience.**

1. I do not meet or exceed the 1 year of specialized experience as described in the vacancy announcement.

2. I have one full year of specialized experience equivalent in responsibility and scope to the GS-14 level as described in the vacancy announcement under specialized experience requirements.

*** 6. Please select the following contracting analytical functions which you have performed.**

Check all that apply

1. Evaluated proposed Congressional bills or recently enacted statutes to determine their impact on current procurement policies and procedures.

2. Analyzed difficult contracting issues, identified alternative approaches, modified standard procedures, and solved problems requiring significant departures from previously used approaches and standard methods.
3. Performed cost/price analysis on a variety of procurement and contracting actions.
4. Analyzed and evaluated current policies and procedures to ensure compliance with Federal statutes and regulations, Departmental rules and regulations, and sound business practices.
5. Served on departmental and inter-agency committees and task forces to review and analyze procurement issues, and develop positions on programmatic, policy, and management procurement issues.
6. Lead or assisted program offices in developing acquisition strategies and plans for major procurements.
7. None of the above

*** 7. Please describe your work experience that supports the choice(s) you selected above.**

(Essay Question)

*** 8. This position involves providing guidance and direction to procurement functions, including geographically separate subordinate level offices. Please select the following tasks which you have performed independently at or above the full performance level.**

Check all that apply

1. Led or was a member of a source selection board or equivalent for a major system acquisition or major agency procurement.
2. Served as an authority and advisor to management or a major Departmental program office on procurement and financial assistance matters.
3. Served as an authority and advisor to subordinate procurement offices, including geographically dispersed offices.
4. Provided expert technical leadership on pre-award, post-award, and price/cost analysis of major procurement projects.
5. Led and/or provided expert advice to Business Strategy Groups, Integrated Product Teams, or similar functional groups for major systems acquisitions or major procurements.
6. Negotiated and administered highly complex contracts that employed unique terms and conditions and performance-based contracting approaches.
7. None of the above

*** 9. Describe your work experience that supports the choices you selected from above.**

(Essay Question)

*** 10. Describe the types of acquisitions that you have worked on (i.e., major systems acquisitions, information technology, support services, design, construction, research and development, grants, cooperative agreements, etc.) and your role (i.e., contract specialist, contracting officer, source evaluation board member or chairman, source selection authority, contract price analyst, etc.) in the various acquisitions.**

(Essay Question)

*** 11. Describe your ability to provide senior management with expert and cogent advice and to act as an advocate for agency policies and initiatives on complex procurements communicating both orally and in writing.**

(Essay Question)

*** 12. Describe your skill in meeting and dealing with Government, corporate and other officials concerning procurement matters.**

(Essay Question)

*** 13. Please describe your most difficult contract management challenge, your involvement, the solution(s) that you developed to meet the challenge, and the results you achieved in implementing your solution.**

(Essay Question)

*** 14. Please describe your background/experience in communicating effectively within a technical and project-oriented organization, and how you concurrently achieved project objectives and maintained contracting requirements.**

(Essay Question)

*** 15. This position is responsible for communicating a variety of issues on an interpersonal level. Please indicate which of the following types of interpersonal communication duties you have performed as a regular part of a job. (Check all that apply).**

Check all that apply

1. Negotiate policy changes
2. Mediate or facilitate problem resolution
3. Interview individuals to obtain study data
4. Defend recommendations on controversial issues to top management
5. Independently plan, host, and conduct meetings
6. Act as management representative to sell complex issues to outside entities
7. Serve on panels, committees, or task forces on technical, programmatic, and/or professional issues
8. Invited to speak at organizational conferences
9. None of the above

*** 16. Describe your knowledge and understanding of Federal procurement and procurement related laws, regulations and procedures.**

(Essay Question)

*** 17. Describe your ability to analyze complex issues, develop guidelines, and make recommendations involving Federal Government and Departmental procurement procedures and regulations for large, complex procurements and financial assistance actions.**

(Essay Question)

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Headquarters All Applicant Data Report

Announcement Number: 08-HQ-MP-MA-60-190
Position Title: Supervisory Procurement Analyst, GS-1102-15

Name: DAVID LEOTTA
SSN:
Address1:
Address2: b6
City:
State:
Post Code:
Plus4:
Phone:
Email: david.leotta@hq.doe.gov
United States Citizen: Y
Date of Birth:
Veteran Preference: NV
Start of Service:
End of Service:

Resume
David Leotta

b6
Email: david.leotta@hq.doe.gov
Social Security Number:
Country of citizenship: United States of America
Veterans' Preference: No
Registered for Selective Service
Highest Grade: GS-1102-15, 06/2001-Present
Contact Current Employer: Yes
AVAILABILITY
Job Type:
Permanent

Work Schedule:
Full Time

WORK EXPERIENCE

Department Of Energy
Washington, District of Columbia, District of Columbia
US

6/2001 - Present
Grade Level: GS-15
Salary: 146,079 USD Per Year
Hours per week: 40
Procurement Analyst, 1102

As a procurement analyst in the Acquisition Planning and Liaison Division I have worked with various Headquarters and field offices in the planning and development of procurement actions requiring Headquarters approval. These include the Department's major procurement solicitations (Management and Operating (MO) Contracts, Management and Integration contracts, National Laboratories, Environmental Clean-up Contracts, etc.), contracts, and financial assistance instruments. The assistance I provide requires direct interaction with senior departmental officials both at Headquarters and in the field, senior officials in the procurement field offices, Integrated Project Teams, and Source Evaluation Boards (SEB). The types of documents that I provide planning, coordination and guidance on include, Acquisition Strategies, Acquisition Plans, solicitations, Funding Opportunity Announcements, rating plans, SEB reports, Competitive Range Determinations, discussion questions, selection statements, cost realism analysis, pre and post negotiation memorandum, sole source justifications, MO extend/compete packages, etc. In addition to these activities, I provide operational procurement, financial assistance and general business advice to Headquarters and field organizations.

In addition to operational activities, I have developed or assisted in the development of procurement policy such as Acquisition Letters, Procurement Acquisition Guide Chapters; conducted source evaluation training for SEBs and procurement personnel; and balance scorecard initiatives. I have worked on special projects at the direction of Departmental management such as an on the ground review of field procurement organization with the objective to assess if the procurement organization was structured to effectively implement procurement functions and identify areas of concern or risk.

While working in this office I have worked on all types of contracts ranging from cost plus fixed fee, cost plus award fee, cost plus incentive fee, performance based incentive contracts, and labor hour contracts.
Contact Supervisor: Yes
Supervisor's Name: Tom Brown
Supervisor's Phone: (202) 287-1348

Department Of Energy
Washington, District of Columbia, District of Columbia
US

6/1992 - 5/2001
Salary: \$88,741 USD Per Year
Hours per week: 40
Branch Chief/Contracting Officer

I worked as a Branch Chief/Contracting Officer supporting various DOE and National Nuclear Security Administration program offices. In addition to serving as a branch chief, I completed a 60-day detail as the Director, Office of Headquarters Procurement Services, Head of Contracting Activity (HCA). As the HCA I was responsible for 4 divisions and 54 employees. I interacted with the Procurement Executive, top DOE management, and other Office Directors within the Office of Procurement and Assistance Management. I became involved with budget issues, training for personnel (workload and budgetary impacts), and workload analysis. The analysis was to be used for a basis for the allocation or reallocation of resources, the division of work, and future staffing requirements within the Office of Headquarters Procurement Services.

As a Branch Chief I am responsible for the work of nine contract specialists encompassing all aspects of the procurement process for both pre-award and contract administration activities.

Pre-award activities include assistance with the development of acquisition plans, procurement requests, and solicitations; conducting oral presentations; proposal evaluation and analysis; development of Source Evaluation Board Reports, Competitive Range Determinations, and Source Selection Statements; conducting debriefings; and protest resolution. Administration activities include issuance, evaluation and award of competitive task orders under multiple award contracts (MAC); contract monitoring, voucher processing; property management, subcontract and consultant consents; and modifications (including cost growth, level of effort increases, incremental funding, key personnel changes, exercise of options, and change orders). In order to accomplish these requirements, I had to interface with top levels of management within my own office, General Counsel, the program office, other agencies, and contractors.

As a Branch Chief I was responsible for providing guidance, direction, and training to my team. I was directly involved in personnel actions and provided their performance appraisals. I have had to work as a member of three Source Evaluation Boards, served as the Acting Division Director, served as a member on a Contractor Purchasing team Review, worked on a Procurement Action Team charged with streamlining the presolicitation process, and served on a multi-agency team at the Office of Federal Procurement Policy charged with developing a best practices guide for multiple award contracting.

Working with different programs has provided me with experience on various types of procurement actions. I was responsible for the administration of DOE's first MAC supporting the office of Defense Programs. Awards were made to three offerors with an estimated value of \$100M each. As a result of my efforts on this contract I was asked to help in the development of special contract provisions for all DOE MACs.

Contact Supervisor: Yes
Supervisor's Name: Carol Rueter
Supervisor's Phone: Retired

Environmental Protection Agency
Washington, District of Columbia, District of Columbia
US

11/1990 - 6/1992

Grade Level: GM-13

Hours per week: 40

Contract Specialist, 1102

While employed with the Environmental Protection Agency, I worked in the Superfund Enforcement Branch, Management Section, as a Contracting Officer/Team Leader. This section was responsible for the management of contracts supporting the program office in the identification of sites from which hazardous substances are released, the establishment of policies and procedures used for site investigation, and the cleanup of sites. As a Contracting Officer with an unlimited warrant, I was responsible for the management of both cost plus award fee and fixed fee contracts totaling approximately \$130M.

As a Team Leader, I was responsible for the supervision and administration of the workload for four senior contract specialists. In addition to supervising their workload, I provided on the job training, participated in the development of their job responsibilities and provided recommendations to senior management on their performance appraisals. In addition, as Team Leader, I often had to act for both my Section Head and Branch Head which required active involvement with senior management.

My day to day duties included review and approval of task assignments, contractor work plans, conflict of interest decisions, and contract modifications. Contract modifications included cost overruns, incremental funding, key personnel changes, increases to the level of effort, and issuance of award fee. I was involved in all aspects of the award fee process including attending Performance Evaluation Boards (PEB), providing evaluations of contractor performance, serving as a voting member of a PEB, issuance of the award fee modification, and debriefing the contractor.

In addition to my day to day duties, I was involved in conflict of interest decisions, subcontract consent, and training of senior program officials. This involved assisting in the development of, and participation as a speaker at training courses and conferences. I also served as a member of an audit team for a Contracting Purchasing System Review.

Contact Supervisor: Yes

Supervisor's Name: Bruce Bakaysa

Supervisor's Phone: (202) 260-2308

National Institutes of Health
Bethesda, Maryland, Maryland

US

4/1990 - 11/1990

Grade Level: GS-12

Salary: \$37,019 USD Per Year

Hours per week: 40

Contract Specialist, 1102

Performed various duties and responsibilities ranging from development and review of solicitation packages, synopsis, Determination and Findings, Justification for Other Than Full and Open Competition, pre-negotiation memorandum, and various contract administrative functions. The administration of contracts included the exercise of options, negotiation of cost overruns, time extensions, changes in requirements and/or quantities.

Specific programs I worked on included an 8(a) fixed price solicitation for patient escort services, a cost reimbursement solicitation for anesthesiology/surgical services and nursing/technician services, a sole source indefinite quantity pediatric consultative services, competitive and sole source fixed price preventive maintenance contracts for the purchase of state of the art medical equipment, and a sole source fixed price supply contract for anti-HCV blood testing equipment.

Contact Supervisor: Yes

Supervisor's Name: Frank Weston

Naval Sea Systems Command
Washington, District of Columbia, District of Columbia

US

5/1985 - 4/1990

Grade Level: GS-5 to 12

Salary: \$37,019 OSD Per Year

Hours per week: 40

Contract Specialist, 1102

I was in the career ladder during my time at NAVSEA starting at an entry level GS-5 and departing as a senior negotiator GS-12. My duties included development and review of acquisition plans, solicitation packages, synopsis, sole source documentation, pre and post negotiation memorandum, negotiate and award various types of contract ranging from fixed price to cost reimbursement, and various administrative actions. This included the negotiation of delivery changes, engineering change proposals, unpriced options, and value engineering change proposals. I have worked on the procurement of spare parts, design agent services, training services and auxiliary equipment.

As a senior negotiator I was responsible for mentoring entry level specialists. My workload included 11 new procurement actions and 31 other than new procurement actions for two programs supporting the Seawolf Class submarine. Both programs were coming out of the research and development phase. My accomplishments included definitization of an option period (\$2M), negotiation of an engineering change proposal (\$1.2M), and the

development of an acquisition plan for Oxygen Generating Plants (\$250M). For the Gas Management System I purchased additional units at a fixed price of \$6.7M, and developed a competitive solicitation package for the follow on procurement to the initial production phase (\$90M). In addition, I awarded a fixed price invitation for bid for the Underway Replenishment System (\$11M), and developed and awarded a fixed price small business set-aside for oil water separators (\$5M).

EDUCATION

University of Maryland
College Park, Maryland
US
Bachelor's Degree, 5/1984
145 Semester Hours
Major: Business Management
Relevant Coursework, Licensures and Certifications:

Proficient with MS Word, Powerpoint, Lotus, Excel.

JOB RELATED TRAINING

Federal Acquisition Certification - Contracting Level III, 03/08 -
Federal Financial Assistance, 03/02/07 -
OMB Circular A-76: Perf. of Commercial Activities, 01/27/06 -
Seven Steps to Performance Based Acquisitions, 04/22/05 -
Advances in Performance Based Contracting, 04/21/01 -
Performance Based Training Workshop, 10/00 -
EEO/Diversity Stand Down, 4/5/00 -
Microsoft PowerPoint 97, 5/17/99 -
Executive Contracting CON 301, 3/12/99 -
Management for Contracting Supervisors, CON 333 11/20/98 -
Using Oral Presentation in Source Selection, 5/28/98 -
Microsoft Word 6.0 for Windows Intro, 12/5/97 -
Writing Performance Work Statements, 6/20/97 -
Oral Presentation for Best Value Selection, 6/27/96 -
Thinking Outside the Box, 6/12/96 -
Cost Analysis of Grant Applications, 4/28/95 -
Best Practices Forum, 5/17/95 -
Best Value Procurement, 2/22/95 -
Customer Focus Training, 8/25/94 -
Personnel Management for Supervisors, 9/23/94 -
Seven Habits of Highly Effective People, 5/10/94 -
Cooperative Agreements, 2/25/94 -
Contract Administration, 10/29/93 -
Managing Cultural Diversity, 10/15/93 -
DOE's New Quality Initiative, 9/15/93 -
EEO for Supervisors, 6/22/93 -
LAN for Users, 06/93 -
Work Assignment Manager Workshop, 11/91 -
Advanced Contracting by Negotiation, 10/90 -
Cost Improvement Curve Analysis, 03/90 -
Wang Office Introduction, 07/89 -
Government Contract Law, 03/88 -
Quantitative Techniques in Cost and Price Analysis, 12/87 -
Management of Defense Acquisition Contracts (Advanced), 09/87 -
Bus Resource Mgmt Program for Navy Acq Contracting Ofcra, 01/87 -
Value Engineering, 09/86 -
Management of Defense Acquisition Contracts (Basic), 08/85 -
Introduction to PCs, 03/85 -
Effective English, 01/85 -

REFERENCES

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ADDITIONAL INFORMATION

Special Act or Service Award, 07/07 -
Special Act or Service Award, 04/07 -
Performance Award, 03/07 -
Special Act or Service Award, 09/06 -

Quality Step Increase, 11/05 -
Performance Award, 11/04 -
Special Act or Service Award, 09/04 -
Performance Award, 11/03 -
Special Act or Service Award, 07/03 -
Performance Award, 12/02 -
Performance Award, 01/25/01 -
Special Act or Service Award, 09/10/00 -
Special Act or Service Award, 09/00 -
Performance Award, 01/16/00 -
Special Act or Service Award, 11/7/99 -
Letter of Appreciation, 10/99 -
Quality Step Increase, 06/99 -
Special Act or Service Award, 02/99 -
Time Off Award, 12/98 -
Performance Award, 04/98 -
Performance Award, 08/97 -
Time Off Award, 09/96 -
Letter of Appreciation, 08/96 -
Special Act or Service Award, 10/95 -
Memorandum of Appreciation, 08/95 -
Performance Award, 04/95 -
Quality Step Increase, 04/95 -
Special Act or Service Award, 12/94 -
Letter of Appreciation, 11/94 -
Letter of Appreciation, 10/94 -
Letter of Appreciation, 08/94 -
Memorandum of Appreciation, 05/94 -
Letter of Commendation, 05/94 -
Special Act or Service Award, 05/94 -
Letter of Appreciation, 05/94 -
Special Act or Service Award, 03/94 -
Special Act or Service Award, 12/93 -
Special Act or Service Award, 11/93 -
Letter of Appreciation, 10/93 -
Performance Award, 10/93 -
Letter of Appreciation, 06/93 -
Expression of Appreciation, 05/93 -
Letter of Appreciation, 04/92 -
Letter of Commendation, 03/92 -
Letter of Appreciation, 03/92 -
Performance Award, 12/91 -
Note of Appreciation, 12/91 -
Letter of Appreciation, 05/91 -
On-The-Spot Cash Award, 05/91 -
Letter of Appreciation, 08/90 -
Performance Award, 1989 -
Performance Award, 1988 -
Performance Award, 1987 -
Performance Award, 1986

Headquarters All Applicant Data Report

Announcement Number: 08-HQ-MP-MA-60-190
Position Title: Supervisory Procurement Analyst, GS-1102-15

Name: DAVID LEOTTA
SSN:
Address1:
Address2:
City:
State:
Post Code:
Plus4:
Phone:
Email: david.leotta@hq.doe.gov
United States Citizen: Y
Date of Birth:
Veteran Preference: NV
Start of Service:
End of Service:

b6

Core Questions

1. Are you a current Federal employee?

Answer:

1. Yes

2. If you are a current Federal employee, by what agency and organization are you employed?

Answer:

1. Department of Energy

4. If you are a current Federal employee, what is your duty station? [City,State] (Enter N/A if not Applicable)

Answer: 950 L'Enfant Plaza, Washington, DC 20585

5. If you are a Federal employee, under what type of appointment are you currently serving?

Answer:

1. Permanent-Career, competitive service

6. If you are NOT currently serving in the competitive service as a permanent career or career conditional Federal employee, are you eligible for reinstatement based on career or career-conditional Federal status in the competitive service?

Answer:

3. Not Applicable

7. If you are, or ever were, a Federal civilian employee, please indicate the pay plan of the highest graded position you held on a permanent basis:

Answer:

6. GS - General Schedule

9. If you are, or ever were, a Federal civilian employee, please indicate the highest grade level you held on a permanent basis:

Answer:

15. 15

10. If you are, or ever were, a Federal civilian employee, please indicate the dates of the highest graded position you held (MM-YYYY to MM-YYYY or Present, or NA if Not Applicable):

Answer: 06/2001 to Present

11. If you are, or were, a Federal employee who held a permanent position in the competitive service, what is the highest full performance level and pay plan of that position?

Answer: GS-1102-15/9

12. Are you a preference eligible, OR a vet who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of 3 years (may have been released just short of 3 years)? (For more info on the Veterans Employment Opportunities Act of 1998 (VEOA), click [here](#) and go to "Special Appointing Authorities for Veterans").

Answer:

2. No

13. Are you a current Federal employee serving under a Veterans' Readjustment Authority? For more info on VRA, click [here](#) and go to "Special Appointing Authorities for Veterans".

Answer:

2. No

14. Are you a student appointee under the Student Career Experience Program (SCEP) who has completed all requirements for graduation and conversion and is in the 120 day period for conversion to term, career or career-conditional appointment?

Answer:

2. No

15. Displaced employee information: For more information on career transition programs, click [here](#).

Answer:

3. I am not a displaced employee from a Federal Agency.

16. Are you eligible for noncompetitive appointment under a Special Appointing Authority?

Answer:

2. No

18. Do you have a physical or mental impairment that limits one or more major life activities AND has been certified by the State Department of Vocational Services rendering you eligible for the Federal Employment Program for Persons with Disabilities?

Answer:

2. No

19. Have you accepted a buyout from a Federal agency within the past 5 years?

Answer:

2. No

20. Are you a retiree receiving a Federal annuity, either military or civilian?

Answer:

2. No

21. If you are a male over 18 years of age, born after December 31, 1959, have you registered with the Selective Service System (SSS)?

Answer:

1. Yes

22. Does the U.S. Department of Energy employ any member of your family?

Answer:

1. Yes

23. If yes to Question 22, please provide the name, relationship, organization in which employed, and location if known.

Answer: Richard Leotta, Brother, Office of Headquarters Procurement Services, 950 L'Enfant Plaza

24. May we contact your current supervisor for a reference?

Answer:

1. Yes

Headquarters All Applicant Data Report

Announcement Number: 08-HQ-MP-MA-60-190
Position Title: Supervisory Procurement Analyst, GS-1102-15

Name: DAVID LEOTTA
SSN:
Address1:
Address2:
City: *b6*
State:
Post Code:
Plus4:
Phone:
Email:
United States Citizen: Y
Date of Birth:
Veteran Preference: NV
Start of Service:
End of Service:

Assessment Questions

What locations do you wish to apply to?
Washington DC Metro Area, DC

What Grades do you wish to apply to?
15

Grade: 15

(B) Completed a 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management; OR

In order to qualify for this position you must be prepared to meet the conditions specified in items (A) and (B); or item (C); or item (D). Please read the information for each of these items, then answer the questions which follow: (A) Completion of all mandatory training** prescribed by the head of the agency for progression to GS-13 or higher-grade level, including at least 4 years of experience in contracting or related positions. ** (See vacancy announcement). (B) Completion of a 4 year course of study leading to a bachelor's degree that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economic, industrial management, marketing, quantitative methods, organization and management. OR (C) On January 1, 2000, you must have occupied a position in the GS-1102 Contract Specialist Series at the GS-14 or 15 grade level. You will be considered to have met the basic requirements under (A) and (B) for other positions, but only at the same grade level provided you meet the one-year of specialized experience required for the position. (OR) (D) Waiver: For advancement to higher grades, the senior procurement executive of the selecting agency may waive any or all of requirements under (A) and (B) and must certify that the applicant possesses significant potential for advancement to higher graded positions based on demonstrated analytical and decision making capabilities, job performance and qualifying experience.

1. GS-15 After reading the requirements above, select the choice which best describes your experience and/or education.

Answer (0.00 points):

1. (For Lateral Reassignment) I have carefully read the requirements as stated above under item (C). On January 1, 2000 I held a position in the GS-1102 Contract Specialist series and am currently occupying a GS-1102 position at the GS-15 grade level. I also have 1 year of specialized experience as described in the vacancy announcement.

All Grades

In order to qualify for this position you must be prepared to meet the conditions specified in items (A) and (B); or item (C); or item (D). Please read the information for each of these items, then answer the question which follows regarding basic qualification requirements for the specified grade level.

(A) Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher grade level, including at least 4 years experience in contracting or related positions. At least one year of that was equivalent to the next lower grade level and must have provided the knowledge, skills, and abilities to perform successfully the work of the position; AND

(B) Completed a 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management; OR

(C) On January 1, 2000 you must have occupied a position in the GS-1102 Contract Specialist Series at either the GS-13, GS-14, or GS-15 grade level. You will be considered to have met the basic requirements under (A) and (B) for other positions but only at the same grade level provided you meet the 1 year of specialized experience required for the position; OR

(D) Waiver: For advancement to higher grades, the senior procurement executive of the selecting agency, may waive any or all of the requirements under (A) and (B) and must certify that the applicant possesses significant potential for advancement to higher graded positions based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience.

In order to qualify for this position you must be prepared to meet the conditions specified in items (A) and (B); or item (C); or item (D). Please read the information for each of these items, then answer the questions which follow: (A) Completion of all mandatory training** prescribed by the head of the agency for progression to GS-13 or higher-grade level, including at least 4 years of experience in contracting or related positions. ** (See vacancy announcement). (B) Completion of a 4 year course of study leading to a bachelor's degree that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economic, industrial management, marketing, quantitative methods, organization and management. OR (C) On January 1, 2000, you must have occupied a position in the GS-1102 Contract Specialist Series at the GS-14 or 15 grade level. You will be considered to have met the basic requirements under (A) and (B) for other positions, but only at the same grade level provided you meet the one-year of specialized experience required for the position. (OR) (D) Waiver: For advancement to higher grades, the senior procurement executive of the selecting agency may waive any or all of requirements under (A) and (B) and must certify that the applicant possesses significant potential for advancement to higher graded positions based on demonstrated analytical and decision making capabilities, job performance and qualifying experience.

1. I meet the requirements for (A) above.

Answer (10.00 points):

1. Yes

2. I meet the requirements for (B) above.

Answer (10.00 points):

1. Yes

3. I meet the requirements for (C) above.

Answer (10.00 points):

1. Yes

4. GS-15 After reading the requirements above, select the choice which best describes your experience and/or education.

Answer (9.00 points):

1. (For Lateral Reassignment) I have carefully read the requirements as stated above under item (C). On January 1, 2000 I held a position in the GS-1102 Contract Specialist series and am currently occupying a GS-1102 position at the GS-15 grade level. I also have 1 year of specialized experience as described in the vacancy announcement.

5. GS-15. In addition to meeting the basic requirements, you must have one year of specialized experience

equivalent to GS-14 in the federal service which has equipped you with the knowledge, skills, and abilities to perform successfully the duties of the position. Select the choice which best describes your specialized experience.

Answer (4.00 points):

2. I have one full year of specialized experience equivalent in responsibility and scope to the GS-14 level as described in the vacancy announcement under specialized experience requirements.

6. Please select the following contracting analytical functions which you have performed.

Answer (45.00 points):

1. Evaluated proposed Congressional bills or recently enacted statutes to determine their impact on current procurement policies and procedures.

2. Analyzed difficult contracting issues, identified alternative approaches, modified standard procedures, and solved problems requiring significant departures from previously used approaches and standard methods.

3. Performed cost/price analysis on a variety of procurement and contracting actions.

4. Analyzed and evaluated current policies and procedures to ensure compliance with Federal statutes and regulations, Departmental rules and regulations, and sound business practices.

5. Served on departmental and inter-agency committees and task forces to review and analyze procurement issues, and develop positions on programmatic, policy, and management procurement issues.

6. Lead or assisted program offices in developing acquisition strategies and plans for major procurements.

7. Please describe your work experience that supports the choice(s) you selected above.

Answer (0.00 points): My current job as a procurement analyst in the Acquisition Planning and Liaison Division requires that I work closely on a day to day basis with both Headquarters and field offices in the planning and development of procurement actions (both pre-award and post-award). My job duties require that I stay abreast of Congressional bills or statutes to determine how they may impact a given action I may be working on. An example of this would be how the annual appropriations language impacts non-competitive extensions to the Department's Management and Operating Contracts. A couple of difficult contracting issues I have recently been involved with which required the identification of alternative approaches, modified standard procedures, and required significant departures from previously used approaches and methods were the conversion of one of the Department's privatization contracts for the processing of TRU Waste into a cost plus award fee contract, and the conversion of \$1.3B environmental cleanup contract from cost plus incentive fee to cost plus fixed fee. Significant cost/price analysis had to be performed in both of these cases. In addition, on pre-award actions I have been involved cost/price analysis (evaluation of probable cost) on proposal submissions. As a result of my cross cutting procurement experience, I have been asked to analyze; evaluate; and develop or update, as the case may be, procurement policies and procedures. Some examples of policies that I have worked on are multiple award contracting and performance based service acquisitions. Due to my involvement in these areas, I have served on multi-agency teams established by the Office of Federal Procurement Policy. I have also assisted program offices in the development of acquisition strategies. An acquisition strategy that I am currently involved in is the Integrated Facility Disposition Project (\$4B-\$6B) for the Environmental Management program office.

8. This position involves providing guidance and direction to procurement functions, including geographically separate subordinate level offices. Please select the following tasks which you have performed independently at or above the full performance level.

Answer (45.00 points):

1. Led or was a member of a source selection board or equivalent for a major system acquisition or major agency procurement.

2. Served as an authority and advisor to management or a major Departmental program office on procurement and financial assistance matters.

3. Served as an authority and advisor to subordinate procurement offices, including geographically dispersed offices.

4. Provided expert technical leadership on pre-award, post-award, and price/cost analysis of major procurement projects.

5. Led and/or provided expert advice to Business Strategy Groups, Integrated Product Teams, or similar functional groups for major systems acquisitions or major procurements.

6. Negotiated and administered highly complex contracts that employed unique terms and conditions and performance-based contracting approaches.

9. Describe your work experience that supports the choices you selected from above.

Answer (0.00 points): As a Branch Chief in the Office of Headquarters Procurement Services I served as a member of 3 Source Evaluation Boards (SEBs) including the Headquarters Protective Force solicitation (\$52M). My current position requires that I serve as an ex-officio to SEBs. Recent SEBs I have been involved with are the Oak Ridge TRU Waste solicitation (\$170M) and the Hanford Mission Support Contract (\$3.1B). As a result of my involvement in major procurement actions throughout DOE, I often have to brief and provide advise to senior program officials on potential business solutions regarding their pre and post award procurement actions. These same procurement actions which requires my involvement with senior officials in the program offices has me working hand-in-hand with the procurement offices at DOE's various sites providing expert advice and counsel on pre and post award procurement projects. This would include performing analysis and providing comments on cost/price analysis submitted for review. The DOE sites that I have worked with are geographically dispersed throughout the country. This dispersement requires that I engage in conference calls as well as travel to the field locations at key milestones during the procurement action. My involvement in pre-award procurement actions occurs at the earliest stages of the procurement process. I often work with Integrated Product Teams prior to the establishment of Source Selection Boards during the development of acquisition strategies.

My duties as a Branch Chief in the Office of Headquarters Procurement Services required that I negotiate and administer highly complex terms and conditions including the development of a performance based statement of work for the Headquarters Guard Services solicitation and the development of special contract provisions for multiple award contracts. My current job required that I work with the procurement offices in the development of their annual performance based incentives to be included in the sites management and operating contract.

10. Describe the types of acquisitions that you have worked on (i.e., major systems acquisitions, information technology, support services, design, construction, research and development, grants, cooperative agreements, etc.) and your role (i.e., contract specialist, contracting officer, source evaluation board member or chairman, source selection authority, contract price analyst, etc.) in the various acquisitions.

Answer (0.00 points): Throughout my career I have worked on numerous acquisitions and contract types. In my recent job I have worked on management and operating (M&O) contracts for DOE's national labs supporting the Office of Science and the M&O contract for the disposal of civilian nuclear radioactive waste. I have also worked on management and integration (M&I) environmental clean-up contracts supporting the Environmental Management program office. These M&O and M&I contracts are often some of the most complex, highly visible contracts within the Department. The contract types are usually cost plus incentive fee or cost plus award fee with performance based incentives included. I have assisted in the development of Funding Opportunity Announcements and worked with the Power Marketing Administrations in acquiring support services and commercial acquisitions. I have worked with Headquarters, Oak Ridge Site Office, and Savannah River Site Office in acquiring protective services for the sites. While working as a Branch Chief for the Office of Headquarters Procurement Operations, I worked with various program offices acquiring analytical and engineering support services. I have worked on both competitive and sole source actions, and worked on various post award issues such as cost overruns and request for equitable adjustments. In supporting these activities I have worked in various capacities such as contract specialist, Contracting Officer, voting member of source evaluation boards (SEBs), and ex-officio to SEBs.

11. Describe your ability to provide senior management with expert and cogent advice and to act as an advocate for agency policies and initiatives on complex procurements communicating both orally and in writing.

Answer (0.00 points): My current job requires that I provide expert advice and guidance on some of the most complex, politically sensitive, large dollar value procurement actions the Department has. As a result of these complexities and sensitivities, I often have to brief both orally and in writing senior management within procurement and the Deputy Assistant Secretary (DAS) levels within the program offices. I am routinely asked to develop point papers addressing the issue being discussed, alternative solutions to the issue, and the pros and cons to each solution, ultimately providing a recommended course of action. These issues often involve the Department's M&O and M&I contracts and address acquisition strategy issues such as risk analysis, acquisition alternatives, contract types, human relations, small business concerns. I was recently requested to participate in a team at the request of the DAS for the Office of Civilian Radioactive Waste Management (RW) in which our team was responsible for assessing if the procurement organization within the RW program office was structured effectively to implement procurement functions. We identified areas of concern or risk, and recommended short term and long term solutions to the problem. We developed a complete report, briefing presentation, and presented our findings to the Procurement Executive, and the DAS for RW and his Deputy.

12. Describe your skill in meeting and dealing with Government, corporate and other officials concerning procurement matters.

Answer (0.00 points): Throughout my career I have had to deal with both Government and corporate officials concerning procurement matters. As a contract specialist I had to negotiate with corporate officials on multi-million dollar deals. As a Branch Chief and Contracting Officer I often had to conduct debriefings with senior corporate officials to explain to them why they were unsuccessful in receiving an award. With successful offerors, I conducted initial meetings with the key personnel in order to lay the ground work for successful contract administration with the goal of successful contract performance. I have had to deal with other Government officials such as the Inspector General's office when they are conducting an investigation of procurement offices for which I have served as the liaison for. I have worked with individuals from OFPP on various procurement matters such as performance based contracting initiatives and multiple award contracting. In addition, I have worked with other organizations within the Department such as the Office of Economic Diversity addressing issues such as the involvement of small businesses in the Department's major procurement actions.

13. Please describe your most difficult contract management challenge, your involvement, the solution(s) that you developed to meet the challenge, and the results you achieved in implementing your solution.

Answer (0.00 points): One of my most difficult management challenges I had was when I was a Branch Chief for the Office of Headquarters Procurement Services. The office I was supporting was the Office of Defense Programs (DP) and the requirement for multiple award contracts was being emphasized. I was responsible for the award and administration of the DP multiple award cluster contract. At the time the solicitation was issued, DP was a stove piped organization with each division within DP having their own support services contract. The first hurdle I had was to convince DP management that issuing one large support service contract would be more efficient and provide better pricing as a result of taking advantage of economies of scale. DP management was convinced and moved forward with what was referred to as the DP cluster contract supporting four divisions within DP. As a result of the preference for the issuance of multiple award contracts, I had to work with DP to develop terms and conditions to administer the contract including the award of competitively issued task orders. Since this was one of the first multiple award contracts issued by DOE, many of the terms and conditions were being developed for the first time. In addition to developing new terms and conditions for multiple award contracts, this was the first contract to use DOE's new paperless

solicitation process. All task orders under this contract were to be issued, evaluated and awarded using DOE's new Industry Interactive Procurement System. Working closely with General Counsel and DP senior program officials we were able to successfully award and administer three contracts each with a value of approximately \$100M. As a result of the success of this award, I was asked to work on a multi-agency team at OFPP charged with the development of a "Best Practices" guide for multiple award contracts.

14. Please describe your background/experience in communicating effectively within a technical and project-oriented organization, and how you concurrently achieved project objectives and maintained contracting requirements.

Answer (0.00 points): In my current job, when I work with the site offices I am involved with both the procurement and program office at the site. In order to provide expert advice and business solutions to the acquisition issues they face on their projects, I need to have a technical understanding of the projects. One of the ways that I try to achieve this is to visit the site and tour the projects in order to understand fully the technical and procurement complexities the site offices encounter on a day-to-day basis. I also participate in monthly conference calls with the site in which procurement matters are discussed with program officials contributing to the discussion. I have learned to foster longstanding, professional relationships with the site Procurement Directors and Contracting Officers. I keep in constant communication with the site and get involved early in the projects so that I am accepted as a team member of the site. I work on a collaborative level with the sites providing input and recommendation while allowing the sites the autonomy to choose the appropriate course of action on procurement matters. I get involved early and often with the site at key milestone stages. By doing this I can have input into the path forward on procurement matters before a site goes too far down a certain path. I have learned over the years that once a site is wedded to a certain process, it becomes problematic in effecting necessary changes. Getting involved early and often in procurement matters pays significant dividends in understanding the projects, being accepted as a team member by the site, effecting change, and allowing the business clearance process to proceed timely and effective manner.

15. This position is responsible for communicating a variety of issues on an interpersonal level. Please indicate which of the following types of interpersonal communication duties you have performed as a regular part of a job. (Check all that apply).

Answer (52.00 points):

1. Negotiate policy changes
2. Mediate or facilitate problem resolution
3. Interview individuals to obtain study data
4. Defend recommendations on controversial issues to top management
5. Independently plan, host, and conduct meetings
6. Act as management representative to sell complex issues to outside entities
7. Serve on panels, committees, or task forces on technical, programmatic, and/or professional issues
8. Invited to speak at organizational conferences

16. Describe your knowledge and understanding of Federal procurement and procurement related laws, regulations and procedures.

Answer (0.00 points): I have worked in procurement for 23 years. Over those years I have worked with all types of procurement and contract types. In order to effectively award and administer these actions I have had to develop an expert understanding of Federal procurement and procurement related laws. Not only did I have to award and administer procurements, but I have had to review, analyze, and develop policies and procedures covering a wide variety of procurements. My recent position as a Senior Procurement Analyst requires that I maintain an expert proficiency in procurement laws and regulations. I have been asked to write and/or update Acquisition Guide Chapters used by procurement officials DOE wide in implementing procurement actions. I have been able to use this knowledge and understanding in conducting training sessions provided to program and procurement officials, and Source Evaluation Boards. The training covers all aspects of source selection from acquisition planning through contract award and debriefings.

17. Describe your ability to analyze complex issues, develop guidelines, and make recommendations involving Federal Government and Departmental procurement procedures and regulations for large, complex procurements and financial assistance actions.

Answer (0.00 points): Because of my wide variety of experience and expert knowledge I have gained over the years, I have been asked to provide analysis of complex issues related to the Department's most complex procurements. I have had to develop position papers and make recommendation to senior management regarding these issues. The issues cover pre and post award actions. These issues involve all phases of the procurement process including acquisition planning, source evaluation, negotiation memorandum, requests for equitable adjustments, contract changes, etc. Due to my experience that I have gained working with field activities, I have been asked to work with our policy office in reviewing existing policies, and providing recommendation as to updates to these policies related to cross cutting issues that our site offices are currently experiencing.



Department: Department Of Energy

Agency: Department Of Energy

Job Announcement Number:
none

CLOSE

PRINT

Overview

Attorney-Adviser (General)

Salary Range: 65,315.00 - 140,355.00 USD per year

Open Period: Monday, September 08, 2008
to Monday, October 06, 2008

Series & Grade: GS-0905-12/15

Position Information: Full-Time Permanent

Promotion Potential: Yes

Duty Locations: 1 vacancy - Las Vegas, NV

Who May Be Considered:

Applications will be accepted from United States citizens and nationals.

Job Summary:

The U.S. Department of Energy is seeking an attorney to join the legal office supporting civilian nuclear programs. The successful candidate will deal primarily with general governmental legal issues, including procurement, ethics, and employment, and administrative litigation support of DOE's Yucca Mountain license application before the NRC. The successful candidate will also be involved with many varied statutory, regulatory, policy and technical issues as an attorney in the Office of the General Counsel.

Key Requirements:

- Specialized Education
- U.S. Citizenship

Duties

Major Duties:

This position is located within the Office of the General Counsel, Civilian Nuclear Programs section in Las Vegas, Nevada. Incumbent will be expected to travel. Incumbent will provide analyses, advice, guidance, and assistance on legal issues associated with the licensing, construction, and operation of a repository for spent nuclear fuel and high-level radioactive waste at Yucca Mountain in Nye County, Nevada. The incumbent will provide oral and written interpretations, legal advice, determinations, and opinions on a wide range of legal issues relating to government procurement, and other matters such as ethics, employee concerns, administrative litigation, and Nuclear Regulatory Commission licensing and procedures. Incumbent will be responsible for researching and analyzing a wide variety of laws, regulations,

legislation and policies, and communicating effectively to other attorneys in the Office of the General Counsel and to program officials at high-levels. Incumbent can expect to deal with legal matters that involve novel, complex and controversial issues, and that may be precedent setting. Legal matters also may involve sensitive or national security-related issues, and may impact several DOE organizations, other federal or state agencies, national laboratories, contractors, and other stakeholder groups.

Qualifications and Evaluation

Qualifications:

You must have at least one year of specialized experience that has given you the particular knowledge, skills, and abilities required to successfully perform in order to qualify. Typically we would find this experience in work within this field or a field that is closely related.

Specialized Education:

You must be a graduate from a law school accredited by the American Bar Association and be a member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.

You must be a U.S. citizen to qualify for this position.

How You Will Be Evaluated:

You will be evaluated to determine if you meet the minimum qualifications required and on the extent to which your application shows that you possess the knowledge, skills, and abilities associated with the duties described above. When describing your knowledges, skills, and abilities, please focus on the following areas:

1. Provision of oral and written interpretations, legal advice, determinations, and opinions on legal issues.
2. Provision of oral and written interpretations, legal advice, determinations, and opinions on legal issues regarding nuclear energy law, environmental law, administrative law, federal personnel law, government procurement and standards of conduct. (Experience in these areas is preferred, but not necessary).
3. Provision of oral and written interpretations, legal advice, determinations, and opinions on legal issues regarding Nuclear Regulatory Commission licensing or other regulations or procedures involving the NRC or other regulatory agencies. (Experience in these areas is preferred, but not necessary).

Benefits and Other Information

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info:
<http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

Relocation expenses will not be provided.

Other Information:

This job is being filled by an alternative hiring process and is not in the competitive civil service.

How to Apply

How To Apply:

Your application must be faxed or emailed by the closing date.

The information in your application will be used to determine your eligibility and/or rating.

Contact Information:

George Hellstrom
Phone: 702-794-1419
Fax: 702-794-1464 (fax)
Email: George.Hellstrom@ymp.gov

Or write:
Department Of Energy
George Hellstrom
1551 Hillshire Dr., M/S 523
Las Vegas, NV 89134-6321
US
Fax: 702-794-1464 (fax)

What To Expect Next:

Applications will be evaluated and the most qualified candidates will be referred to the selecting official for further consideration and possible interview. A selection is expected to be made within 60 days. Notification to non-selected candidates is not expected.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans Information

Please Note:

Veterans' preference does not apply to positions in the Senior Executive Service, and may not apply to other excepted service appointing authorities. If you have questions about the applicability of veterans' preference for a particular vacancy please contact the agency posting the announcement.

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service after October 15, 1976, the veteran must have received a Campaign Badge, Expeditionary Medal, a service connected disability, or have served during the Gulf War between August 2, 1990 and January 2, 1992 or for more than 180 consecutive days, other than training, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

Legal and Regulatory Guidance

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

 **CLOSE** **PRINT****Send Mail****Send Mail to:**

Department Of Energy
George Hellstrom
1551 Hillshire Dr., M/S 523
Las Vegas, NV 89134-6321

US

Fax: 702-794-1464 (fax)

**Questions?****For questions about this job:**

George Hellstrom
Phone: 702-794-1419
Fax: 702-794-1464 (fax)
Email: George.Hellstrom@ymp.gov

USAJOBS Control Number: 1321266 **PRINT**

JOCELYN M. GUTIERREZ

b6

OK, GC-52
DRH
10-9-08
G 51512

EDUCATION

Boalt Hall School of Law, University of California, Berkeley, CA
J.D., May 1995
Member, *California Law Review*, Fall 1993
Best Oralist Award, First Year Moot Court Competition, Spring 1993
Participant in Legal Exchange with Vrije Universiteit in Amsterdam, The Netherlands,
Spring Semester 1994

Harvard University, Cambridge, MA
A.B., *cum laude*, June 1992, Concentration in Government
Staff Writer, *Harvard Political Review*; Member, Institute of Politics Student Advisory
Committee, 1988-1992; Participant, Women's Leadership Project; Spring Break Intern with
the Organization for American States
Harvard College Scholarship for Academic Achievement; Elizabeth Cary Agassiz
Certificate of Merit in Recognition of Academic Achievement of High Distinction; National
Hispanic Scholar

EXPERIENCE

Mitchell, Silberberg & Knupp LLP, Los Angeles, CA (<http://www.msk.com>)
Of Counsel, August 2004-Present
Associate, August 1999-July 2004

Member of the Corporate Department. Provide representation in variety of areas including regulatory compliance, general contractual matters, mergers and acquisitions, corporate governance, employment matters, securities law, commercial lending, intellectual property and real estate. Represent both international and domestic companies in many different industries. Draft and negotiate a variety of agreements and conduct due diligence for clients. Draft and prepare license applications for state and Federal regulatory agencies. Research and prepare memoranda and legal opinions for clients on various corporate and regulatory matters. Have represented clients before state and Federal agencies, including the California Department of Financial Institutions and the Federal Reserve Bank of San Francisco.

Jones, Day, Reavis & Pogue, Los Angeles, CA & Washington, D.C. (<http://www.jonesday.com/>)
Associate, October 1995-June 1999

Member of the Business Practice Group. Represent major U.S. corporations in their ongoing business affairs with focus on areas of mergers & acquisitions, general contractual matters and regulatory compliance. Corporate work includes negotiating and drafting asset and stock purchase agreements, drafting merger, shareholder and employment agreements, conducting corporate and regulatory due diligence, and researching and drafting memoranda, client advice letters and legal opinions addressing corporate and regulatory compliance matters. Securities experience includes working with clients and auditors to draft and file periodic reports with the SEC. Previously, member of the New Associates Group working in the Business Practice, Government Regulation and Litigation practice groups of the firm through rotating assignments. Worked in the Washington, D.C. office as a Summer Associate during Summer, 1994, and as an Associate from October 1995-September 1996; worked as an Associate in the Los Angeles office from October 1996 to June 1999.

OTHER

Bar Memberships: Nevada (2005, Bar No. 9570); California (1995, Bar No. 181242); District of Columbia (1996, Bar No. 451827). Admitted to practice before the Eastern, Southern, Northern and Central Districts of California; the USDC, District of Nevada; and the Ninth Circuit Court of Appeals. Proficient in Spanish.



Department of Energy

Washington, DC 20585

June 2, 2009

Mr. Michael Mavroudakis

Re: FOIA-2009-000377

Dear Mr. Mavroudakis:

This is in further response to the request for information that you sent to the Department of Energy (DOE) under the Freedom of Information Act (FOIA), 5 U.S.C. 552. You asked for documentation/presentation materials related to a presentation made by Eestor, Inc. at the 17th NREL Industry Growth Forum on October 19, 2004.

Any documents that may exist at the DOE that are responsive to the request are under the jurisdiction of the Golden Field Office (GFO). For this reason, I have sent the request to Ms. Anna Martinez-Barnish, the FOIA Officer at that location, to conduct a search of their files.

If you have any questions about the processing of the request, please contact Ms. Anna Martinez-Barnish at the GFO at 1617 Cole Boulevard, Golden, CO 80401. She also can be contacted on (303) 275-4927.

In compliance with the FOIA, the 20 day response time will begin when the GFO receives the request. Ms. Martinez-Barnish will provide you a response about the releasability of any responsive documents that are located.

This is the final response that you will receive about your request from this office. You may contact Ms. Vera Dunmore of my staff on (202) 586-4047 with any questions about this letter.

I appreciate the opportunity to assist you.

Sincerely,

A handwritten signature in black ink, appearing to read "Alex Morris", with a long horizontal flourish extending to the right.

Alexander C. Morris
FOIA Officer
Office of Information Resources

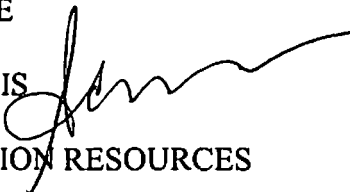




Department of Energy
Washington, DC 20585

June 2, 2009

MEMORANDUM TO: ANNA MARTINEZ-BARNISH, FOIA OFFICER
GOLDEN FIELD OFFICE

FROM: ALEXANDER C. MORRIS 
FOIA OFFICER
OFFICE OF INFORMATION RESOURCES

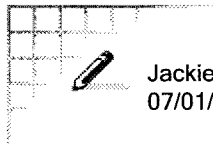
SUBJECT: FOIA REQUEST OF MICHAEL MAVROUDAKIS
(FOIA-2009-000377)

The attached request submitted by Mr. Michael Mavroudakis is transferred to your office for action. Mr. Mavroudakis submitted the request under the Freedom of Information Act. Please conduct a search for responsive documents and inform him of the results of the search.

For your information, I also attached a copy of our correspondence to Mr. Mavroudakis. If you have any additional questions about this transmittal, please contact Ms. Vera Dunmore of my staff on (202) 586-4047.

Attachments





Jackie Chestnut
07/01/2009 11:56 AM

To:
cc:
Subject: FOIA Request About Yucca Mountain

LSN: Not Relevant - Not Privileged
User Filed as: Excl/AdminMgmt-14-4/QA:N/A

Dear Mr. Albright:

This is in response to your May 29, 2009, Freedom of Information Act (FOIA) request for a copy of Dr. Chu's response to an April 29, 2009, letter from 17 Senators regarding the disposal of nuclear waste and licensing of a geologic repository at Yucca Mountain. Please reference FOIA-2009-000378 in any future correspondence regarding this request.

Attached is a copy of Dr. Chu's response to the 17 Senators dated June 1, 2009. As a member of the public, the FOIA waives fees for the first 100 pages of reproduction and the first two hours of search time. Therefore, in this instance, any fees that may be associated with the processing of your request are waived.

This completes our response to your FOIA request. If you have any questions regarding this matter, please contact me at 202-586-5481 or by email at jackie.chestnut@rw.doe.gov.

Sincerely,

Jackie Chestnut, FOIA Officer
Office of Civilian Radioactive
Waste Management



Responses to 17 Senators.pdf



The Secretary of Energy
Washington, D.C. 20585
June 1, 2009

The Honorable James M. Inhofe
United States Senate
Washington, DC 20510

Dear Senator Inhofe:

Thank you for your April 29, 2009, letter regarding Yucca Mountain.

As you note in your letter, the Administration is committed to pursuing alternatives to Yucca Mountain. However, we remain committed to meeting our obligations for managing and ultimately disposing of spent nuclear fuel and high-level radioactive waste.

Your letter raises a range of complex questions about Yucca Mountain and the Administration's plans to develop alternatives. I believe that we need to proceed with the development of alternatives in a deliberate and thorough fashion that takes into account these complexities – which include technical, safety, legal, economic and other factors.

To that end, the Administration intends to convene a "blue-ribbon" panel of experts to evaluate alternative approaches for meeting the Federal responsibility to manage and ultimately dispose of spent nuclear fuel and high-level radioactive waste from both commercial and defense activities. This panel will provide the opportunity for a full public dialogue on how best to address this challenging issue and will provide recommendations that may form the basis for working with Congress to revise the statutory framework for managing and disposing of spent nuclear fuel and high-level radioactive waste.

As we begin to restart the nuclear industry in the United States, the time is right to reexamine our options and plans for managing the back end of the fuel cycle. Options for storage, recycling, and geologic disposal of spent nuclear fuel and high-level radioactive waste all deserve careful consideration, with an eye towards development of an updated management framework. The Administration looks forward to ongoing dialogue with members of Congress, interested stakeholders, and others as we review options for alternatives to Yucca Mountain in the months ahead.

If you have any questions, please contact me or Ms. Betty A. Nolan, Senior Advisor, Office of Congressional and Intergovernmental Affairs, at (202) 586-5450.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Chu".

Steven Chu





The Secretary of Energy
Washington, D.C. 20585
June 1, 2009

The Honorable David Vitter
United States Senate
Washington, DC 20510

Dear Senator Vitter:

Thank you for your April 29, 2009, letter regarding Yucca Mountain.

As you note in your letter, the Administration is committed to pursuing alternatives to Yucca Mountain. However, we remain committed to meeting our obligations for managing and ultimately disposing of spent nuclear fuel and high-level radioactive waste.

Your letter raises a range of complex questions about Yucca Mountain and the Administration's plans to develop alternatives. I believe that we need to proceed with the development of alternatives in a deliberate and thorough fashion that takes into account these complexities – which include technical, safety, legal, economic and other factors.

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If you have any questions, please contact me or Ms. Betty A. Nolan, Senior Advisor, Office of Congressional and Intergovernmental Affairs, at (202) 586-5450.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Chu".

Steven Chu





The Secretary of Energy
Washington, D.C. 20585
June 1, 2009

The Honorable Jim DeMint
United States Senate
Washington, DC 20510

Dear Senator DeMint:

Thank you for your April 29, 2009, letter regarding Yucca Mountain.

As you note in your letter, the Administration is committed to pursuing alternatives to Yucca Mountain. However, we remain committed to meeting our obligations for managing and ultimately disposing of spent nuclear fuel and high-level radioactive waste.

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If you have any questions, please contact me or Ms. Betty A. Nolan, Senior Advisor, Office of Congressional and Intergovernmental Affairs, at (202) 586-5450.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Chu".

Steven Chu





The Secretary of Energy
Washington, D.C. 20585
June 1, 2009

The Honorable Sam Brownback
United States Senate
Washington, DC 20510

Dear Senator Brownback:

Thank you for your April 29, 2009, letter regarding Yucca Mountain.

As you note in your letter, the Administration is committed to pursuing alternatives to Yucca Mountain. However, we remain committed to meeting our obligations for managing and ultimately disposing of spent nuclear fuel and high-level radioactive waste.

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If you have any questions, please contact me or Ms. Betty A. Nolan, Senior Advisor, Office of Congressional and Intergovernmental Affairs, at (202) 586-5450.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Chu".

Steven Chu





The Secretary of Energy
Washington, D.C. 20585
June 1, 2009

The Honorable John McCain
United States Senate
Washington, DC 20510

Dear Senator McCain:

Thank you for your April 29, 2009, letter regarding Yucca Mountain.

As you note in your letter, the Administration is committed to pursuing alternatives to Yucca Mountain. However, we remain committed to meeting our obligations for managing and ultimately disposing of spent nuclear fuel and high-level radioactive waste.

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If you have any questions, please contact me or Ms. Betty A. Nolan, Senior Advisor, Office of Congressional and Intergovernmental Affairs, at (202) 586-5450.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Chu".

Steven Chu





The Secretary of Energy
Washington, D.C. 20585
June 1, 2009

The Honorable Thad Cochran
United States Senate
Washington, DC 20510

Dear Senator Cochran:

Thank you for your April 29, 2009, letter regarding Yucca Mountain.

As you note in your letter, the Administration is committed to pursuing alternatives to Yucca Mountain. However, we remain committed to meeting our obligations for managing and ultimately disposing of spent nuclear fuel and high-level radioactive waste.

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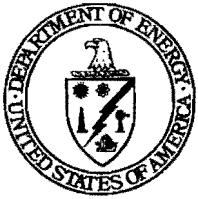
If you have any questions, please contact me or Ms. Betty A. Nolan, Senior Advisor, Office of Congressional and Intergovernmental Affairs, at (202) 586-5450.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Chu".

Steven Chu





The Secretary of Energy
Washington, D.C. 20585
June 1, 2009

The Honorable Richard C. Shelby
United States Senate
Washington, DC 20510

Dear Senator Shelby:

Thank you for your April 29, 2009, letter regarding Yucca Mountain.

As you note in your letter, the Administration is committed to pursuing alternatives to Yucca Mountain. However, we remain committed to meeting our obligations for managing and ultimately disposing of spent nuclear fuel and high-level radioactive waste.

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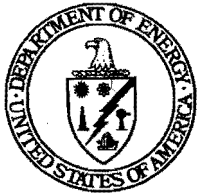
If you have any questions, please contact me or Ms. Betty A. Nolan, Senior Advisor, Office of Congressional and Intergovernmental Affairs, at (202) 586-5450.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Chu".

Steven Chu





The Secretary of Energy
Washington, D.C. 20585
June 1, 2009

The Honorable Mike Crapo
United States Senate
Washington, DC 20510

Dear Senator Crapo:

Thank you for your April 29, 2009, letter regarding Yucca Mountain.

As you note in your letter, the Administration is committed to pursuing alternatives to Yucca Mountain. However, we remain committed to meeting our obligations for managing and ultimately disposing of spent nuclear fuel and high-level radioactive waste.

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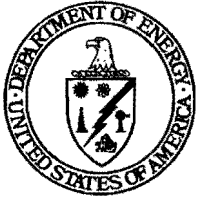
If you have any questions, please contact me or Ms. Betty A. Nolan, Senior Advisor, Office of Congressional and Intergovernmental Affairs, at (202) 586-5450.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Chu".

Steven Chu





The Secretary of Energy

Washington, D.C. 20585

June 1, 2009

The Honorable Jeff Sessions
United States Senate
Washington, DC 20510

Dear Senator Sessions:

Thank you for your April 29, 2009, letter regarding Yucca Mountain.

As you note in your letter, the Administration is committed to pursuing alternatives to Yucca Mountain. However, we remain committed to meeting our obligations for managing and ultimately disposing of spent nuclear fuel and high-level radioactive waste.

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If you have any questions, please contact me or Ms. Betty A. Nolan, Senior Advisor, Office of Congressional and Intergovernmental Affairs, at (202) 586-5450.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Chu".

Steven Chu





The Secretary of Energy

Washington, D.C. 20585

June 1, 2009

The Honorable James E. Risch
United States Senate
Washington, DC 20510

Dear Senator Risch:

Thank you for your April 29, 2009, letter regarding Yucca Mountain.

As you note in your letter, the Administration is committed to pursuing alternatives to Yucca Mountain. However, we remain committed to meeting our obligations for managing and ultimately disposing of spent nuclear fuel and high-level radioactive waste.

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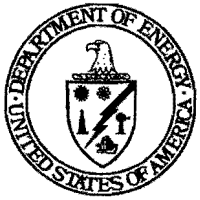
If you have any questions, please contact me or Ms. Betty A. Nolan, Senior Advisor, Office of Congressional and Intergovernmental Affairs, at (202) 586-5450.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Chu".

Steven Chu





The Secretary of Energy
Washington, D.C. 20585
June 1, 2009

The Honorable Michael B. Enzi
United States Senate
Washington, DC 20510

Dear Senator Enzi:

Thank you for your April 29, 2009, letter regarding Yucca Mountain.

As you note in your letter, the Administration is committed to pursuing alternatives to Yucca Mountain. However, we remain committed to meeting our obligations for managing and ultimately disposing of spent nuclear fuel and high-level radioactive waste.

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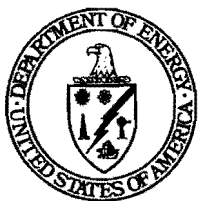
If you have any questions, please contact me or Ms. Betty A. Nolan, Senior Advisor, Office of Congressional and Intergovernmental Affairs, at (202) 586-5450.

Sincerely,

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Steven Chu





The Secretary of Energy
Washington, D.C. 20585
June 1, 2009

The Honorable Jim Bunning
United States Senate
Washington, DC 20510

Dear Senator Bunning:

Thank you for your April 29, 2009, letter regarding Yucca Mountain.

As you note in your letter, the Administration is committed to pursuing alternatives to Yucca Mountain. However, we remain committed to meeting our obligations for managing and ultimately disposing of spent nuclear fuel and high-level radioactive waste.

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As we begin to restart the nuclear industry in the United States, the time is right to reexamine our options and plans for managing the back end of the fuel cycle. Options for storage, recycling, and geologic disposal of spent nuclear fuel and high-level radioactive waste all deserve careful consideration, with an eye towards development of an updated management framework. The Administration looks forward to ongoing dialogue with members of Congress, interested stakeholders, and others as we review options for alternatives to Yucca Mountain in the months ahead.

If you have any questions, please contact me or Ms. Betty A. Nolan, Senior Advisor, Office of Congressional and Intergovernmental Affairs, at (202) 586-5450.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Chu".

Steven Chu





The Secretary of Energy
Washington, D.C. 20585
June 1, 2009

The Honorable Christopher S. Bond
United States Senate
Washington, DC 20510

Dear Senator Bond:

Thank you for your April 29, 2009, letter regarding Yucca Mountain.

As you note in your letter, the Administration is committed to pursuing alternatives to Yucca Mountain. However, we remain committed to meeting our obligations for managing and ultimately disposing of spent nuclear fuel and high-level radioactive waste.

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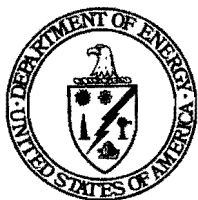
If you have any questions, please contact me or Ms. Betty A. Nolan, Senior Advisor, Office of Congressional and Intergovernmental Affairs, at (202) 586-5450.

Sincerely,

A handwritten signature in cursive script, appearing to read "Steven Chu".

Steven Chu





The Secretary of Energy

Washington, D.C. 20585

June 1, 2009

The Honorable Olympia J. Snowe
United States Senate
Washington, DC 20510

Dear Senator Snowe:

Thank you for your April 29, 2009, letter regarding Yucca Mountain.

As you note in your letter, the Administration is committed to pursuing alternatives to Yucca Mountain. However, we remain committed to meeting our obligations for managing and ultimately disposing of spent nuclear fuel and high-level radioactive waste.

Your letter raises a range of complex questions about Yucca Mountain and the Administration's plans to develop alternatives. I believe that we need to proceed with the development of alternatives in a deliberate and thorough fashion that takes into account these complexities – which include technical, safety, legal, economic and other factors.

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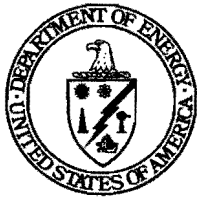
If you have any questions, please contact me or Ms. Betty A. Nolan, Senior Advisor, Office of Congressional and Intergovernmental Affairs, at (202) 586-5450.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Chu".

Steven Chu





The Secretary of Energy
Washington, D.C. 20585
June 1, 2009

The Honorable John Barrasso
United States Senate
Washington, DC 20510

Dear Senator Barrasso:

Thank you for your April 29, 2009, letter regarding Yucca Mountain.

As you note in your letter, the Administration is committed to pursuing alternatives to Yucca Mountain. However, we remain committed to meeting our obligations for managing and ultimately disposing of spent nuclear fuel and high-level radioactive waste.

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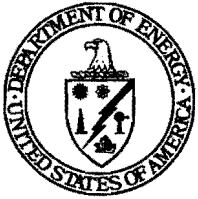
If you have any questions, please contact me or Ms. Betty A. Nolan, Senior Advisor, Office of Congressional and Intergovernmental Affairs, at (202) 586-5450.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Chu".

Steven Chu





The Secretary of Energy

Washington, D.C. 20585

June 1, 2009

The Honorable Michael Johanns
United States Senate
Washington, DC 20510

Dear Senator Johanns:

Thank you for your April 29, 2009, letter regarding Yucca Mountain.

As you note in your letter, the Administration is committed to pursuing alternatives to Yucca Mountain. However, we remain committed to meeting our obligations for managing and ultimately disposing of spent nuclear fuel and high-level radioactive waste.

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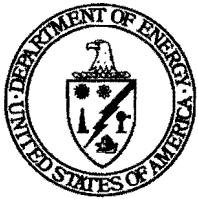
If you have any questions, please contact me or Ms. Betty A. Nolan, Senior Advisor, Office of Congressional and Intergovernmental Affairs, at (202) 586-5450.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Chu".

Steven Chu





The Secretary of Energy
Washington, D.C. 20585
June 1, 2009

The Honorable Jon Kyl
United States Senate
Washington, DC 20510

Dear Senator Kyl:

Thank you for your April 29, 2009, letter regarding Yucca Mountain.

As you note in your letter, the Administration is committed to pursuing alternatives to Yucca Mountain. However, we remain committed to meeting our obligations for managing and ultimately disposing of spent nuclear fuel and high-level radioactive waste.

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If you have any questions, please contact me or Ms. Betty A. Nolan, Senior Advisor, Office of Congressional and Intergovernmental Affairs, at (202) 586-5450.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Chu".

Steven Chu





Department of Energy

Washington, DC 20585

July 16, 2009

Mandy Lin
EverNu Technology, LLC
1616 Holly Hill Lane, Suite 108
Maple Glen, PA, 19002

Re: FOIA 2009-00379

Dear Dr. Lin:

This is in response to your request for information that you submitted to the Department of Energy (DOE) pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. § 552. You requested the following information:

[C]orrespondence, if any, between Rohm & Hass and DOE after Sep. 8, 2008 regarding Steve Skubel's September 8, 2008 letter to James Vouros[.]

Your request was assigned to the Office of General Counsel to conduct a search of its files for responsive documents. The office determined to be likely to have responsive documents is the Office of the Assistant General Counsel for Litigation. After conducting a search of its files, that office located no documents responsive to your request.

Pursuant to 10 C.F.R. 1004.7(b)(2), I am the individual responsible for the determination set forth in this letter. You may appeal my determination by following the process specified in 10 C.F.R. § 1004.8. The appeal must be made within thirty (30) days after your receipt of this letter. The appeal must be sent to the Director, Office of Hearings and Appeals, HQ-1/L'Enfant Plaza Building, U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585-1615.

The written appeal, including the envelope, must clearly indicate that a Freedom of Information Act appeal is being made. The appeal must contain all the elements required by 10 C.F.R. § 1004.8 to the extent applicable. Judicial review will thereafter be available to you in (1) the District of Columbia, (2) the district where you reside, (3) the district where you have your principal place of business, or (4) the district where the DOE records are located.



I have appreciated the opportunity to assist you. If you have any questions, please contact Kevin Shehan at 202-586-6918.

Sincerely,

A handwritten signature in black ink, appearing to read 'Isiah Smith', written in a cursive style.

Isiah Smith
Deputy Assistant General Counsel for General Law
Office of General Counsel

Washington, Brenda

From: Morris, Alexander
Sent: Monday, June 08, 2009 11:08 AM
To: Washington, Brenda
Subject: FW: FOIA 2009-000380 (FOIA Request 17894)

FYI

-----Original Message-----

From: Monica Jones [mailto:mjones@input.com]
Sent: Monday, June 08, 2009 11:07 AM
To: Morris, Alexander
Subject: FOIA 2009-000380 (FOIA Request 17894)

Mr. Morris,

Per our phone conversation please cancel this request.

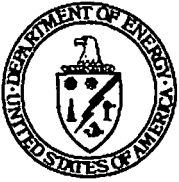
Thanks,
Monica Jones
Member Services Associate, FOIA
INPUT
11720 Plaza America Drive, Suite 1200, Reston, Virginia 20190
Direct: 703-707-4126; Fax 703-707-6201
mjones@input.com<mailto:mjones@input.com>
<http://www.input.com><<http://www.input.com/>>

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Monica Jones
Member Services Associate, FOIA
INPUT
11720 Plaza America Drive, Suite 1200, Reston, Virginia 20190
Direct: 703-707-4126; Fax 703-707-6201
mjones@input.com
<http://www.input.com>
<<http://www.input.com>>

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{*}



Department of Energy
Washington, DC 20585

SEP 16 2009

CERTIFIED MAIL

INPUT

Attn: Monica Jones
11720 Plaza America Drive, 12th Floor
Reston, VA 20190

Dear Ms. Jones:

This letter is in response to the request for information that you sent to the Department of Energy (DOE), DOE FOIA Number 2009-000381, made pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. § 552. You requested clearly releasable portions of the documents regarding contract DE-AM01-06IM00054 awarded under Information Technology Support Services' A-76 requirement. Specifically, you requested copies of the following information/documents:

- Awarded contract. All related attachments and modifications (Conformed contract is acceptable).

We have completed our search and review of documents related to Contract DE-AM01-06IM00054, with Energy Enterprise Solutions, LLC. The information is being provided to you with certain information withheld pursuant to Exemption 4 of the FOIA, 5 U.S.C. § 552(b)(4).

Exemption 4 of the FOIA prohibits the disclosure of "trade secrets and commercial or financial information obtained from a person and is privileged or confidential." Information that is required to be submitted by a person is "confidential" for purposes of Exemption 4 if disclosure is likely to either: (1) impair the Government's ability to obtain necessary information in the future or (2) cause substantial harm to the competitive position of the person from whom the information was obtained. Portions deleted from the documents enclosed contain "commercial" or "financial" information that relates to business activities. Labor rates and other specific cost information have been deleted as they refer specifically to proprietary information relating to costs, resource allocation and expert personnel. In addition, proprietary business strategy, organization information and confidential client information has also been redacted. The release of rates of specific employees and costs of specific services would disclose the firm's organizational structure and its approach to analyzing and responding to various requirements. Disclosure of the information would also reveal the firm's capabilities, available resources and methods of allocating them. Such information would give competitors an advantage in the future by providing insight on resources available to the submitter and the method used to respond to a solicitation. The release of confidential client information would also cause substantial harm to



the firm's competitive position. For these reasons the information is being withheld.

To the extent permitted by law, the DOE, pursuant to 10 C.F.R. § 1004.1, will make available records that it is authorized to withhold under the FOIA when it determines that such disclosure is in the public interest. The discretionary disclosure of the information withheld under Exemption 4 could constitute a violation of the Trade Secret Act, 18 U.S.C. § 1905, unless its release is otherwise authorized by law. Since there is no DOE regulation or statutory authority currently in effect that constitutes an "authorization by law" for the release of the information falling within Section 1905, discretionary release of the material exempt under Exemption 4 is prohibited.

The exemption also protects the interest of both the government and submitters of information. Its existence encourages submitters to voluntarily furnish useful commercial or financial information to the government and it correspondingly provides the government with an assurance that such information will be reliable.

Under 10 C.F.R. 1004.7 § (b)(2), I am the individual responsible for the determination to withhold the information under Exemption 4.

Pursuant to 10 C.F.R. § 1004.8, you may challenge the determination to withhold information from the responsive documents by submitting a written appeal to the Director, Office of Hearings and Appeals, L'Enfant Plaza Building, U.S. Department of Energy, 1000 Independence Avenue, SW, Washington, DC 20585-1615.

The written appeal, including the envelope, must clearly indicate that a Freedom of Information Act appeal is being made. The appeal also must contain all the elements required by 10 C.F.R. § 1004.8. Judicial review will thereafter be available to you may challenge the determination to withhold information from the responsive documents by submitting a written appeal to the Director, Office of Hearings and Appeals, L'Enfant Plaza Building, U.S. Department of Energy, 1000 Independence Avenue, SW, Washington, DC 20585-1615.

The costs incurred to process the request were \$136.79. The Department will be requesting payment for this charge under a separate letter.

Sincerely,



Phyllis Morgan, Procurement Analyst
Office of Headquarters Procurement Services
Corporate Services Office

Enclosure



Department of Energy
Washington, DC 20585

June 15, 2009

Mr. Nathaniel Mitkowski

Re: FOIA-2009-000382

Dear Mr. Mitkowski:

This is in further response to the request for information that you sent to the Department of Energy (DOE) under the Freedom of Information Act (FOIA), 5 U.S.C. 552. You asked for a research grant proposal at the University of Rhode Island to improve switchgrass for use as a biofuel. You stated the proposal is titled "Genetic Improvements of Switchgrass" and the grant was funded by a \$1,500,000 congressional earmark.

In a letter dated June 1, 2009, you were informed that the request had been assigned to the Office of the Energy Efficiency and Renewable Energy at DOE Headquarters to conduct a search for responsive documents. We now have determined that any documents that may exist at the DOE that are responsive to the request are under the jurisdiction of the Golden Field Office (GFO). I have sent the request to Ms. Anna Martinez-Barnish, the FOIA Officer at that location, to conduct a search of its files and provide you a response about releasability of any responsive records that are located.

If you have any questions about the processing of the request, please contact Ms. Martinez-Barnish at the GFO at 1617 Cole Boulevard, Golden, CO 80401. She also can be contacted on (303) 275-4927.

This is the final response that you will receive about your request from this office. You may contact Ms. Joan Ogbazghi of my staff on (202) 586-3595 with any questions about this letter.

I appreciate the opportunity to assist you.

Sincerely,

A handwritten signature in black ink, appearing to read "Alex Morris".

Alexander C. Morris
FOIA Officer
Office of Information Resources

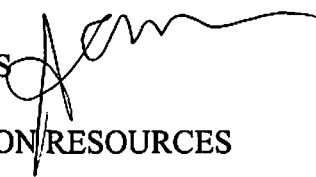




Department of Energy
Washington, DC 20585

June 15, 2009

MEMORANDUM TO: ANNA MARTINEZ-BARNISH
FOIA AND PRIVACY ACT OFFICER
GOLDEN FIELD OFFICE

FROM: ALEXANDER C. MORRIS 
FOIA OFFICER
OFFICE OF INFORMATION RESOURCES

SUBJECT: FOIA REQUEST OF NATHANIEL MITKOWSKI
(FOIA-2009-000382)

The attached request submitted by Mr. Nathaniel Mitkowski is transferred to your office for action. Mr. Mitkowski submitted the request under the Freedom of Information Act. Please conduct a search for responsive documents and inform him of the results of the search.

For your information, I have attached a copy of our correspondence to Mr. Mitkowski. If you have any questions about this transmittal, please contact Ms. Joan Ogbazghi on (202) 586-3595.

Attachments

