

# Mission Critical Occupation (MCO) Staffing Resource Chart/T2H Chart

Agency Name	Department of Energy
SIC of Fiscal Agency	17.994
Start Date of Measurement Year	October 1, 2017
End Date of Measurement Year	September 30, 2018
Date of this Report	January, 2019 updated with T2H data March 20, 2019
Years Agency Uses for Long-Term Goal	4 Years
Agency Point of Contact (POC)	

Mission Critical Occupations and Series	STARTING POINT (DATA FROM BEGINNING OF MEASUREMENT YEAR)										RESULTS ACHIEVED (YEAR END)				
	(A) BASELINE - Number of Employees On Board as of 9/30/2017	(B) Target for Number of Employees to Reach by End of FY2018 (Sept 30, 2018)	(C) Projected Attrition for FY2018 (Oct 1, 2017 - Sept 30, 2018)(Enter Negative Numbers for Attrition)	(D) Target for Number of Employees to Reach by End of FY2019 (Sept 30, 2019)	(E) Projected Attrition for FY2019 (Oct 1, 2018 - Sept 30, 2019)(Enter Negative Numbers for Attrition)	(F) Target for Number of Employees to Reach by End of FY2021 (Sept 30, 2021)	(G) Projected Attrition for FY2020 and FY 2021 (Oct 1, 2019 - Sept 30, 2021)(Enter Negative Numbers for Attrition)	(H) Staffing Gap (-)/ Surplus (+) to Close by the end of FY2018 (Including Attrition) (A) + (C) - (B)	(I) Staffing Gap (-)/ Surplus (+) to Close by the end of FY2019 (Including Attrition) (A) + (C) + (E) - (D)	(J) Staffing Gap (-)/ Surplus (+) to Close by the end of FY2021 (Including Attrition) (A) + (C) + (E) + (G) - (F)	(K) Actual Number of Employees On Board on September 30, 2018	(L) Actual Attrition of Employees (October 1, 2017 to September 30, 2018) (Enter Negative Numbers for Attrition)	(M) Results for Closing the FY2018 Gap/Surplus (K) - (B)	(N) Estimated Percent Eligible for Retirement by the end of FY2019	(O) Estimated Percent Eligible for Retirement by the end of FY2021
<b>Agency-wide Time-to-Hire (T2H)</b>															
<b>Government-wide MCOs</b>															
0110 - Economist	94	106	-11	89	-9	89	-9	-23	-15	-24	91	-6	-15	18%	24%
0201 - Human Resources Management	292	290	-43	308	-46	311	-46	-41	-105	-154	283	-33	-7	19%	28%
0511 - Auditing	168	183	-161	191	-168	191	-168	-118	-352	-500	172	-19	-11	8%	13%
1102 - Contracting	810	805	-65	818	-51	831	-52	-110	-112	-178	593	-56	-15	18%	25%
2210 - Information Technology Management (includes cyber)	591	616	-17	642	-18	665	-18	-42	-66	-127	593	-46	-36	18%	28%
Cybersecurity (all occupations, including 2210)	115										118	-5		34%	44%
<b>Agency or Sub Agency Specific MCOs</b>															
0590 - Budget Analysis	253	278	-50	257	-18	257	-18	-45	-42	-60	242	-20	-36	19%	26%
0801 - Engineer, General (includes Interdisciplinary)	1,369	1,534	-106	1,401	-87	1,504	-104	-271	-235	-442	1,285	-124	-239	29%	39%
0840 - Engineer, Nuclear	246	283	-21	283	-20	275	-20	-58	-58	-90	234	-21	-49	26%	34%
0850 - Engineer, Electrical	469	484	-27	522	-29	527	-29	-42	-109	-143	491	-25	-7	21%	30%
1301 - Gt. Physical Scientists	560	610	-52	547	-47	568	-48	-102	-65	-155	531	-47	-19	51%	40%
5467 - Electrical Power Controller	194	194	-6	188	-6	188	-6	-6	-6	-12	188	-7	-6	0%	21%
9084 - Nuclear Materials Courier	288			346		370					312	-18			3%
<b>Any Additional Occupations or Commonly Filled Positions: # determined by the agency</b>															
<b>SES Leadership</b>	424										408	-48		37%	51%
<b>Totals</b>	5,671	5,243	-519	5,370	-509	5,576	-516	-916	-1,208	-1,906	5,531	-477	-546	21%	29%

**Legend:**  
 Numbers in cells in aqua must be completed by the agency at the beginning of a measurement year.  
 Numbers in cells in green must be completed by the agency at the end of a measurement year.  
 Yellow cells show values that will be entered or calculated by the computer program.  
 Enter information about dates and names in the rows at the top of the table. Underlined dates in the table will be entered by the computer program based on what the agency enters at the top of the table.  
 Enter names of MCOs on the table's rows. Gaps, attrition, and losses should be shown as negative numbers and surpluses as positive numbers.  
 Column (A) = number of employees on board at the end of fiscal year 2017.  
 Column (B) = projection of employees needed at the end of fiscal year 2018.  
 Column (C) = the projected attrition the occupation is expected to experience during fiscal year 2018 based on workforce analysis and planning; cells will turn red if positive values are entered.  
 Column (D) = projection of employees needed at the end of fiscal year 2019.  
 Column (E) = the projected attrition the occupation is expected to experience during fiscal year 2019 based on workforce analysis and planning; cells will turn red if positive values are entered.  
 Column (F) = projection of employees needed at the end of fiscal year 2021.  
 Column (G) = the projected attrition the occupation is expected to experience during fiscal years 2020 and 2021 based on workforce analysis and planning; cells will turn red if positive values are entered.  
 Column (H) = the gap (or surplus) between on board employees (A) and employees needed by FY2018 (B) plus projected attrition (C) for this row.  
 Column (I) = the gap (or surplus) between on board employees (A) and employees needed by FY2019 (D) plus projected FY2018 attrition (C) plus FY2019 attrition (E) for this row.  
 Column (J) = the gap (or surplus) between on board employees (A) and employees needed by FY2021 (G) plus projected FY2018 attrition (C) plus FY2019 attrition (E) plus FY2020 and FY2021 attrition (G) for this row.  
 Column (K) = the actual number of employees on board at the end of September 30, 2018.  
 Column (L) = the actual number of employees to attrit/separate during October 1, 2017 - September 30, 2018 from the employees in column (A) at the end of the previous measurement year.  
 Column (M) = the difference between (K) and (B) values for this row; target was met if = 0; if closing a gap, positive number means surpassed target, and negative means under target; if reducing a surplus, negative number means surpassed target, and positive means under target.  
 Column (N) = projection of retirement eligibles for the occupation by the end of fiscal year 2019.  
 Column (O) = projection of retirement eligibles for the occupation by the end of fiscal year 2021.  
 Column (P) = the total number of hires made in FY18 (Oct 1, 2017 - Sept 30, 2018). Enter agency-wide results in the first row (row 11).  
 Column (Q) = the average number of calendar days per hire. Enter agency-wide results in the first row (row 11).



**Department of Energy**  
Washington, DC 20585

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NOV 18 2019

Via email: [john@greenewald.com](mailto:john@greenewald.com)

Re: HQ-2019-00192-F

Dear Mr. Greenewald:

This is a final 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 requested:

“Copy of records, electronic or otherwise, of the most recent copy of your agency's GAP ANALYSIS, or often referred to as a GAP REPORT or GAP STUDY.”

Your request was assigned to DOE's Office of the Chief Human Capital Officer (HC) to conduct a search of its files for responsive documents. HC started its search on May 24, 2018, which is the cut-off date for responsive documents. HC completed its search and identified one (1) document responsive to your request. This document is being released to you in its entirety, as described in the accompanying index.

This decision, as well as the adequacy of the search, may be appealed within 90 calendar days from your receipt of this letter pursuant to 10 C.F.R. § 1004.8. Appeals should be addressed to Director, Office of Hearings and Appeals, HG-1, L'Enfant Plaza, U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, D.C. 20585-1615. The written appeal, including the envelope, must clearly indicate that a FOIA appeal is being made. You may also submit your appeal to [OHA.filings@hq.doe.gov](mailto:OHA.filings@hq.doe.gov), including the phrase “Freedom of Information Appeal” in the subject line. (This is the method preferred by the Office of the Hearings and Appeals.) The appeal must contain all of the elements required by 10 C.F.R. § 1004.8, including a copy of the determination letter. Thereafter, judicial review will be available to you in the Federal District Court either: 1) in the district where you reside; 2) where you have your principal place of business; 3) where DOE's records are situated; or 4) in the District of Columbia.

You may contact DOE's FOIA Public Liaison, Alexander Morris, FOIA Officer, Office of Public Information, at 202-586-5955, or by mail at MA-46/Forrestal Building, 1000 Independence Avenue, S.W., Washington, D.C. 20585, for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire



about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at ogis@nara.gov; telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

The FOIA provides for the assessment of fees for the processing of requests. *See* 5 U.S.C. § 552(a)(4)(A)(i); *see also* 10 C.F.R. § 1004.9(a). In our November 19, 2018, letter, you were informed your request was placed in the "other" category for fee purposes. Requestors in this category are provided two free hours of search time and 100 pages at no cost. DOE's processing costs did not exceed \$15.00, the minimum amount at which DOE assesses fees. Therefore, no fees will be charged for the processing of your request.

If you have any questions about the processing of the request or this letter, you may contact Mr. Stephen Jochem at:

MA-46/ Forrestal Building  
1000 Independence Avenue, S.W.  
Washington, DC 20585  
(202) 586-2708

I appreciate the opportunity to assist you with this matter.

Sincerely,



Alexander C. Morris  
FOIA Officer  
Office of Public Information

Enclosures

## INDEX

Request #: HQ-2019-00192-F

Final response to request from Mr. John Greenewald for:

**“Copy of records, electronic or otherwise, of the most recent copy of your agency's GAP ANALYSIS, or often referred to as a GAP REPORT or GAP STUDY.”**

The Office of the Chief Human Capital Officer (HC) has located one (1) document responsive to your request.

- One (1) document *is being released in its entirety.*

This document is made available through the declassification efforts  
and research of John Greenewald, Jr., creator of:

# The Black Vault



The Black Vault is the largest online Freedom of Information Act (FOIA) document clearinghouse in the world. The research efforts here are responsible for the declassification of hundreds of thousands of pages released by the U.S. Government & Military.

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