

**OMB No. xxxx-xxxx Expiration xxxx**

**Introduction:**

Hello, my name is \_\_\_\_\_ and I am calling on behalf of the United States Department of Energy (DOE). We are conducting a national survey about energy and related industries. May I please speak to the person most knowledgeable about staffing at [organization]?

Is now a convenient time? [IF NO – Collect callback information and time]

This survey uses specific terms to describe various technologies and activities. If you require any definitions for clarification, please ask me at any time.

The survey is **voluntary** and can take up to 45 minutes of your time. (If needed): This important survey addresses businesses that research, develop, manufacture, construction, install or work with facilities or products that generate, distribute, store, or save energy.

(If needed): This important survey addresses businesses that research, develop, manufacture, install or work with products that generate, distribute, store, use (in the case of motor vehicles), or save energy.

(If needed) This includes firms that support the construction of manufacturing and warehousing facilities used to assemble and distribute energy products, as well as the build out of electric charging stations for electric vehicles and ports that are preparing or supporting offshore wind development or operations, or other energy related work.

(If needed): This includes organizations involved in fossil and renewable energy production, energy efficiency products and services, solar, wind, fossil and other energy sources, other energy related products and services, and motor vehicles.

(If needed): Your individual responses will not be published; only aggregated information will be used in reporting the survey results.

(If needed): Your participation will help determine how investments of time and money should be made to support the industry and prepare the present and future workforce.

(If needed): If you have any questions about DOE's involvement in this survey, please contact [Betony Jones] at [240-255-8519]

**Privacy Act Statement**

The information you provide to the Department of Energy (DOE) during this study will be used to allow energy-related employment to be assigned by primary value chain activity, including: research and development; manufacturing; sales and distribution; installation, repair and maintenance; and professional services. It will also provide insight on wages, workforce demographics, and employers' ability to recruit qualified workers.

The data you supply will be used by industry, training organizations, community colleges, job seekers, federal agencies, and other stakeholders, to better inform the workforce development system by highlighting changes in the industry that are driving demand for workers. The data will also inform energy economic development planning activities at the local, state, and regional levels by providing a more detailed assessment of energy jobs, as well as the changing energy landscape and how such changes influence labor markets.

With your consent, the DOE will collect your response as you participate in the study. This includes responses to all survey questions for which your firm qualifies. Your feedback will be kept private and will not be linked to you. Only de-identified and aggregated information will be included in any final or published reports. None of your identifying information will be included in the reports. The DOE does not anticipate further disclosure of your personal information except as required by law.

This collection of information is authorized by xxxx. Participation is voluntary, and you may withdraw participation at any time.

**Paperwork Reduction Act Burden Disclosure Statement**

Public reporting burden for this collection of information is estimated to up to 48 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Enterprise Policy Development & Implementation Office, IM-22, Paperwork Reduction Project OMB Control Number xxxx-xxxx, U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project OMB Control Number xxxx-xxxx, Washington, DC 20503.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number.

Submission of this data is voluntary.

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- A. Does your organization have at least one location with employees in the United States, including Puerto Rico and the Virgin Islands? (Please count yourself as an employee if you are an owner-operated business or sole proprietor).

- 1 Yes [CONTINUE]
- 2 No [TERMINATE]

For this survey, please only answer for your current business location. If your organization has other U.S. locations, please do not include their data. What is the zip code of your current location? [SHOW ADDRESS FROM SAMPLE FILE]

\_\_\_\_\_ (Accept all five-digit responses)

(DON'T READ) Have check box for Refused (Terminate if Refused)

- B. Is your organization involved, in whole or part, with an activity related to energy? (PAUSE, IF UNSURE OR NO READ REMAINDER OF QUESTION, IF YES GO TO SC) We define this as being directly involved with researching, developing, producing, manufacturing, distributing, selling, implementing, installing, or repairing components, constructing facilities (for energy product manufacturing and distribution) or other energy infrastructure projects such as EV charging and ports for offshore wind, and other goods or services related to:

- Electric Power Generation;
- Electric Power Transmission, Distribution, and Storage;
- Energy Efficiency, Including Heating, Cooling and Building Envelope;
- Fuels, including Extraction, Processing, Production, and Distribution;
- and Transportation, including Motor Vehicles.

- 1 Yes [CONTINUE]
- 2 No [CONTINUE]
- 3 Not sure [TERMINATE]

- C. Is your organization participating in the building, construction, or retrofitting of manufacturing, assembling, or materials processing facilities?

- 1 Yes [CONTINUE TO SD.]
- 2 No [GO TO SD.]
- 3 Not sure [TERMINATE]

- D. Is your organization participating in the building, construction, or retrofitting of warehouses and related logistical facilities?

- 1 Yes [CONTINUE TO SE.]
- 2 No [GO TO SE.]
- 3 Not sure [TERMINATE]

E. Is your organization participating in the building, construction, or retrofitting of public facilities for infrastructure, energy, or transportation?

- 1 Yes [CONTINUE TO SF.]
- 2 No [GO TO SF.]
- 3 Not sure [TERMINATE]

F. Is your organization participating in the building, construction, expansion, or retrofitting of ports and port related facilities?

- 1 Yes [CONTINUE TO SError: Reference source not found]
- 2 No [TERMINATE IF SError: Reference source not found=2 AND SC.=2 AND SD.=2 AND SE.=2]
- 3 Not sure [TERMINATE]