

OMB No. 1910-5179 Expiration 2030

Introduction:

Welcome. The United States Department of Energy (DOE) is conducting a national survey about energy and related industries. Please complete this survey for the sampled business location. The survey is intended for the person most knowledgeable about staffing and payroll at this location.

Please continue when you are ready. Some questions may be easier to answer using payroll, human resources, operations, or other business records.

This survey uses specific terms to describe various technologies and activities. Definitions and help text are available throughout the survey.

The survey is **voluntary** and should take an average time of about 45 minutes.

Your individual responses will not be published; only aggregated information will be used in reporting the survey results. DOE is required by law to keep your data confidential and use it only for statistical purposes.

Your answers help show which jobs and skills are needed across the energy workforce. The results help decision-makers use their time and funding more effectively when planning training, hiring, and workforce development programs. If you are unsure whether this business location is in scope, this survey includes 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 you are unsure whether this business location is in scope: This includes businesses 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 you are unsure whether this business location is in scope: This includes business locations involved in energy production, energy efficiency products and services, other energy-related products and services, and motor vehicles.

If you have any questions about DOE's involvement in this survey, please contact [XXXX] at [XXX-XXX-XXXX]

Before you begin, please review this brief privacy and burden statement.

The U.S. Department of Energy is conducting this survey to better understand energy-related employment, workforce demographics, hiring needs, and the types of work being done across the energy sector.

Your answers will help industry, training organizations, community colleges, job seekers, federal agencies, and state and local partners better plan workforce development programs and investments.

Your participation is voluntary. You may skip any question or stop the survey at any time.

DOE will use your responses for statistical purposes only. DOE may combine your survey responses and needed business identifiers with other federal statistical or administrative data, where allowed by law and approved agreements. Any such linking will be done only for statistical purposes and under required confidentiality, security, and disclosure-review protections.

Your company's identifying information will not be included in public reports. Published results will be combined with responses from other employers so that individual businesses or respondents are not identified. DOE does not expect to disclose your personal information except as required by law.

This information collection is approved by the Office of Management and Budget under OMB Control Number 1910-5179. The survey is estimated to take up an average of 45 minutes, including time to review instructions, gather information, complete the survey, and review your answers.

You are not required to respond to this collection unless it displays a currently valid OMB control number.

Comments about the burden estimate or ways to reduce burden may be sent to the Department of Energy and to the Office of Management and Budget using the contact information provided in the survey materials.

Please continue to begin the survey.

SCREENER SECTION

A. Respondent and Business Basic Information

A1: What is your role at this location?

- 1 Human Resources
- 2 Payroll or Finance
- 3 Owner, manager, proprietor
- 4 Other (specify)

A2. Does this business location have at least one employee in the United States, including Puerto Rico and the U.S. Virgin Islands, and District of Columbia? (Please count yourself as an employee if you are an owner-operated business or sole proprietor).

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

A3. For this survey, please only answer for your current business location. If your company has other U.S. locations, please do not include their data. What is the zip code of your current business location? [DISPLAY ADDRESS FROM SAMPLE FILE]

_____ (Accept all five-digit responses)

Refused [TERMINATE]

B. ENERGY RELATED ACTIVITY SCREENER

[PROGRAMMING/HELP TEXT: Display the sampled business location. If the respondent needs clarification, show: “By business location, I mean the establishment or worksite at [ADDRESS]. Please do not include other company locations.”]

B1. Is this business location involved in any energy-related work?

By energy-related work, we mean work that directly supports energy products, energy services, energy facilities, or energy infrastructure. This includes the electric power sector, the fuels sector, and any transmission, distribution and storage activities; it also includes any energy efficiency activities, and motor vehicles and their parts. It includes any production, manufacturing, distribution, sales, installation, construction, operation,

maintenance, or repair activities. It also includes any research, design, engineering, legal, financial, administrative, or other professional service activities for the energy industry.

This can be all or part of the work at this location.

1. Yes → GO TO B2
2. No → ASK B2
3. Not sure → ASK B2
4. Don't know/Not sure → ASK B2
5. Refused → TERMINATE

B2. ENERGY SECTOR ACTIVITIES SCREENER

The Footnotes and Definitions sheet provides supplementary information and definitions.

We use this question to classify this business location correctly.

For each energy-related activity listed below, select **Yes**, **No**, or **Not sure**.

Include only work done at **this business location**. Do not include work done only at other company locations.

Select **Yes** if this location does the activity directly.

Also select **Yes** if this location supports the activity by doing either of the following:

- Making, building, designing, or installing equipment, structures, parts, materials, or components used only or mainly for that energy activity
- Providing research, design, engineering, legal, financial, administrative, or other professional services for that energy activity

Is this business location involved in any of the following energy-related activities?

Energy-related activity	Yes	No	Not sure
Electric Power Generation and its supply chain	☐	☐	☐
Electric Power Transmission and Distribution, including electric vehicle charging stations and its supply chain	☐	☐	☐
Energy Storage, including batteries and its supply chain	☐	☐	☐
Process Heat production and its supply chain	☐	☐	☐
Energy Efficiency, including Heating, Cooling and Building Envelope and its supply chain (IF NEEDED THIS INCLUDES THERMAL OR HOT WATER SOLAR)	☐	☐	☐
Fuels, including extraction, processing, refining, production, transportation, distribution, storage, and its supply chain	☐	☐	☐
Transportation Vehicles, including Motor Vehicles (IF NEEDED: Including industrial and agricultural vehicles, such as forklifts, tractors, and recreational vehicles, such as golf carts)	☐	☐	☐
Component Parts for Transportation Vehicles	☐	☐	☐
Carbon Capture, Utilization, and Storage (CCUS) and its supply chain	☐	☐	☐
Other (Specify _____)	☐	☐	☐

Don't know/Not sure

Not Applicable

[PROGRAMMING AND ROUTING]

If respondent answered “Yes” to any activity in Screener B2, code this business location as performing energy-related activity (B2 = Yes). Also code for specific categories, B2a = Yes, etc. Continue to SCREENER C.

If respondent answers “No” to all activities in B2 and does not specify any other energy-related activity:

Code this business location as no energy-related activity identified (B2=No), TERMINATE.

If respondent answers “Not sure” to one or more activities in B2 and “Yes” to none:

code B = Not sure and route to [eligibility review](#) path or [case review](#) script. Do not terminate automatically.

If respondent answers “Other Energy-Related activity” in B2: Record the verbatim response. Do not terminate automatically. Continue to Screener C or route to the eligibility review path depending on context.

IF Screener B =Yes go to next Screener question.

If Screener B = No, TERMINATE

Routing notes

- Ask Screener C only if B2 = Yes and respondent reports more than one energy-related activity.*
- If the respondent answered “Yes” to only one activity in Screener B2, do not ask Screener C. Auto-code that activity as the primary energy-related activity.*
- Pipe in only the categories marked “Yes” from Screener B2.*
- If “Other energy-related activity” was marked “Yes” in Screener B2, pipe in the verbatim response as “Other: [SPECIFY].”*
- Do not terminate Screener C if the respondent says “don’t know,” “not applicable,” or “no single primary activity.” Record the response. Route to [case review path](#) if needed.*

C. PRIMARY ENERGY SECTOR SCREENER

Earlier, you said this business location is involved in more than one energy-related activity.

Thinking only about this business location, which one accounts for the largest share of employee labor hours? Include activities that provide services or support energy activities.

By labor hours, I mean the total time employees at this location spend doing the work. If you do not know the exact share, please give your best estimate.

[PROGRAMMING: Display only the activities marked “Yes” earlier in Screener B2. Allow one answer. Make the Screener B2 descriptions and Definitions sheet available as help text.]

1. Electric power generation and its supply chain
2. Electric power transmission and distribution, including electric vehicle charging stations and its supply chain
3. Energy storage, including batteries and its supply chain
4. Process heat production and its supply chain
5. Energy efficiency, including heating, cooling, hot water, and building envelope work (if needed, this includes thermal or hot water solar) and its supply chain
6. Fuels, including extraction, processing, refining, production, transportation, storage, and distribution, and its supply chain
7. Transportation vehicles, including motor vehicles (IF NEEDED: Including industrial and agricultural vehicles, such as forklifts, tractors, and recreational vehicles, such as golf carts)
8. Component parts for transportation vehicles
9. Carbon capture, carbon utilization, or carbon storage, and its supply chain
10. Other energy-related activity: [PIPE VERBATIM RESPONSE]
11. No single primary activity, or activities are about equal
12. Don't know/Not sure ([Go to C1](#))
13. Refused

Ask C1 If respondent is unsure

C1. If the labor hours are close or you are not sure, please choose the activity that best describes the main energy-related focus of this location.

[PROGRAMMING: Display only the piped-in activities. Allow one answer.]

1. [PIPE ACTIVITY MARKED YES]
2. [PIPE ACTIVITY MARKED YES]
3. [PIPE ACTIVITY MARKED YES]
4. No single primary activity / activities are about equal
5. Don't know/Not sure
6. Refused

Ask C2 If "Other" is selected as primary activity in Screener C.

C2. Please briefly describe the primary energy-related activity at this location.

RECORD VERBATIM:

[PROGRAMMING ROUTING:

Route to case review if the "Other" response may fit one of the listed categories.][case review](#)

Continue to next Screener if B2 = Yes.

[PROGRAMMING CODING]

Use the respondent's answer to code the primary energy-related activity. Do not change the respondent's answer during the survey unless the respondent clearly corrects it.

If the respondent cannot identify one primary activity, code:

- 96 = No single primary activity / activities are about equal; or
- 97 = Don't know.

D. ENERGY TECHNOLOGY SCREENER

[Ask for each energy sector indicated from Screener B2] Which of the following [INSERT Screener B2 RESPONSE] technologies is your business location directly engaged with? This includes the construction, design, installation, and manufacturing of structures, components or equipment primarily used in the following activities. Select all that apply.

- 1. Electric Power Generation (IF B2a=Yes) [RANDOMIZE]**

Coal Generation
Oil and other Petroleum Generation
Nuclear Generation
Geothermal Generation
Solar Electric Generation [SET SOLAR=1]
Land-based Wind Generation
Offshore Wind Generation
Bioenergy/Biomass Generation
Hydroelectric Generation
Marine and Hydrokinetic Generation
Natural Gas Generation
Combined Heat and Power
Other Generation (Specify)

2. Electric Power Transmission and Distribution (IF B2b=Yes) [RANDOMIZE]

Traditional Transmission and Distribution
Electric Vehicle Charging Stations
Smart Grid
Micro Grids
Other Grid Modernization
Other (Specify)

3. Storage (IF B2c=Yes or D1 = "Solar electric generation") [RANDOMIZE] [IF D1 = "Solar electric generation", display: "This includes battery storage for solar generation."]

Pumped storage hydro-power storage
Battery storage [IF D1 = "Solar electric generation", display: "This includes battery storage for solar generation."]
Mechanical storage (flywheels, compressed air energy storage, etc.)
Thermal storage
Liquefied natural gas
Compressed natural gas
Crude oil
Refined petroleum fuels (liquid)
Refined petroleum fuels (gas)
Coal storage (piles, domes, etc.)
Biofuels, including ethanol and biodiesel
Nuclear fuel
Other gas fuel (Specify)
Other liquid fuel (Specify)
Other Storage
Other (Specify)

4. Energy Efficiency, Including Heating, Cooling and Building Envelope (IF B2d=Yes)) [RANDOMIZE]

ENERGY STAR® Certified Appliances (not including HVAC)
ENERGY STAR Certified Heating, Ventilation, and Cooling (HVAC), except air-source and ground-source heat pumps
ENERGY STAR Air-Source Heat Pumps
ENERGY STAR Ground-source or geothermal heat pumps
Other high efficiency HVAC that are out of scope for ENERGY STAR certification (e.g. indirect evaporative coolers, air to water heat pumps, energy recovery systems, etc.)
Traditional HVAC goods, control systems, and services
ENERGY STAR certified water heaters
ENERGY STAR Certified Electronics (TVs, Telephones, Audio/Video, etc.)
ENERGY STAR Certified Windows, Doors, Skylights and Roofing
ENERGY STAR Certified Insulation
Air sealing
ENERGY STAR Certified Commercial Food Service Equipment
ENERGY STAR Certified Data Center Equipment
ENERGY STAR Certified LED downlights
Other LED, CFL, and efficient lighting
ENERGY STAR Certified Electric Vehicle Chargers
Solar thermal water heating and cooling [SET SOLAR=1]
Other renewable heating and cooling (biomass, etc.)
Advanced building materials/insulation
Recycled building materials
Reduced water consumption products and appliances
Energy auditing services
Other (Specify)

5. Fuels [IF B2e = Yes]

Which types of fuels is this business location directly involved with?

Select all that apply. Include work done at this location or by employees who report to this location. This may include extracting, producing, processing, refining, manufacturing, storing, transporting, distributing, selling, installing, maintaining, or providing professional services that directly support these fuels.

[Programming Notes:

- Do not randomize the three main groups: Fossil fuels, Biofuels and other renewable fuels, Nuclear fuel.

- Within “Biofuels and other renewable fuels,” keep corn ethanol before other ethanol to reduce confusion.]

Fossil fuels

1. Coal
2. Petroleum fuels, including crude oil, gasoline, diesel, jet fuel, or other refined petroleum products
3. Natural gas, including liquefied natural gas or compressed natural gas
4. Other fossil fuel — specify: _____

Biofuels and other renewable fuels

5. Corn ethanol
6. Other ethanol or non-woody biomass fuels, such as ethanol made from sugar cane, straw, manure, vegetable oil, or animal fats
7. Renewable diesel
8. Biodiesel
9. Woody biomass or cellulosic biofuels
10. Waste fuels, including fuels made from municipal solid waste, landfill gas, or other waste feedstocks
11. Other biofuel or renewable fuel — specify: _____

Nuclear fuel

12. Nuclear fuel

Other

13. Other fuel, specify: _____
14. Not sure
15. Refused

[Routing Notes: If Petroleum fuels is selected, ask 5a. If Natural gas is selected, ask 5b. If any fuel type is selected, use the selected fuel types in later primary-fuel and workforce allocation questions.]

5a. [Ask if Screener D5 Fuels = Petroleum fuels] Is this business location involved with onshore petroleum, offshore petroleum, or petroleum fuel transportation or distribution?

Select all that apply.

1. Onshore petroleum extraction, production, processing, or refining
2. Offshore petroleum extraction, production, processing, or refining
3. Crude oil or refined petroleum product transportation or distribution, including pipelines, terminals, wholesale distribution, or related logistics
4. Other petroleum fuel activity — specify: _____
5. Not sure
6. Refused

5b. [Ask if Screener D5 Fuels = Natural gas] Is this business location involved with onshore natural gas, offshore natural gas, or natural gas transportation or distribution?

Select all that apply.

1. Onshore natural gas extraction, production, processing, or treatment
2. Offshore natural gas extraction, production, processing, or treatment
3. Natural gas transportation or distribution, including pipelines, utility distribution, liquefied natural gas, compressed natural gas, or related logistics
4. Other natural gas activity — specify: _____
5. Not sure
6. Refused

[ASK IF Screener D5 FUELS = ONSHORE PETROLEUM, OFFSHORE PETROLEUM, ONSHORE NATURAL GAS, OR OFFSHORE NATURAL GAS]

5c. During the past 12 months, did this business location's oil and gas field operations produce both crude oil and natural gas?

No
Yes
Don't know/Not sure
Refused

6. Process Heat (IF B2h=Yes) What are the energy sources used for producing process heat? [RANDOMIZE]

Select all that apply.

1. Nuclear
2. Electricity
3. Fossil Fuels
4. Renewable Energy
5. Waste Heat Recovery
6. Other (specify)
7. Don't know/Not sure
8. Refused

7. Transportation Vehicles, Including Motor Vehicles (IF B2f= Yes)
[RANDOMIZE]

Select all that apply.

1. Gasoline and Diesel Motor Vehicles (excluding freight transport)
2. Hybrid Electric Vehicles
3. Plug-In Hybrid Vehicles
4. Battery Electric Vehicles
5. Natural Gas Vehicles
6. Hydrogen/Fuel Cell Vehicles
7. Other (Specify _____)

8. Component Parts for Transportation Vehicles (IF B2g=Yes) [RANDOMIZE]

Select all that apply.

1. Transportation Vehicle Engine & Drive Parts
2. Transportation Vehicle Exhaust System Parts
3. Transportation Vehicle Body Parts
4. Other Transportation Vehicle Parts (Specify _____)

8a. Parts designed for alternative-fuel vehicles

Does this business location design, manufacture, sell, or distribute any vehicle parts or systems that are specifically designed for vehicles powered partly or entirely by an energy source other than gasoline or diesel?

1. Yes
2. No
3. Not sure

4. Refused

ASK 8b if 8a = Yes.

8b. Vehicle types supported by parts or products

For which of the following types of vehicles does this business location design, manufacture, sell, or distribute parts, components, or systems?

Select all that apply.

Programming note: For options 2 through 7, select the vehicle type only if the part, component, or system is specifically designed or modified for that type of vehicle. Do not classify a part as alternative-vehicle-specific if it is also commonly used without modification in gasoline- or diesel-only vehicles.

1. Gasoline or diesel vehicles
2. Hybrid electric vehicles, excluding plug-in hybrids
3. Plug-in hybrid electric vehicles
4. Battery-electric vehicles
5. Natural gas vehicles
6. Hydrogen fuel cell vehicles
7. Other alternative-fuel vehicles — specify: _____
8. Other vehicle type — specify: _____
9. Not sure
10. Refused

9. Carbon Capture, Utilization, Storage (IF B2i=Yes) [RANDOMIZE]

Select all that apply.

1. Carbon Dioxide Capture from industrial facilities, power plants, or air
2. Transporting carbon dioxide
3. Using captured carbon dioxide
4. Storing carbon dioxide
5. Equipment, facilities, and services used for above activities
6. Other (Specify _____)

[PROGRAMMING:

Screener D Total = the total number of technologies selected.

SET SOLAR= 1 if Screener D selected Solar Electric Generation or Solar thermal water heating and cooling]

[PROGRAMMING ROUTING: If Screener D TOTAL > 1, Ask DPRIME. If not, skip DPRIME]

DPRIME. Which of the following technologies is your business location *PRIMARILY* engaged with? [PIPE-IN RESPONSES FROM Screener D]

[PROGRAMMING NOTE: If respondent only identifies with one industry at screener D, use that industry for the remainder of the survey in place of “energy”. If more than one, continue to use “energy.” Exception - if the only selection at screener D is “other” or “dk/na,” use “energy”.]

E. BUSINESS ACTIVITY SCREENER

Which of the following business activities describe this business location's work related to the [energy / Screener D] industry?

[WEB INSTRUCTION: Select all that apply.]

Include work done at this business location or by employees who report to this location. If this location supports more than one activity, select all that apply.

1. Agriculture, forestry, or biomass feedstock production or related services

Yes / No / Not sure / Refused

2. Mining, extraction, or mineral processing

Yes / No / Not sure / Refused

3. Manufacturing, processing, refining, or assembling [energy / Screener D] goods, materials, equipment, parts, or components

Yes / No / Not sure / Refused

4. Construction, installation, retrofitting, or project-site services for [energy / Screener D] systems, facilities, or infrastructure

Yes / No / Not sure / Refused

5. Operations, maintenance, repair, or facility management for [energy / Screener D] systems, facilities, or infrastructure

Yes / No / Not sure / Refused

6. Utility services

Yes / No / Not sure / Refused

7. Wholesale trade, distribution, transportation, storage, or logistics for [energy / Screener D] products, equipment, fuels, materials, or components

Yes / No / Not sure / Refused

8. Research, development, testing, demonstration, or technical product-development services for [energy / Screener D]

9. Professional, business, administrative, financial, or legal services directly supporting [energy / Screener D]

Yes / No / Not sure / Refused

10. Education, training, workforce development, or certification services related to [energy / Screener D]

Yes / No / Not sure / Refused

11. Other energy-related support service — specify: _____

Yes / No / Not sure / Refused

12. Other energy-related business activity — specify: _____

Yes / No / Not sure / Refused

E1. PRIMARY BUSINESS ACTIVITY SCREENER

[PROGRAMMING ROUTING: Ask Screener E1 if more than one response in Screener E = Yes.]

Which of the business activities you selected in the previous question is this business location's **primary** [energy / Screener D] activity, based on the largest share of labor hours performed at this location?

[PIPE IN ONLY Screener E = YES RESPONSES. ACCEPT ONE.]

1. Agriculture, forestry, or biomass feedstock production or related services
2. Mining, extraction, or mineral processing
3. Manufacturing, processing, refining, or assembling [energy / Screener D] goods, materials, equipment, parts, or components
4. Construction, installation, retrofitting, or project-site services for [energy / Screener D] systems, facilities, or infrastructure
5. Operations, maintenance, repair, or facility management for [energy / Screener D] systems, facilities, or infrastructure
6. Utility services
7. Wholesale trade, distribution, transportation, storage, or logistics for [energy / Screener D] products, equipment, fuels, materials, or components
8. Research, development, testing, demonstration, or technical product-development services for [energy / Screener D]
9. Professional, business, administrative, financial, or legal services directly supporting [energy / Screener D]
10. Education, training, workforce development, or certification services related to [energy / Screener D]
11. Other energy-related support service — specify: _____
12. Other energy-related business activity — specify: _____
13. No single primary activity / activities are about equal
14. Not sure

15. Refused

[Programming note: Set SEPRIME based on Screener E If only one response in Screener E = Yes, or set SEPRIME to Screener E1 response.]

(END OF SCREENER SECTION)

SECTION 1: EMPLOYMENT & BUSINESS ACTIVITY

[WEB PROGRAMMING: Display Q1A through Q1D as separate questions or a short grid. Provide definitions through expandable help text, calculate totals automatically, and program hard consistency checks.]

Employee reporting instructions

For the next questions, report workers associated with this business location during the pay period that included **[REFERENCE DATE]**.

For employees on your organization's payroll, include employees assigned to this business location in payroll or human resources records, whether they worked:

- At this location;
- From home or another remote location;
- Under a hybrid work arrangement;
- At customer or project sites;
- In the field; or
- Temporarily at another location.

[WEB INSTRUCTION: Place the remaining instructions under "Who should I include?"]

If your records do not assign an employee to a business location, count the employee here if the employee's primary manager or work unit is based at this location.

Do not count employees assigned to another business location, even if they occasionally work at or receive support from this location. Count each person only once.

1.1A Employees on this organization's payroll

During the pay period that included **[REFERENCE DATE]**, how many full-time and part-time employees were on your organization's payroll and assigned to this business location?

Include:

- Regular or permanent employees;
- Temporary or seasonal employees on your organization's payroll;
- Employees on paid leave; and

- Employees working remotely, under a hybrid arrangement, at customer sites, or in the field if they were assigned to this location.
- Owner-operators and sole proprietors

Do not include independent contractors or people employed and paid by another organization.

An estimate is acceptable if an exact count is not readily available.

Number of payroll employees: _____

None / Zero

Not sure

Refused

1.1B Regular or permanent employees

Of the **[INSERT 1.1A]** employees on your organization's payroll, how many were regular or permanent employees?

By regular or permanent employees, we mean employees whose jobs did not have a planned end date. Include both full-time and part-time employees. Also include owner-operators and sole proprietors.

Number of regular or permanent employees: _____

None / Zero

Not sure

Refused

[Programming check: Q1B should be less than or equal to Q1A]

1.1C Self-employed workers and independent contractors

During the same pay period, how many self-employed workers or independent contractors personally performed work for this business location and were paid directly by your organization?

Include remote or off-site independent contractors if their work was primarily managed by or performed for this business location.

Do not include:

- Employees on your organization's payroll;

- People employed and paid by a staffing, consulting, or other outside organization; or
- Businesses that only supplied goods or occasional services.

An estimate is acceptable.

Number of self-employed workers or independent contractors: _____

None / Zero

Not sure

Refused

1.1D Workers employed by another organization

During the same pay period, how many people employed and paid by another organization were assigned to perform work for this business location?

Examples include workers supplied by:

- A temporary-help or staffing agency;
- A union hiring hall;
- A professional employer organization; or
- A consulting or service company.

Include remote, hybrid, field, or off-site workers only if they were primarily assigned to perform work for this business location.

Do not include people who provided only occasional or shared services to several company locations, such as outside legal counsel, delivery personnel, or routine repair vendors.

An estimate is acceptable.

Number of workers employed by another organization: _____

None / Zero

Not sure

Refused

WEB CALCULATION: Derived total workforce

Do not ask the respondent for a separate total unless confirmation is needed.

Calculate:

Total people working for this business location = Q1.1A + Q1.1C + Q1.1D

Temporary and seasonal employees on this organization's payroll are already included in Q1A and must not be added separately.

Optional confirmation:

Based on your answers, approximately **[AUTO-SUM]** people worked for this business location during the reference pay period. Is that approximately correct?

Yes

No — revise an earlier answer

Not sure

Refused

1.2 Energy Worker count

Of the **[Take Q1B]** full-time and part-time permanent employees at your current location, how many of these workers support the [energy/ Screener H] portion of your business? Please note that your response should include administrative staff supporting the energy portion of your business.

[HELP TEXT]

Support workers are defined as those individuals that spend any amount of time, directly working on energy-related projects including administrative support workers]

Record # of employees _____

Don't know/Not sure

Refused

[PROGRAMMING CHECK: Q3 SHOULD BE LESS THAN OR EQUAL TO Q1.]

1.3. Energy-related employee count 12 months ago

Instructions

[WEB INSTRUCTION: Display these instructions once. Additional examples may be placed under a help link.]

Use the same employee definition and location-reporting rule used for Q1.2.

Count full-time and part-time regular or permanent employees assigned to this business location in payroll or human resources records. Include employees who work remotely, under a hybrid arrangement, in the field, or at customer or project sites if they report to this location.

Include employees who spent any amount of time supporting the **[PIPE IN ENERGY or SCREENER D or DPRIME ACTIVITY]**, including administrative and support employees.

Count each employee only once.

During the pay period that included **[INSERT REFERENCE DATE 12 MONTHS BEFORE THE CURRENT REFERENCE DATE]**, how many full-time and part-time regular or permanent employees assigned to this business location supported **the [PIPE IN ENERGY / SCREENER D ACTIVITY]** portion of the business?

Your best estimate is acceptable if an exact count is not readily available.

Number of employees: _____

This business location was not operating at that time

Not sure

Refused

[Programming notes:

- Use an exact reference date rather than displaying “12 months ago.”
- If the survey already establishes that the business location began operating after the past reference date, skip 1.3 and code “Location not operating.”
- A reported zero means that the location was operating but had no qualifying employees.
- Do not treat “Location not operating” as zero.
- Accept whole numbers greater than or equal to zero.]

1.4 Energy-focused employee count

Thinking of your **[INSERT 1.2]** energy employees, how many spend at least half of their time supporting the energy portion of your business?

Record: _____

1.5: Regulatory and Environmental Compliance

[Ask if Q1.2 > 0.]

For the next questions, regulatory compliance means work performed to meet, document, or directly support compliance with government laws, regulations, permits, licenses, or other regulatory requirements.

Do not count employees only because their regular work must follow regulations. Count employees who directly perform or support compliance work.

[WEB INSTRUCTION: Place under help text.]

(optional, only if needed) Examples include permitting or licensing; required monitoring, testing, inspections, recordkeeping, or reporting; environmental compliance; workplace safety compliance; and legal, engineering, administrative, or other work directly supporting regulatory compliance.]

1.5A Regulatory and environmental compliance employees

During the 12 months ending [REFERENCE DATE], about how many of the [INSERT Q1.2] energy-related employees at this business location:

a. Spent any working time directly performing or supporting regulatory compliance matters?

Number of employees: _____

b. Of those employees, how many directly supported environmental compliance activities?

Number of employees: _____

Your best estimate is acceptable.

None / Zero

Not sure

Refused

(optional, only if needed) Environmental compliance includes environmental permitting; required monitoring, testing, recordkeeping, or reporting related to emissions, discharges, wastewater, waste, or other environmental requirements; and work directly supporting pollution-control, treatment, monitoring, or compliance equipment or facilities.

[Programming checks: $Q1.5Ab \leq Q1.5Aa \leq Q1.2$.]

1.5B Employees spending a substantial portion of their time on regulatory compliance

[Ask if $Q1.5Aa > 0$.]

For this survey, a substantial portion means at least half, or 50 percent, of an employee's working hours.

Of the **[INSERT Q1.5Aa]** employees who performed or supported regulatory compliance work, about how many spent at least half of their working hours on regulatory compliance matters during the past 12 months?

Number of employees: _____

None / Zero

Not sure

Refused

Your best estimate is acceptable.

[Programming check: $Q1.6B \leq Q1.6Aa$.]

1.5C Average hours spent on regulatory compliance

[Ask if Q1.5Aa > 0.]

On average during the past 12 months, about how many hours per week did each of these **[INSERT Q1.6Aa]** employees spend on regulatory compliance matters?

Average hours per employee per week: _____

Your best estimate is acceptable.

Not sure

Refused

1.6: Business Activity Measure

Now I need one measure of the amount of [energy / Screener B2] work done at this business location. This will be used to compare employment across similar business locations, such as workers per megawatt, workers per barrel, workers per ton, workers per square foot, or workers per dollar of construction value.

Which of the following measures is most relevant and easiest for this business location to report for its [energy / Screener B2] work? Please choose the measure that best matches your business records. If more than one applies, choose the one most directly related to the work of the employees you reported earlier.

1. Amount produced, processed, generated, distributed, sold, installed, repaired, or serviced during latest calendar year, such as barrels, cubic feet, tons, megawatt-hours, units, vehicles, systems, or components
2. New capacity or infrastructure added, built, installed, or placed in service during latest calendar year, such as megawatts added, chargers installed, miles built, or square feet constructed
3. Capacity in service at the end of latest calendar year, such as megawatts, megawatt-hours, barrels per day, tons per year, or square feet
4. Construction value, investment value, or project value for work completed during latest calendar year, in dollars
5. Energy-related revenue or production value during latest calendar year, in dollars
6. Another measure that better describes this business location's activity:
Specify _____
7. No single measure applies
8. Don't know/Not sure
9. Refused

1.6A What was the amount for that measure?

If an exact amount is not available, a best estimate from operations, production, project, finance, or business records is acceptable.

Record number: _____

Record unit: _____

Record calendar year: _____

[IF OPTION 3 SELECTED] Report capacity in service as of end of latest calendar year.

[IF OPTION 1, 2, 4, OR 5 SELECTED] Report the amount for last calendar year.

SECTION 2: WORKFORCE PROFILE

[ROUTING: If Screener B2 COUNT > 1, ASK 2.1]

2.1. Thinking of your **[Take 1.2] [energy/ Screener B2]** workers at your location, please classify them in the following categories using approximate percentages. If a worker spends time in more than one type of energy activity, please assign them to the activity that they spend more time on.

[PIPE IN SCREENER B2 RESPONSES]

Screener B2 Category: _____ Record approx. percentage _____

Screener B2 Category: _____ Record approx. percentage _____

Screener B2 Category: _____ Record approx. percentage _____

Etc.

Don't know/Not sure

Refused

[PROGRAMMING CHECK: BUILD CHECK SO 2.1 TOTAL MUST = 100%]

[ROUTING: IF Screener B2 = Electric Power Generation and Screener D.1 > 1 response, ASK 2.3 OTHERWISE SKIP]

[HELP/PROGRAMMING NOTE: USE 1.2 IN PLACE OF 2.1 IF SELECTED COUNT AT SCREENER B2 WAS ONE (ONE CHOICE)]

2.3 Thinking of your **[PIPE IN 2.1 or 1.2 GENERATION ANSWER]** energy generation workers at your location, please classify them in the following categories. You can use approximate percentages to categorize them in the technology area where they spend the most time.

[PIPE IN SCREENER D.1 RESPONSES]

Screener D.1 Category: _____ Record approx. percentage _____

Screener D.1 Category: _____ Record approx. percentage _____

Screener D.1 Category: _____ Record approx. percentage _____

Screener D.1 Category: _____ Record approx. percentage _____

[ROUTING: IF Screener B2 = Electric Power Transmission and Distribution, including electric vehicle charging stations and Screener D.2 > 1 response, ASK 2.4, otherwise skip]

2.4 Thinking of your **[PIPE IN 2.1 or 1.2 response]** energy transmission and distribution workers at your location, please classify them in the following categories. You can use approximate percentages to categorize them in the technology area where they spend the most time.

[PIPE IN SCREENER D.2 RESPONSES]

Screener D.2 Category: _____ Record approx. percentage _____

Screener D.2 Category: _____ Record approx. percentage _____

Screener D.2 Category: _____ Record approx. percentage _____

Screener D.2 Category: _____ Record approx. percentage _____

[ROUTING: IF Screener B2 = Storage, including electric vehicle batteries and Screener and D.3 > 1 response, ASK 2.5, otherwise skip]

2.5 Thinking of your **[PIPE IN 2.1 or 1.2 response]** storage workers at your location, please classify them in the following categories. You can use approximate percentages to categorize them in the technology area where they spend the most time.

[PIPE IN SCREENER D.3 RESPONSES]

Screener D.3 Category: _____ Record approx. percentage _____

Screener D.3 Category: _____ Record approx. percentage _____

Screener D.3 Category: _____ Record approx. percentage _____

Screener D.3 Category: _____ Record approx. percentage _____

[ROUTING: If Question 2.5 > 0 for Screener D.3 = "Battery Storage" ask 2.6]

2.6 Thinking of your **[PIPE IN Question 2.5 count for F.3 = "Battery Storage"]** battery storage workers at your location, please classify them in the following categories. You can use approximate percentages to categorize them in the battery storage application category where they spend the most time.

Consumer devices: Record approx. percentage _____

Vehicles or other transportation: Record approx. percentage _____

Buildings or industrial facilities: Record approx. percentage _____

Electric Grid: Record approx. percentage _____

Other (Specify): Record approx. percentage _____

[ROUTING: If Screener B2 = Energy Efficiency and Screener D.4 > 1 response, ask 2.7, otherwise SKIP]

2.7 Thinking of your **[PIPE IN 2.1 or 1.2 response for ENERGY EFFICIENCY count]** workers in energy efficiency, including heating, cooling and building envelope, please classify them in the following categories. You can use approximate percentages to categorize them in the technology area where they spend the most time.

[PIPE IN SCREENER D.4 RESPONSES]

Screener D.4 Category: _____ Record approx. percentage _____

Screener D.4 Category: _____ Record approx. percentage _____

Screener D.4 Category: _____ Record approx. percentage _____

Screener D.4 Category: _____ Record approx. percentage _____

[ROUTING: If Screener B2 = Fuels and Screener D.5 > 1 response, ask 2.8, otherwise SKIP]

2.8 Thinking of your **[PIPE IN 2.1 or 1.2 response for FUELS count]** fuels-related workers at your location, please classify them in the following categories. You can use approximate percentages to categorize them in the technology area where they spend the most time.

[PIPE IN SCREENER D.5 RESPONSES]

Screener D.5 Category: _____ Record approx. percentage _____

Screener D.5 Category: _____ Record approx. percentage _____

Screener D.5 Category: _____ Record approx. percentage _____

[ROUTING: If Screener B2 = Transportation Vehicles and Screener D.7 count is more than 1 response, ask 2.9, otherwise SKIP]

2.9 Thinking of your **[PIPE IN 2.1 or 1.2 response for TRANSPORTATION VEHICLES count]** motor-vehicle related workers at your location, please classify them in the following categories. You can use approximate percentages to categorize them in the technology area where they spend the most time.

[PIPE IN SCREENER D.7 RESPONSES]

Screeners D.7 Category: _____ Record approx. percentage _____

Screeners D.7 Category: _____ Record approx. percentage _____

Screeners D.7 Category: _____ Record approx. percentage _____

[ROUTING: If Screener B2 = Component Parts for Transportation Vehicles and Screener D.8 count is more than 1 response, ask 2.10, otherwise SKIP]

2.10 Thinking of your **[PIPE IN 2.1 or 1.2 response for COMPONENT PARTS count]** component parts workers at your location, please classify them in the following categories. You can use approximate percentages to categorize them in the technology area where they spend the most time.

[PIPE IN SCREENER D.8 RESPONSES]

Screeners D.8 Category: _____ Record approx. percentage _____

Screeners D.8 Category: _____ Record approx. percentage _____

Screeners D.8 Category: _____ Record approx. percentage _____

Demographic questions

2.11 Gender composition

Thinking of your **[Take 1.2 count] [energy/ Screener B2]** employees, how many are:

- a. Men: Record # employees _____
- b. Women: Record # of employees _____
- c. Don't know/Not sure
- d. Refused

[CHECK: 2.11 a+b must = 1.2 count]

[ROUTING: If business location has qualifying energy activities (B1=1) ask 2.12, and continue through rest of Section 2 and all of Section 3]

2.12 Racial/Ethnic composition

2.12A. Availability of race and ethnicity information

You previously reported **[INSERT EMPLOYEE COUNT FROM Q1.2] [PIPE IN ENERGY / SCREENER B2]** employees.

Is race and ethnicity information based on employee self-identification available in this business location's payroll, human resources, or other records for:

1. All of these employees
2. Some of these employees
3. None of these employees
4. Not sure
5. Refused

[Routing:

- If Q2.12A = All or Some, ask Q2.14B.
- If Q2.12A = None, Not sure, or Refused, skip Q2.14B.
- If Q2.12A = None, record that race and ethnicity information was unavailable for all **[INSERT EMPLOYEE COUNT]** employees.]

2.12B. Race and ethnicity of employees

[WEB PROGRAMMING: Show the seven categories in a compact grid. Keep examples visible in smaller text or behind a clearly labeled help link. Do not display a running grand total because the total may legitimately exceed the number of employees.]

Using employee self-identification information in your payroll, human resources, or other records, how many of the **[INSERT EMPLOYEE COUNT] [PIPE IN ENERGY / SCREENER B2]** employees are identified with each of the following race and/or ethnicity categories?

Count an employee in every category shown in your records. For example, if an employee is identified as both Hispanic or Latino and White, include that employee in both counts.

Because an employee may be counted in more than one category, the counts may add to more than **[INSERT EMPLOYEE COUNT]**.

Do not guess or identify employees based on their name, appearance, language, or other characteristics. If exact counts are not readily available, your best estimate based on available records is acceptable.

Race and/or ethnicity category	Number of employees
American Indian or Alaska Native—	_____
Asian—	_____
Black or African American—	_____
Hispanic or Latino—	_____
Middle Eastern or North African—	_____
Native Hawaiian or Pacific Islander—	_____
White—	_____

Information not available in the seven categories

Record status	Number of employees
Recorded only as multiracial, multiethnic, or “two or more races,” but the specific categories are not available	_____
Race and/or ethnicity information is unavailable or cannot be mapped to the categories above	_____
Not sure	
Refused	

[Programming instructions]

- Allow whole numbers from zero through [INSERT EMPLOYEE COUNT] in each field.
- Do not require the seven race and ethnicity counts to add to the employee total.
- Do not display an error if the seven counts add to more than the employee total.
- Do not treat either of the two record-status rows as a race or ethnicity category.
- Do not combine “multiracial or multiethnic” with “Other.”
- Preserve the reported counts before any editing or imputation.

- Record whether the response was based on records covering all employees, some employees, or no employees.
- Do not impute an employee's race or ethnicity from name, address, occupation, geography, or other survey answers.]

2.13 Workforce characteristics

For the next questions, "these employees" means the **[INSERT EMPLOYEE COUNT FROM Q1.2] [PIPE IN ENERGY / SCREENER B2] employees** reported earlier.

Include only employees included in that earlier count. Use payroll, human resources, or other business records when available. If exact counts are not readily available, your best estimate is acceptable.

For veteran status and disability status, report only information available in your organization's records or voluntarily provided by employees. Do not infer these characteristics from an employee's name, appearance, age, job, or other information.

[WEB PROGRAMMING: Show education and age as separate grids. Show each remaining characteristic on a separate screen. Keep a persistent heading such as: "Answer for the [X] [energy sector] employees reported earlier."]

[PROGRAMMING NOTE: Education and age should each add to the employee total because their categories are mutually exclusive. Veteran status, union coverage, and disability must not be added together because the same employee may appear in several of those measures.]

2.14A. Highest level of education

Of these **[INSERT EMPLOYEE COUNT] [PIPE IN EMPLOYEE DESCRIPTION] employees**, how many had each of the following as their highest completed level of education as of **[REFERENCE DATE]**?

Count each employee once.

Highest completed level of education	Number of employees
High school diploma, GED or other high school equivalency, or less	_____
Some college, but no degree or postsecondary certificate	_____
Postsecondary vocational, technical, or academic certificate or diploma, but no associate degree or higher degree	_____
Associate degree	_____

Highest completed level of education	Number of employees
Bachelor's degree or higher	_____
Education information not available	_____
Not sure	
Refused	

[Programming check: The entries should add to [INSERT EMPLOYEE COUNT]]

2.14B. Age Characteristics

Of these [INSERT Q1.2 EMPLOYEE COUNT] [PIPE IN EMPLOYEE DESCRIPTION] **employees**, how many were in each of the following age groups as of [REFERENCE DATE]?

Count each employee once.

Age group	Number of employees
Under age 30	_____
Ages 30 through 54	_____
Age 55 or older	_____
Age information not available	_____
Not sure	
Refused	

[Programming check: The entries should add to [INSERT EMPLOYEE COUNT].]

2.14C. Veteran status

Based on voluntary employee self-identification or information in your organization's records, how many of these [INSERT Q1.2 EMPLOYEE COUNT] [PIPE IN EMPLOYEE DESCRIPTION] **employees** were veterans of the U.S. Armed Forces?

For this question, a veteran is someone who previously served on active duty in the U.S. Armed Forces. Include members of the Reserve or National Guard only if they were called to active duty.

Number of employees: _____

None / Zero

Information not available in organization records

Not sure

Refused

[Programming check: The entries should be less than or equal to [INSERT EMPLOYEE COUNT].]

[HELP TEXT: Do not substitute a count of “protected veterans” if the organization’s records do not identify all veterans.]

2.14D. Union or labor-agreement coverage

How many of these **[INSERT Q1.2 EMPLOYEE COUNT] [PIPE IN EMPLOYEE DESCRIPTION]** employees were represented by a labor union, covered by a collective bargaining agreement, or working under a project labor agreement as of **[REFERENCE DATE]**?

Count each employee once, even if more than one type of representation or agreement applies.

Number of employees: _____

None / Zero

Information not available in organization records

Not sure

Refused

[Programming check: The reported number must be less than or equal to [INSERT EMPLOYEE COUNT].]

2.14E. Disability self-identification

Based on voluntary employee self-identification in your organization’s records, how many of these **[INSERT Q1.2 EMPLOYEE COUNT] [PIPE IN EMPLOYEE DESCRIPTION]** employees had identified themselves as having a disability?

Do not limit your answer to employees who requested or received a workplace accommodation. Do not infer disability status.

Number of employees: _____

None / Zero

Information not collected or not available in organization records

Not sure

Refused

[Programming check: The reported number must be less than or equal to [INSERT EMPLOYEE COUNT].

SECTION 3 – HIRING, RECRUITMENT, AND WORKFORCE DEVELOPMENT NEEDS

Instructions

The next questions ask about hiring and recruitment for the **[PIPE IN ENERGY / SCREENER B2] employees** associated with this business location.

For these questions, include full-time and part-time regular or permanent employees assigned to this location.

Use the 12-month period ending **[REFERENCE DATE]**.

Use payroll, human resources, applicant-tracking, or other business records when available. If exact information is not readily available, your best estimate is acceptable.

3.1 Employees hired

During the 12 months ending **[REFERENCE DATE]**, how many **[PIPE IN ENERGY / SCREENER B2] employees** were added to the payroll at this business location?

Include:

- New employees;
- Rehired employees;
- Employees who transferred to this location from another company location; and
- Employees who were hired and later left during the 12-month period.

Do not include:

- Promotions or transfers within this business location;
- Independent contractors;
- Workers paid by a temporary-help or staffing agency; or
- Consultants or other workers paid by another organization.

Number of employees hired: _____

None / Zero

A number is not available, but an estimate can be provided

Not available separately for these employees

Not sure

Refused

If “an estimate can be provided” is selected:

What is your best estimate?

Estimated number of employees hired: _____

Programming note: If zero employees were hired, do not automatically skip the recruitment questions. The location may have recruited for positions that remained unfilled.

3.2 External recruitment

During the same 12-month period, did this business location actively recruit applicants from outside this location for any **[PIPE IN ENERGY / SCREENER B2] positions**?

Include positions that were filled and positions that remained unfilled.

Active recruiting may include posting a job opening, accepting applications, interviewing candidates, attending job fairs, or using recruiters or employment agencies, or otherwise seeking candidates.

5. Yes
6. No
7. Not sure
8. Refused

Routing

- If Yes, ask 3.3 through 3.6.
- If No, Not sure, or Refused, skip to the next applicable section.

3.3 Overall recruiting difficulty

Overall, how difficult was it to find qualified applicants for the **[PIPE IN EMPLOYEE DESCRIPTION] positions** this business location tried to fill during the 12 months ending **[REFERENCE DATE]**?

1. Very difficult
2. Somewhat difficult
3. Not too difficult
4. Not at all difficult
5. Difficulty varied too much by position to give one answer
6. Not sure
7. Refused

Routing

Ask 3.4 if the response is Very difficult, Somewhat difficult, or Difficulty varied too much by position.

3.4 Positions that were most difficult to fill

Which one or two job titles or occupations were the most difficult for this business location to fill?

Include a position even if it remained unfilled.

Position 1: _____

Position 2, if applicable: _____

No other position

Not sure

Refused

[WEB PROGRAMMING OPTION: When possible, allow respondents to select an occupation reported in the occupation staffing module or enter another job title.]

3.5 Recruitment difficulties by position

[Repeat for each position reported in 3.4.]

Thinking about **[Q3.4 JOB TITLE(S)]**, which of the following made the position difficult to fill?

Select all that apply.

1. Few or no applicants applied
2. Applicants lacked the required occupational or technical skills
3. Applicants lacked a required license, certification, or credential
4. Applicants lacked the required work experience
5. Applicants lacked the required education or training
6. Applicants did not meet work schedule, travel, location, physical, security, or other job requirements
7. Applicants' pay or benefit expectations exceeded what this business location could offer
8. Qualified applicants declined an offer or accepted another job
9. The recruitment or hiring process took longer than expected
10. Another difficulty—specify: _____
11. Not sure
12. Refused

Programming notes

- Allows more than one response.

- Does not include speculative reasons such as retirement, caregiving responsibilities, or leaving the labor force unless the business directly collected that information from applicants.

3.5A Specific qualification or skill

[Ask if 3.5 includes a skills, credential, experience, education, or training response.]

What specific skill, qualification, credential, or type of experience was most difficult to find for **[INSERT JOB TITLE]**?

[OPEN TEXT]

Not sure

Refused

3.6 Prolonged or unfilled openings

During the 12 months ending **[REFERENCE DATE]**, was any **[3.4 JOB TITLE(S)] position** open for 90 days or more or still unfilled at the end of the period?

1. Yes
2. No
3. This business location does not track this information and cannot estimate it
4. Not sure
5. Refused

3.7 You reported [insert 3.1] employees hired at your business location over the last 12 months. Of these [insert 3.1] positions, how many:

- a. Were newly created positions?

Record # of employees _____

- b. Were hired to replace workers due to turnover or retirement?

Record # of employees _____

3.8 Registered Apprenticeship Programs

The next question is about Registered Apprenticeship Programs.

A Registered Apprenticeship Program is an apprenticeship program that has been registered with the U.S. Department of Labor or a State Apprenticeship Agency. These programs combine paid work experience, on-the-job learning, related classroom or technical instruction, mentorship, and a nationally recognized credential.

Of the **[INSERT Q1.2 #]** energy employees who worked at or reported to this business location during the past 12 months, would you estimate that none, a few, some, most, or all employees participated in or completed a Registered Apprenticeship Program?

(if needed) Do not include informal on-the-job training, internships, pre-apprenticeship programs, or other training programs unless they were part of a Registered Apprenticeship Program.

1. None
2. A few
3. Some
4. Most
5. All or almost all
6. Don't know/Not sure
7. Refused

3.9 Workforce partnerships and collaborations

The next question asks about organizations or programs this business location worked with to recruit, hire, train, or retain employees.

Include both formal partnerships, such as a written agreement or contract, and informal collaboration, such as referring applicants, providing training, sharing facilities or instructors, or coordinating workforce programs.

During the 24 months ending **[REFERENCE DATE]**, did this business location work with any of the following organizations or programs to recruit, hire, train, or retain employees?

[WEB INSTRUCTION: Select all that apply.]

1. A federal, state, local, or Tribal government workforce system
2. A community college, technical college, trade school, or vocational school
3. A four-year college or university
4. A private training provider or industry training organization
5. A union-run Registered Apprenticeship Program
6. A non-union Registered Apprenticeship Program
7. Another apprenticeship, earn-and-learn, internship, or work-based learning program
8. A labor union or other labor organization
9. Another workforce organization or program—specify: _____

- 10. This business location did not work with any of these organizations or programs
- 11. Not sure
- 12. Refused

Programming notes

- “This business location did not work with any” is exclusive.
- Do not use the word “partner” without the explanation above.
- Ask about the sampled business location, not partnerships that applied only to another company location.

SECTION 4 — ARTIFICIAL INTELLIGENCE ADOPTION AND USE

The next questions are about artificial intelligence, or AI, used for work at this business location during the six months ending **[REFERENCE DATE]**.

Some questions may be easier for someone familiar with information technology, operations, engineering, digital tools, or workforce planning at this location.

AI0. Respondent knowledge

Are you familiar enough with AI or AI-enabled software and systems used at this business location to answer these questions?

1. Yes
2. Yes, but I may need information from another employee
3. No, another person would be better able to answer
4. Not sure
5. Refused

[WEB ROUTING]

- If AI0 = 2, allow the respondent to save the survey, consult another employee, and return.
- If AI0 = 3, provide an option to forward or assign this section to another knowledgeable employee, if supported by the survey platform.
- Do not require the respondent to restart the survey.

AI definition and location-reporting rule

[WEB INSTRUCTION: Display the first paragraph and location rule. Place the examples and exclusions under “What should I include?”]

For this survey, AI means software or computer systems that can recognize patterns, make predictions or recommendations, understand or generate language, images, or computer code, or otherwise perform tasks that usually require human judgment.

AI1 . AI used in business functions or operations

During the six months ending **[REFERENCE DATE]**, did this business location use AI in any business function, operational process, or energy-related activity?

Include centrally managed AI systems if they were used by employees assigned to this location or supported work performed at this location.

1. Yes
2. No
3. Not sure
4. Refused

Derived variable:

ANY_AI_USE = Yes if AI1A = Yes

AI2. Areas in which AI was used

[Ask if AI1 = Yes.]

During the six months ending **[REFERENCE DATE]**, in which of the following areas did this business location use AI?

[WEB INSTRUCTION: Select all that apply.]

1. **Operations, production, and supply chain activities**, including manufacturing, construction, installation, maintenance, repair, purchasing, transportation, storage, distribution, or logistics
2. **Research, engineering, information technology, and data activities**, including design, modeling, product or process development, software development, cybersecurity, data management, or data analytics
3. **Quality, safety, environmental, legal, or regulatory activities**, including quality control, inspection, permitting, environmental compliance, or other regulatory compliance
4. **Sales and business support activities**, including marketing, customer service, public communications, finance, accounting, strategy, business development, management, administration, human resources, recruiting, staffing, or employee training
5. **Other business function or energy-related activity** — specify: _____

Response options for each:

1. Yes
2. No
3. Not sure
4. Refused

AI3A. Effect on total employment

[Ask if ANY_AI_USE = Yes.]

Overall, what effect, if any, did AI use have on the total number of employees assigned to this business location during the six months ending **[REFERENCE DATE]**?

1. Increased total employment
2. Decreased total employment
3. Did not measurably change total employment
4. Too soon to tell
5. Not enough information to answer for this location
6. Refused

[HELP TEXT: This question asks about the net number of employees, not whether particular employees' tasks changed.]

AI3B. Effects on hiring and employee assignments

[Ask if ANY_AI_USE = Yes.]

During the same six-month period, did AI use lead to any of the following changes in hiring or employee work assignments at this business location?

Select all that apply.

1. Hired employees with AI or related technical skills
2. Reduced hiring for entry-level or junior positions
3. Reduced hiring for other types of positions
4. Changed the skills or experience required for open positions
5. Reassigned current employees to different tasks or roles
6. Other hiring or workforce change — specify: _____
7. AI use did not affect hiring or employee work assignments
8. Too soon to tell
9. Not enough information to answer for this location
10. Refused

Programming notes: “AI use did not affect hiring or employee work assignments” is exclusive. “Too soon to tell” is exclusive. Do not require AI3A and AI3B to indicate the same type of effect. For example, AI may reduce entry-level hiring without changing total employment.

SECTION 5 - OCCUPATION STAFFING MODULE

Introduction

This web module collects the distribution of an establishment's energy-related employees across occupations without asking the respondent to report wages, salaries, benefits, or payroll amounts.

The web instrument will use the current O*NET-SOC occupation list approved for the survey year as a controlled lookup. Respondents using the detailed occupation path will search or browse the controlled list and select only occupations present at the sampled establishment. The staffing grid will display only the occupations selected.

The module uses an adaptive reporting design to reduce burden.

Any respondent who cannot reasonably provide detailed occupation information may switch to the major-group path.

A respondent will report the complete staffing profile at **one level of detail**. The instrument will not require the respondent to report some employees at the detailed occupation level and others at the major-group level.

This specification is for **web implementation**. It is not intended to be presented as a full static occupation list or printed paper questionnaire. See separate document for more details about the web design of this module.

Purpose text

You previously reported that this establishment had **[Q1.2 #]** energy-related employees during **[REFERENCE PERIOD]**.

Please provide your best estimate of how those employees were distributed across occupations.

This section does not ask for wages, salaries, benefits, or payroll amounts. If exact counts are not readily available, approximate percentages are acceptable.

Instructions

Answer only for this establishment:

[ESTABLISHMENT NAME / ADDRESS]

Do not include employees assigned to other company locations.

Report only the **[INSERT Q1.2]** energy-related employees included in the total you reported earlier.

Classify each employee once, based on the employee's primary job duties during **[REFERENCE PERIOD]**, not only the employee's job title.

If an employee performed work in more than one occupation, classify the employee in the occupation requiring the highest level of skill. If there was no clear difference in skill requirements, use the occupation in which the employee spent the most work time.

Include the same full-time and part-time paid employees included in the earlier total.

Do not include owners or partners not on payroll, unpaid family workers, independent contractors, or temporary-help workers not on this establishment's payroll unless they were included in the earlier employee total.

Report headcounts, not full-time-equivalent positions.

Use payroll, human resources, staffing, or project records when available. If exact information is not readily available, provide your best estimate.

Use Other or uncertain only when you cannot reasonably place an employee in one of the available occupations or occupational groups.

5.0A Preferred level of occupational detail

Respondent wording

Which level of occupational detail can you provide most accurately without substantial additional record work?

Detailed occupations

Examples include Mechanical Engineers, Electricians, Industrial Machinery Mechanics, and Customer Service Representatives.

Broader major occupational groups

Examples include Architecture and Engineering Occupations, Construction and Extraction Occupations, Production Occupations, and Office and Administrative Support Occupations.

I need help choosing.

Help text:

Detailed occupations provide more precise information.

Major occupational groups are acceptable and usually take less time when an establishment has many employees or its records do not support detailed occupational classification.

Choose the level that best matches the records available for this establishment. You will report every employee at the selected level and count each employee once.

[Programming: Do not preselect a response. If the respondent selects I need help, display:

"Choose detailed occupations if your records identify employee job duties, job titles, or ONET-SOC codes with enough detail to distinguish specific occupations. Choose major occupational groups if detailed information is not readily available, there are many distinct job types, or preparing a detailed profile would require substantial additional work."

Require the respondent to select one reporting level before continuing.]

5.0B Preferred reporting format

Which format is easiest for you to provide at the selected occupational level?

1. Counts of energy-related employees.
2. Approximate percentages of energy-related employees.
3. I need help determining the best format.

Help text

Counts are usually easiest if you have a staffing roster or employee list.

Percentages are acceptable if the employee distribution is easier to estimate than exact counts.

Whichever format you choose, include all **[Q1.2 worker count]** energy-related employees and count each employee once.

5.1 Prior-year profile

[Programming notes: Display Q6.1 only when a prior-year occupation staffing profile is available.

Display the occupational level of the prior profile:

If current energy-related employment differs from the prior-year total: Retain prior-year percentages when available.

If only prior-year counts are available, convert them to percentages and apply the percentages to the current total as a starting point.

If a respondent changes from detailed occupations to major groups, aggregate the prior detailed occupations into their corresponding major groups before presenting the profile.

[Do not automatically disaggregate a prior major-group profile into detailed occupations.\]](#)

Respondent wording

Last year, this establishment reported the following occupation staffing profile at the [DETAILED OCCUPATION / MAJOR OCCUPATIONAL GROUP] level:

[PREFILLED PROFILE]

Is this profile still approximately correct for [REFERENCE PERIOD]?

1. Yes, use last year's profile.
2. Mostly correct; I will update the occupations or employee distribution that changed.
3. No; I will provide a new profile.
4. **[If prior profile is detailed and Q1.2 worker count is greater than 50]** I would prefer to report broader major occupational groups.
5. Not sure.

Routing

- If Yes, display a review screen and route to Q6.5.
- If Mostly correct, retain the prior reporting level and preload the profile for editing.
- If No, route to Q6.1A.
- If broader major groups are selected, aggregate the prior profile to major groups and allow the respondent to review or revise it.

5.2D. Select detailed occupations

[\[Routing: Display 6.2D when the detailed occupation path is selected or assigned.\]](#)

Respondent wording

Search for each detailed occupation held by the [Q1.2 worker count] energy-related employees at this establishment.

You may search by job title, work activity, keyword, or ONET-SOC code. Select all occupations that apply. You will enter counts or percentages on the next screen.

Classify employees based on their primary job duties. A general job title may match several occupations. Review the occupation descriptions when you are not sure which occupation is the best fit.

Programming Notes

Search box label

"Search job title, work activity, keyword, or ONET-SOC code"

Search must accept:

- Official ONET-SOC occupation titles;
- Common job titles;
- Common abbreviations and acronyms;
- Work activities and duties;
- Search aliases approved for the survey; and
- ONET-SOC codes.

Autocomplete results

Each search result must display:

- Detailed ONET-SOC code;
- Detailed occupation title;
- ONET-SOC major group;
- A short plain-language description;
- View full description; and
- Select occupation.

Do not allow an occupation to be automatically selected based only on a generic or ambiguous job title.

When a search returns several plausible occupations, display:

Compare occupations. Allow the respondent to select up to three occupations for side-by-side comparison.

Full occupation-description panel

The **View full description** control should open an expandable panel or drawer without clearing the search term, selected occupations, or other survey responses.

Display:

1. Detailed ONET-SOC code and official occupation title;
2. Short plain-language summary;
3. Full ONET-SOC occupation definition used for the survey year;
4. Common or illustrative job titles, when available;
5. Illustrative work activities or duties;
6. Related occupations or occupations specifically excluded from the definition, when available;
7. Major group, minor group, and broad occupation; and
8. **Select this occupation** and **Return to search** controls.

The plain-language summary should appear first. The full technical definition may appear under a second expandable heading.

Compare-occupations panel

The comparison view should display up to three candidate occupations side by side, including:

- ONET-SOC code and title;
- Plain-language summary;
- Primary duties;
- Common or illustrative job titles;
- Important exclusions or related occupations; and
- ONET-SOC hierarchy.

The respondent must be able to select an occupation directly from the comparison view.

Selected-occupation roster

As occupations are selected, display a roster below the search control.

ONET-SOC code	Occupation title	Short description	Actions
[AUTO]	[AUTO]	[AUTO]	Review description / Remove
[AUTO]	[AUTO]	[AUTO]	Review description / Remove

Allow the respondent to review a description or remove an occupation before continuing.

Browse by major group

Provide browse-by-major-group navigation for respondents who do not know the exact detailed occupation title.

Selecting a major group should display the detailed occupations within that group. The search function must continue to search the complete detailed occupation list.

Use the major-group list provided under Q2M.

If the respondent cannot find or classify an occupation

Display the following options:

- I could not find one or more occupations.
- I am not sure how to classify one or more employees.
- I would prefer to report broader major occupational groups.

If the first or second option is selected, ask:

"Please enter the job title or briefly describe the work performed."

[ALLOW FREE RESPONSE]

Make the **Other or uncertain** row available in Q3D.

If the third option is selected, display:

"Reporting by major occupational group will replace the detailed occupation selections on this screen. You will still report all [Q1.2 worker count] energy-related employees.

1. Continue to major occupational groups.
2. Return to detailed occupation selection."

If Continue is selected, route to Q2M and set the detailed-to-major fallback flag.

5.2M. Select major occupational groups

Routing: Display Q2M when:

- A respondent with more than 50 energy-related employees selects major groups at Q1A;
- A respondent switches from the detailed path; or
- A prior detailed profile is converted to major groups.

Respondent wording

Select each major occupational group that includes one or more of the **[Q1.2] energy-related employees** at this establishment.

A major occupational group may include many different job types. Use **Review group description** to see a short explanation and examples.

You will enter counts or percentages on the next screen.

Major-group display

Display all active ONET-SOC major groups for the survey year.

Each row should include:

- Major-group code;
- Major-group title;
- **Review group description**; and
- Selection control.

The major-group description should be a concise, survey-authored summary of the types of work included in that group. It should also provide several illustrative detailed occupations. Label the examples as illustrative and not exhaustive.

ONET-SOC major groups

Code	Major occupational group
------	--------------------------

11-0000	Management Occupations
---------	------------------------

13-0000	Business and Financial Operations Occupations
---------	---

15-0000	Computer and Mathematical Occupations
---------	---------------------------------------

17-0000	Architecture and Engineering Occupations
---------	--

19-0000	Life, Physical, and Social Science Occupations
---------	--

21-0000	Community and Social Service Occupations
---------	--

23-0000	Legal Occupations
---------	-------------------

25-0000	Educational Instruction and Library Occupations
---------	---

27-0000	Arts, Design, Entertainment, Sports, and Media Occupations
---------	--

29-0000	Healthcare Practitioners and Technical Occupations
---------	--

31-0000	Healthcare Support Occupations
---------	--------------------------------

33-0000	Protective Service Occupations
---------	--------------------------------

35-0000	Food Preparation and Serving Related Occupations
---------	--

37-0000	Building and Grounds Cleaning and Maintenance Occupations
---------	---

39-0000	Personal Care and Service Occupations
---------	---------------------------------------

41-0000	Sales and Related Occupations
---------	-------------------------------

43-0000	Office and Administrative Support Occupations
---------	---

45-0000	Farming, Fishing, and Forestry Occupations
---------	--

47-0000	Construction and Extraction Occupations
---------	---

49-0000	Installation, Maintenance, and Repair Occupations
---------	---

Code Major occupational group

51-0000 Production Occupations

53-0000 Transportation and Material Moving Occupations

55-0000 Military Specific Occupations

Selected-group roster

Major-group code Major-group title Actions

[AUTO] [AUTO] Review group description / Remove

[AUTO] [AUTO] Review group description / Remove

If the respondent cannot classify one or more employees

Display: "I am not sure which major occupational group includes one or more employees."

If selected, ask:

Please enter the job title or briefly describe the work performed.

[FREE RESPONSE ACCEPTED]

Make the **Other or uncertain major group** row available in Q3M.

5.3D. Detailed occupation staffing profile

You selected the detailed occupations below.

Enter the number or approximate percentage of the **[Q1.2 #] energy-related employees** in each occupation.

Count each employee once.

ONET-SOC code Detailed occupation		Help	Count or percent
[SELECTED ONET-SOC]	[SELECTED TITLE]	Review description	_____
[SELECTED ONET-SOC]	[SELECTED TITLE]	Review description	_____

ONET-SOC code	Detailed occupation	Help	Count or percent
999999	Other or uncertain—employees who could not reasonably be classified above	—	_____

Other or uncertain instruction

Use Other or uncertain only when you cannot reasonably assign an employee to one of the selected detailed occupations after reviewing the available descriptions.

If Other or uncertain is greater than zero, ask:

"What types of jobs are included in Other or uncertain? List the job titles or briefly describe the work performed."

[FREE RESPONSE]

[PROGRAMMING NOTE: Do not ask for the same job descriptions again in Q5 if a response is entered here.]

5.3M. Major-group staffing profile

You selected the major occupational groups below.

Enter the number or approximate percentage of the **[Q1.2 #] energy-related employees** in each group.

Classify each employee once, based on the employee's primary job duties.

Major-group code	Major occupational group	Help	Count or percent
[SELECTED GROUP]	[SELECTED TITLE]	Review group description	_____
[SELECTED GROUP]	[SELECTED TITLE]	Review group description	_____
999998	Other or uncertain—employees who could not reasonably be classified into a major group	—	_____

Programming Note: If Other or uncertain is greater than zero, ask:

What types of jobs are included in Other or uncertain? List the job titles or briefly describe the work performed.

[OPEN TEXT]

Programming Note: Do not ask for the same descriptions again in Q5 if a response is entered here.

5.4. Total check

The entries add to **[AUTO-SUM]**.

The expected total is:

- **[Q1.2 #] energy-related employees**, if counts were reported; or
- **100 percent**, if percentages were reported.

Please select one:

1. The total is correct.
2. The total is approximate but acceptable.
3. I need to revise the occupation entries.
4. The previously reported total number of energy-related employees should be corrected.

PROGRAMMING NOTES: Percentage edit

If percentages total from 99 through 101 percent, accept the response as an allowable rounding difference. Preserve the raw values and scale to 100 percent for analysis if necessary.

If percentages total less than 99 percent or more than 101 percent, do a soft edit with override as described below.

If the respondent continues without correcting and the reported sum is greater than zero calculate scaled percentages:

Scaled percentage = reported percentage × 100 ÷ s

where **s** is the sum of the reported percentages.

Count edit

If counts do not equal X, do a soft edit with override.as described below. If the respondent continues without correcting and the reported sum is greater than zero, calculate a scaled count:

Scaled count = reported count × t ÷ s

where:

- t is the previously reported total number of energy-related employees; and
 s is the sum of the reported occupation counts.

If the sum is zero, do not scale. Retain the raw response and set a total-unresolved flag.

Use a documented rounding rule after scaling counts. Preserve the total by assigning any rounding difference according to a documented largest-remainder or equivalent method.

5.5. Burden and classification feedback

These questions help improve the survey and reduce future reporting burden.

5.5a. Time

About how many minutes did you spend completing this occupation section, not including time spent on other parts of the survey?

_____ minutes

Section 6 – Survey Wrap-up

Thank you for completing the survey. Since it sometimes becomes necessary for the project manager to confirm responses to certain questions, please verify your contact information.

[WEB PROGRAMMING: If pre-filled contact information is available, display it and ask, “Is this information correct?” Allow the respondent to correct any field.]

da. First and Last Name

1. First Name

2. Last name

db. Position

dc. Phone

dd. Email

de. Organization Name

df. Organization Street Address

dg. Organization City

dh. Organization State

di. Organization Zip

Thank you very much for your time.

[PROGRAMMING: RECORD HOW THE SURVEY ENDED:]

1 COMPLETED SURVEY

2 SURVEY SAID THEY DID NOT QUALIFY

3 PARTIAL / RETURN NEEDED

4 REFUSAL

5 SOMETHING ELSE

RECORD THE FINAL SURVEY DISPOSITION.