

From: [Middleton, Brandon](#)
To: [Capoferri, Anita](#)
Subject: RE: Data Call: Preliminary Identification of DOE Schedule F Positions
Date: Monday, December 7, 2020 1:21:00 PM

Anita,

Thanks for our discussion. Here are my numbers for future reference:

513.246.0578 (office)

(b)(6) (cell)

Best,

Brandon

From: Capoferri, Anita <anita.capoferri@hq.doe.gov>
Sent: Monday, December 7, 2020 12:41 PM
To: Middleton, Brandon <Brandon.Middleton@emcbc.doe.gov>
Subject: RE: Data Call: Preliminary Identification of DOE Schedule F Positions

Of course. Feel free to call me when you are read – (b)(6)

Thanks,
Anita

From: Middleton, Brandon [<mailto:Brandon.Middleton@emcbc.doe.gov>]
Sent: Monday, December 07, 2020 12:36 PM
To: Capoferri, Anita <anita.capoferri@hq.doe.gov>
Subject: RE: Data Call: Preliminary Identification of DOE Schedule F Positions

Hi Anita:

Would it be possible to briefly check-in with you on this before I turn the spreadsheet in to Jennifer later today? If you are available, my schedule is open except from 2 to 3.

Thank you in advance.

Brandon Middleton

(b)(6)

From: Capoferri, Anita <anita.capoferri@hq.doe.gov>

Sent: Tuesday, December 1, 2020 11:45 AM

To: Barrow, Lansen C <lansen.barrow@spr.doe.gov>; Durant, James <james.durant@science.doe.gov>; KNOWLES, LUCY M (SRS) <lucy.knowles@srs.gov>; Malie, Susan E <susan.malie@netl.doe.gov>; Middleton, Brandon <Brandon.Middleton@emcbc.doe.gov>; Roy, Mell <mell.roy@rl.doe.gov>; Thress, Don Frederick <don.thress@science.doe.gov>; Trznadel, Reesha (HQ) <reesha.trznadel@hq.doe.gov>; whitete@id.doe.gov; Bremer, John D <bremer@wapa.gov>; Jensen, Mary K <mkjensen@bpa.gov>; Jourolmon, Leon (HQ) <leon.jourolmon@sepa.doe.gov>
Cc: Mendoza, Jennifer (HQ) <jennifer.mendoza@hq.doe.gov>; Park, Charles W. (HQ) <charles.park@hq.doe.gov>
Subject: RE: Data Call: Preliminary Identification of DOE Schedule F Positions

My apologies – for some reason the attachments did not transmit with the original email.

Thanks,
Anita

From: Capoferri, Anita

Sent: Tuesday, December 01, 2020 11:01 AM

To: Barrow, Lansen C <Lansen.barrow@spr.doe.gov>; Durant, James <james.durant@science.doe.gov>; KNOWLES, LUCY M (SRS) <lucy.knowles@srs.gov>; Malie, Susan E <susan.malie@netl.doe.gov>; Middleton, Brandon (EMCBC) <brandon.middleton@emcbc.doe.gov>; Roy, Mell <mell.roy@rl.doe.gov>; Thress, Don Frederick <don.thress@science.doe.gov>; Trznadel, Reesha <Reesha.Trznadel@hq.doe.gov>; whitete@id.doe.gov; Bremer, John <bremer@wapa.gov>; Jensen, Mary K (BPA) - L-7 <mkjensen@bpa.gov>; Jourolmon, Leon <leon.jourolmon@sepa.doe.gov>
Cc: Mendoza, Jennifer <Jennifer.Mendoza@Hq.Doe.Gov>; Park, Charles W. <charles.park@hq.doe.gov>
Subject: Data Call: Preliminary Identification of DOE Schedule F Positions

All –

You may have been contacted by your Human Capital (HC) office to provide assistance in responding to the October 21, Executive Order (EO) 13957, *Creating Schedule F in the Excepted Service*. This EO establishes Schedule F in the excepted service, which will include positions that are of a confidential, policy-determining, policy-making, or policy-advocating character and are not normally subject to a change as a result of a Presidential transition. In order to meet the requirements outlined in EO 13957, DOE is conducting a preliminary review of its positions to determine whether they align with the Schedule F position characteristics. Certain positions [i.e., SES, excepted service (EJ/EK/EN/ER/ET pay plans), and Schedule C] have been excluded from Schedule F.

Each Head of Departmental Element is required to complete a data call listing all the encumbered and vacant positions within their program office, including field offices, and indicate whether and on what basis a position may be included in Schedule F. For your information, HC guidance on the EO and the DOE data call is attached.

To ensure a uniform approach to the characterization of attorney positions and legal offices

Department-wide, please assess your positions and provide the list of potential Schedule F positions within your office through the Office of the General Counsel rather than your respective program office. Please complete the attached electronic spreadsheet and provide it to Jennifer Mendoza by close of business Monday, December 7.

To further guide your review, we have conducted a preliminary review of the GC headquarters offices in light of the EO and HC criteria and GC's mission, which is to provide legal advice, counsel, and support to the Secretary, the Deputy Secretary, and program offices throughout DOE to further Departmental missions.

(b)(5)

If you have any questions on how to complete the spreadsheet please contact Jennifer Mendoza; any other inquiries may be directed to me.

Thanks in advance for your assistance.

Anita

From: [Middleton, Brandon](#)
To: [Mendoza, Jennifer \(HQ\)](#)
Subject: RE: Data Call: Preliminary Identification of DOE Schedule F Positions
Date: Monday, December 7, 2020 7:59:00 PM
Attachments: [CBCOCCGS-15.xlsm](#)

Jennifer:

Please see attached in response to Anita's request. Thank you.

Brandon

From: Capoferri, Anita <anita.capoferri@hq.doe.gov>
Sent: Tuesday, December 1, 2020 11:45 AM
To: Barrow, Lansen C <lansen.barrow@spr.doe.gov>; Durant, James <james.durant@science.doe.gov>; KNOWLES, LUCY M (SRS) <lucy.knowles@srs.gov>; Malie, Susan E <susan.malie@netl.doe.gov>; Middleton, Brandon <Brandon.Middleton@emcbc.doe.gov>; Roy, Mell <mell.roy@rl.doe.gov>; Thress, Don Frederick <don.thress@science.doe.gov>; Trznadel, Reesha (HQ) <reesha.trznadel@hq.doe.gov>; whitete@id.doe.gov; Bremer, John D <bremer@wapa.gov>; Jensen, Mary K <mkjensen@bpa.gov>; Jourolmon, Leon (HQ) <leon.jourolmon@sepa.doe.gov>
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Anita

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