

Verification for the Use of GRS 6.1, Email and other Electronic Messages Managed Under a Capstone Approach

**SECTION A: GENERAL BACKGROUND INFORMATION (GRS 6.1, item 010)**

This section captures general information about the agency and the scope of Capstone implementation. This includes: 1) name of the agency to which this form applies; 2) applicable record group number; 3) documentation on whether the agency will also be applying this GRS to the other types of electronic messages covered in the scope of the GRS; 4) selection of which GRS 6.1 items the agency is proposing to use; and 5) information on implementation scope, such as whether agency-wide or limited to a specific component/office, as well as information on legacy email.

NOTE: One form is required for each unique implementation plan (for example, if implementation is limited to two program offices, but each program office differs in their implementation, one form for each required) and/or per record group (RG) included (for example, a department implementing Capstone on behalf of their components which have separate record group numbers would need to submit one form per component/record group). This ensures that all positions are appropriately identified and documented. As a general rule, each record group will require a separate form.

**THIS SECTION FOR NARA USE ONLY**

Job Number	GRS-6-1-0434-2023-0003
Received Date	04/26/2023
Approval Date (date, name, title)	04/10/2024 Laurence Brewer, Chief Records Officer, NARA

**BELOW TO BE COMPLETED BY SUBMITTING AGENCY**

Name of Agency	Department of Energy
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Record Group Number	0434
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Is there a classified version of this schedule? (select from drop-down menu)	No
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Is this form superseding a previous submission? (select from drop-down menu)	Yes
If so, input job number (GRS 6.1:XXXX-)	GRS-6-1-0434-2017-0001

GRS Implementation Scope. Will the agency also be applying this GRS to other types of electronic messages as defined in the GRS scope? NOTE: See the GRS scope for electronic message inclusions and exclusions. (select from drop-down menu)	Yes
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GRS Items Proposed for Use (select from drop-down menu)	010 and 011 only
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<p><b>Additional Scope Comments.</b> If an agency did not check “all” under the “GRS 6.1 item(s) proposed for use” section, please summarize how other records are to be managed. If applicable, please include in this section all other RGs for which your agency is submitting a separate form (for example, “The department will also be submitting forms for the following additional components: [list of components, with their record group number].”</p>	<p>Please note we will be submitting a separate form for NNSA, EIA, WAPA, SEPA, SWPA and BPA. Email of all non-Capstone officials are managed under Item 011.</p>
<p><b>Cutoff Instruction</b> (select from drop-down menu)</p>	<p>Cutoff at the end of the employee tenure</p>
<p><b>Transfer Instruction</b> (select from drop-down menu) NOTE: All transfer instructions are based on the selected cutoff. For each, the option for transferring email after declassification review (for classified email) is included; for example, an agency that wishes to transfer their unclassified email at 15 years, but their classified email at 25 years (after declassification review), would select "15 yrs or after declass review."</p>	<p>15 yrs or after declass review</p>
<p><b>Legacy Scope.</b> Agencies using this GRS are expected to apply the items being used to all legacy (existing) records. Please provide any general information on legacy records below (for example, “no legacy records exist for this agency, as traditional records management with a print-and-file policy was enforced prior to Capstone adoption” or “agency will be including legacy records for all items being used, dating back to approximately 2010.”)</p>	<p>DOE policy prior to Capstone required employees and contractors to print and file email that were records. The legacy HLO email DOE has for HLOs prior to 2016 is therefore very limited. For any email account users with tenure ending before 2016 implementation of GRS 6.1, we will transfer those accounts under GRS 6.1 item 010 as we become aware of them.</p>

<p><b>Do any of the Capstone officials proposed on this list have accounts on security classified networks or systems?</b> (select from drop-down menu)</p> <p>Yes</p>	
<p><b>Do any of the Capstone officials proposed on this list have secondary or alias accounts, regardless of classification?</b> (select from drop-down menu)</p> <p>Yes</p>	
<p><b>URL to Agency Organization Chart</b></p> <p><a href="https://www.energy.gov/organization-chart">https://www.energy.gov/organization-chart</a></p>	

<p><b>Agency Contact Information</b></p>	
<p><b>Name of Person to Contact with form questions</b></p> <p>Ana Cardoso</p>	<p><b>Phone</b></p> <p>202-586-2054</p>
<p><b>Email</b></p> <p><a href="mailto:ana.cardoso@hq.doe.gov">ana.cardoso@hq.doe.gov</a></p>	

<p><b>Agency Records Officer</b></p>	
<p><b>Name of Agency Records Officer</b></p> <p>Maria Levesque</p>	<p><b>Phone</b></p> <p>202-586-9527</p>
<p><b>Email</b></p> <p><a href="mailto:maria.levesque@hq.doe.gov">maria.levesque@hq.doe.gov</a></p>	<p><b>By checking this box, you certify that you are submitting this form as the Agency Records Officer</b></p> <p><input checked="" type="checkbox"/> Certification</p>

**THIS SHEET AUTO-POPULATES. DO NOT INPUT DATA.**

	<b>Total Positions</b>	<b>Total Accounts</b>
Category 1	1	1
Category 2	10	10
Category 3	44	49
Category 4	3	4
Category 5	9	10
Category 6	42	45
Category 7	31	31
Category 8	18	18
Category 9	1	1
Category 10	53	72
<b>TOTALS</b>	<b>212</b>	<b>241</b>

**Form NA-1005**

**Verification for the Use of GRS 6.1, Email and other Electronic Messages Managed Under a Capstone Approach**

**SECTION B: Electronic Messages**

Those agencies that are also using this GRS for other types of electronic messages must also complete the "Electronic Messages" tab. Specifically, those agencies that selected "yes" for "GRS Implementation Scope" on the "General Information" tab are required to complete that section. If an agency answered "no," then this tab may be skipped.

**SECTION B: List of Capstone Accounts (GRS 6.1, item 010)**

This section captures a listing of all positions or roles that fit into the definitions provided in item 010 of GRS 6.1. This section is broken down to correspond to the ten categories provided under item 010.

Some agencies may not have any positions for certain categories. Please explain why, under each applicable category. (For example, "We do not have any regional administrators" or "These positions are included under another submission" or "all the positions in this category are already covered in other categories.") Please refer to GRS 6.1, the FAQs about GRS 6.1, and the definitions provided within each category of this form for additional information on which positions must be included in a Capstone approach.

This section is required even in instances where only the temporary items (011 and/or 012) are being used, in which case it acts as an exception list. NOTE: the list should be of positions or roles (for example, "Secretary"), not specific individual names, email addresses, or other identifiers (for example, "John Smith" or "John.Smith@agency.gov"). Agencies may summarize or condense specific levels of management, rather than repeat positions. For example, an agency may input one entry for "All Under-Secretaries" with a position total that represents the number of said positions, rather than listing out each specific Under-Secretary.

Each category (1 through 10) as defined by GRS 6.1, item 010, has its own tab within this workbook. Each tab has three parts: Part (a) for ACTIVE positions -- those positions that are to remain as permanent; Part (b) LEGACY RECORDS ONLY positions -- those positions which are no longer permanent from a certain point forward (either because they have been eliminated from the organization, or the duties changed making the position inappropriate for inclusion as permanent in any category), but still have permanent legacy email / electronic messages; and Part (c) for REMOVED positions -- those positions previously approved as permanent, but are now are proposed as temporary for both day-forward and legacy records.

**(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.** List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email / electronic messages, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email / messages, both day-forward and legacy. The "number of positions" will usually be "1," but may be higher for those positions being condensed / rolled-up, such as "all Under Secretaries," or "all Board Members." The "number of accounts" is a total of all accounts for the corresponding "number of positions" -- for example, if there are 2 Under-Secretary positions listed, and each has 3 assigned email accounts, the total accounts for this field would be 6. NOTE: in cases where the agency is also applying the GRS to the other types of electronic messages included in the scope of the GRS, the agency is not required to reflect such in the number of accounts field; NARA acknowledges that this information would be difficult to ascertain for the purposes of this form. This information is more appropriate for inclusion within the transfer paperwork (documentation) required at the time records are transferred to the legal custody of NARA.

NOTATING THE CHANGES: The "Summary of Changes from previous submission" field includes a drop-down list of possible changes that may have occurred since the previous submission. This field helps facilitate review of the new submission by NARA. Please select the scenario that is most appropriate. Most positions being carried forward from a previously approved form can likely be noted as "No change." Other changes may include: number of positions increased / decreased (generally for those position titles that are rolled-up); number of accounts increased / decreased; the title of the position has changed; the position is new to the agency (and thus was not on previously approved forms); the position has been moved from one category to another (for example, a position was approved as Category 2 in a previous submission, but was deemed more appropriate for a different category; or the position has been reappraised as permanent (was not deemed appropriate for inclusion on previously approved forms, but now is). If none of the options apply, please select "other" and be prepared to discuss the changes with your NARA Appraisal Archivist during review of the form.

**(b) PERMANENT LEGACY RECORDS ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records to NARA. Select the most appropriate option from the drop-down list for "Summary of Changes from previous submission." Notate the calendar year that that permanent records for the related position have ceased. This section documents -- in these cases -- that even though the position has been eliminated from the active permanent list, there will still exist legacy permanent records to be managed.



**(c) REMOVED POSITIONS – CHANGE FROM PERMANENT TO TEMPORARY.** This list is for those positions that were approved as permanent on a previous form, but are now proposed as temporary. These are positions now deemed inappropriate for inclusion in any category under GRS 6.1, item 010. In these cases all records covered by the GRS, both day-forward and any existing legacy records, may be managed as temporary upon approval of this form.

**TOTALS.** The "totals" tab of this workbook auto-totals the number of all permanent positions and accounts for each of the 10 category tabs.

**ELECTRONIC MESSAGES:** THIS SECTION IS ONLY REQUIRED FOR THOSE AGENCIES USING GRS 6.1 FOR OTHER TYPES OF ELECTRONIC MESSAGES: SPECIFICALLY, THOSE AGENCIES THAT SELECTED "YES" FOR "GRS IMPLEMENTATION SCOPE" ON THE "GENERAL INFORMATION" TAB.

Below are the three categories of electronic messages included in the scope of GRS 6.1. Please select "yes" if your agency creates any of the message types below. Please consult FAQ #11 for information on what types of messages are covered under each category. **REMINDER: agencies choosing to use this GRS for electronic messages must apply it to all messages the agency creates that are included within the scope of the GRS. The list below is used to indicate which message types the agency creates.**

A: Messages affiliated with email system chat or messaging functions, and where the messages are managed independently from the email. (select "yes" or "no" in the box to the right)	Yes
B: Messages from messaging services provided on mobile devices. (select "yes" or "no" in the box to the right)	Yes
C: Messages from messaging services on third-party applications. (select "yes" or "no" in the box to the right)	Yes

**REQUIRED.** Please provide additional scope comments below. This may include, for example, whether any of the ten categories are not creating any of these records at all; and / or list some examples of the types of records being created. If any of the ten categories are unique in the creation / management of these records, you may notate it here. *Sample statement* : "All positions represented on this form are using general chat / text features affiliated with our email platform; all positions in categories 1 through 4 are using chat features on personal devices; and only those positions in category 10 are using third-party application (SIGNAL)."

All agency live and archived emails in agency email accounts, including commonly available functions of email programs such as calendars/appointments, tasks, notes, voice mail (included with Microsoft Exchange), and chat/instant messages integrated with our email and managed together, including teams chats will be managed using GRS 6.1, Items 010 and 011. This does not include Teams channel messages as those are not managed within our email system.

**Category 1) The head of the agency, such as Secretary, Commissioner, Administrator, Chairman or equivalent.** The very top executive of the agency. For cabinet level agencies, this is typically a Secretary. For independent agencies, and components within cabinet level agencies, this may be a Commissioner, Administrator, Director, or a specialized title (such as "Archivist of the United States"). For other agencies, including Commissions and Boards, this may be a Chairman, Executive Director, a group of Commissioners, Council Members, Board Members, or the equivalent. Most agencies will have one position for this category (although the one position may have multiple accounts); some agencies, such as Commissions and Boards, may have multiple positions in the category. \*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

Add Row

**(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.** List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email / messages, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email / messages, both day-forward and legacy.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Secretary of Energy	1	1	# of accts/positions decreased
<b>TOTALS:</b>	<b>1</b>	<b>1</b>	

**(b) PERMANENT LEGACY RECORDS ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates these records
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>1</b>	<b>1</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE

**Category 2) Principal assistants to the head of the agency (second tier of management), such as Under Secretaries, Assistant Secretaries, Assistant Commissioners, and/or their equivalents; this includes officers of the Armed Forces serving in comparable position(s). Generally the second-tier of management within an agency, this may include Under Secretaries, Assistant Secretaries, Assistant Commissioners, Vice Chairmen, etc. Some agencies may use other terminology, such as "Associate."** The number of positions at this level will vary greatly agency to agency. Some may only have one, such as an Assistant Commissioner, while others may have multiple, such as numerous Assistant Secretaries each with oversight of a specific program, bureau, or line of business within the agency. \*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

Add Row

**(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.** List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email / messages, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email / messages, both day-forward and legacy.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Under Secretary for Infrastructure	1	1	Position is new since last submission
Under Secretary for Science and Innovation	1	1	Title change
Assistant Secretary, Office of Electricity	1	1	Title change
Assistant Secretary, Office of Energy Efficiency and Renewable Energy	1	1	# of accts/positions decreased
Assistant Secretary, Office of International Affairs	1	1	# of accts/positions decreased
Assistant Secretary, Office of Nuclear Energy	1	1	# of accts/positions decreased
Assistant Secretary, Office of Environmental Management	1	1	# of accts/positions decreased
Assistant Secretary, Office of Fossil Energy and Carbon Management	1	1	Title change
Assistant Secretary, Office of Congressional and Intergovernmental Affairs	1	1	# of accts/positions decreased
<b>TOTALS:</b>	<b>9</b>	<b>9</b>	

**(b) PERMANENT LEGACY RECORDS ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates these records
Under Secretary for Management and Performance	1	1	Position removed from organization and legacy email remains permanent.	2017
<b>TOTALS:</b>	<b>1</b>	<b>1</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>10</b>	<b>10</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE

**Category 3) Deputies of all positions in categories 1 and 2, and/or their equivalent(s).** Most of the first- and second-tier executives covered in the first two categories have corresponding deputy position(s) that assist in the daily operations of the agency. This includes Deputy Secretaries, Deputy Commissioners, Deputy Assistant Commissioners, etc. The number of deputy positions will also vary greatly from agency to agency. \*If no positions are identified, please briefly explain why (for example, "Not applicable, no positions in this category exist.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

Add Row

**(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.** List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email / messages, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email / messages, both day-forward and legacy.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Deputy Assistant Secretary for Grid Systems and Components, Office of Electricity	1	1	Title change
Deputy Assistant Secretary for Grid Controls and Communications , Office of Electricity	1	1	Position is new since last submission
Deputy Assistant Secretary for Energy Storage, Office of Electricity	1	1	Position is new since last submission
Principal Deputy Assistant Secretary, Office of Electricity	1	1	Title change
Principal Deputy Assistant Secretary, Office of Energy Efficiency and Renewable Energy	1	1	# of accts/positions decreased
Deputy Assistant Secretary, Office of Transportation, Office of Energy Efficiency and Renewable Energy	1	1	# of accts/positions decreased
Deputy Assistant Secretary, Office of Renewable Energy, Office of Energy Efficiency and Renewable Energy	1	1	Title change
Deputy Assistant Secretary, Office of Energy Efficiency, Office of Energy Efficiency and Renewable Energy	1	1	# of accts/positions decreased
Deputy Assistant Secretary, Office of Operations, Office of Energy Efficiency and Renewable Energy	1	1	# of accts/positions decreased
Principal Deputy Assistant Secretary, Office of International Affairs	1	1	# of accts/positions decreased
Deputy Assistant Secretary for Asia & the Americas, Office of International Affairs	1	1	# of accts/positions decreased
Deputy Assistant Secretary for Office of Multilateral Engagement, Climate, and Market Development, Office of International Affairs	1	1	Title change
Deputy Assistant Secretary for Europe, Eurasia, Africa and the Middle East, Office of International Affairs	1	2	Title change
Deputy Assistant Secretary for Office of Foreign Investment and National Security, and Technology Collaboration, Office of International Affairs	1	2	Position is new since last submission
Deputy Secretary, Department of Energy	1	2	# of accts/positions decreased
Deputy Under Secretary for Infrastructure, Department of Energy	1	1	Position is new since last submission
Deputy Under Secretary for Science and Innovation, Department of Energy	1	1	Title change
Deputy Assistant Secretary for Nuclear Fuel Cycle and Supply Chain, Office of Nuclear Energy	1	1	Title change
Deputy Assistant Secretary for Nuclear Infrastructure Programs, Office of Nuclear Energy	1	1	Title change
Deputy Assistant Secretary for Reactor Fleet and Advanced Reactor Deployment, Office of Nuclear Energy	1	1	Title change
Deputy Assistant Secretary for International Nuclear Energy Policy and Cooperation, Office of Nuclear Energy	1	1	# of accts/positions decreased
Principal Deputy Assistant Secretary, Office of Nuclear Energy	1	1	Position is new since last submission
Deputy Assistant Secretary for Spent Fuel & Waste Disposition, Office of Nuclear Energy	1	1	Position is new since last submission
Principal Deputy Assistant Secretary, Office of Environmental Management	1	1	# of accts/positions decreased
Associate Principal Deputy Assistant Secretary for Corporate Services, Office of Environmental Management	1	1	# of accts/positions decreased
Associate Principal Deputy Assistant Secretary for Field Operations, Office of Environmental Management	1	2	# of accts/positions decreased
Associate Principal Deputy Assistant Secretary for Regulatory and Policy Affairs, Office of Environmental Management	1	1	# of accts/positions decreased
Deputy Assistant Secretary for Safety, Security, and Quality Assurance, Office of Environmental Management	1	1	# of accts/positions decreased
Deputy Assistant Secretary For Waste and Materials Management, Office of Environmental Management	1	1	# of accts/positions decreased
Deputy Assistant Secretary for Acquisition & Project Management, Office of Environmental Management	1	1	Title change
Deputy Assistant Secretary for Resource Management, Office of Environmental Management	1	1	Title change
Principal Deputy Assistant Secretary, Office of Fossil Energy and Carbon Management	1	1	Title change
Deputy Assistant Secretary for Carbon Management, Office of Fossil Energy and Carbon Management	1	1	Title change

Deputy Assistant Secretary for Operations, Office of Fossil Energy and Carbon Management	1	1	Title change
Deputy Assistant Secretary for Resource Sustainability, Office of Fossil Energy and Carbon Management	1	1	Title change
Principal Deputy Assistant Secretary, Office of Congressional and Intergovernmental Affairs	1	1	# of accts/positions decreased
Deputy Assistant Secretary for House Affairs, Office of Congressional and Intergovernmental Affairs	1	1	# of accts/positions decreased
Deputy Assistant Secretary for Senate Affairs, Office of Congressional and Intergovernmental Affairs	1	1	# of accts/positions decreased
Deputy Assistant Secretary for Intergovernmental and External Affairs, Office of Congressional and Intergovernmental Affairs	1	1	# of accts/positions decreased
<b>TOTALS:</b>	<b>39</b>	<b>43</b>	

**(b) PERMANENT LEGACY RECORDS ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates these records
Deputy Assistant Secretary for Electricity Delivery Cybersecurity Research & Development, Office of Electricity	1	2	Position removed from organization and legacy email remains permanent.	2022
Deputy Under Secretary for Management and Performance	1	1	Position removed from organization and legacy email remains	2017
Associate Principal Deputy Assistant Secretary, Office of Nuclear Energy	1	1	Position removed from organization and legacy email remains	2021
Deputy Assistant Secretary for Nuclear Reactor Technologies, Office of Nuclear Energy	1	1	Position removed from organization and legacy email remains	2016
Deputy Assistant for Transmission Permitting & Technical Assistance, Office of Electricity Delivery & Energy	1	1	position removed from organization and legacy email remains	2022
<b>TOTALS:</b>	<b>5</b>	<b>6</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>44</b>	<b>49</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE

**Category 4) Staff assistants to all positions in categories 1 and 2, such as special assistants, confidential assistants, military assistants, and/or aides.** For those senior officials in categories 1 and 2, important work is often carried out by special assistants, confidential assistants, military assistants, aides, executive assistants, etc. They may send email or messages on behalf of senior officials and/or (as an example) their email account contains email closely related to the responsibilities and actions of the senior officials they support. For example, a "special assistant" to the Secretary of Defense, or a "Counselor" to Secretary of Health and Human Services would fall into this category. \*If no positions are identified, please briefly explain why (for example, "Not applicable, no positions in this category exist.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

Add Row

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Supervisory Policy Analyst Office of the Executive Secretariat, Office of Management	1	1	Reappraised as permanent (including legacy)
Management Analyst Office of the Executive Secretariat, Office of Management	1	1	Reappraised as permanent (including legacy)
Senior Writer- Editor Office of the Executive Secretariat, Office of Management	1	2	Reappraised as permanent (including legacy)
<b>TOTALS:</b>	<b>3</b>	<b>4</b>	

**(b) PERMANENT LEGACY RECORDS ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates these records
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>3</b>	<b>4</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE



**Category 5) Principal management positions, such as Chief Operating Officer, Chief Information Officer, and Chief Financial Officer, and/or their equivalent(s).** These positions tend to be those executives who have operational and management responsibilities within an agency, including Chief Operating Officer, Chief Information Officer, Chief Knowledge Officer, Chief Technology Officer, and Chief Financial Officer. These positions are often required by statute or Executive Order, such as, for example, the Chief Financial Officer Act and the Chief Technology Officer Act. For some agencies, these positions may already be covered by other categories. \*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist" or "Not applicable; All positions accounted for in other categories.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

Add Row

**(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.** List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email / messages, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email / messages, both day-forward and legacy.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Chief Operating Officer for Coporate Business Operations, Office of Electricity	1	1	Position is new since last submission
Chief Operating Officer for Corporate Business Operations, Office of Cybersecurity Energy Security & Emergency Response	1	1	Position is new since last submission
Chief Operating Officer, Loan Program Office	1	1	# of accts/positions decreased
Chief Operating Officer, Office of Nuclear Energy	1	1	# of accts/positions decreased
Chief Human Capital Officer	1	1	# of accts/positions decreased
Chief Information Officer	1	2	# of accts/positions decreased
Chief Financial Officer	1	1	# of accts/positions decreased
Chief Risk Officer, Office of the Chief Financial Officer	1	1	Position is new since last submission
Chief Operating Officer, Office of Clean Energy Demonstrations	1	1	Position is new since last submission
<b>TOTALS:</b>	<b>9</b>	<b>10</b>	

**(b) PERMANENT LEGACY RECORDS ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates these records
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>9</b>	<b>10</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE

**Category 6) Directors of significant program offices, and/or their equivalent(s).** Those Directors (or equivalents, such as Executive Directors, Managers, Directorates, or Chiefs) that oversee and manage major program offices, bureaus, or lines of business that support the agency mission. For example, many agencies will have a Director that oversees Congressional and Legislative affairs, or a Director that oversees one specific mission-related program office. For some agencies, these positions may already be covered by other categories. \*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

Add Row

**(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.** List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email / messages, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email / messages, both day-forward and legacy.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Director, Office of Legacy Management	1	1	# of accts/positions decreased
Director, Office of Hearings and Appeals	1	1	# of accts/positions decreased
Director, Office of Environment, Health, Safety and Security	1	1	Change in category designation
Director, Radiological and Environmental Sciences Laboratory (RESL)	1	1	# of accts/positions decreased
Director, Office of Enterprise Assessments	1	1	# of accts/positions decreased
Director, Office of Advanced Research Projects Agency- Energy	1	1	# of accts/positions decreased
Director, Office of Cybersecurity Energy Security & Emergency Response	1	2	Title change
Executive Director, Loan Program Office	1	1	Title change
Director, Office of Intelligence and Counterintelligence	1	2	No change
Director, Office of Small and Disadvantaged Business Utilization	1	1	# of accts/positions decreased
Director, Office of Public Affairs	1	1	# of accts/positions decreased
Director, Office of Management	1	1	# of accts/positions decreased
Director Office of Administration, Office of Management	1	1	Reappraised as permanent (including legacy)
Safety and Occupational Health Manager, Office of Management	1	1	Reappraised as permanent (including legacy)
Director Office of Logistic and Facility Operations, Office of Management	1	1	Reappraised as permanent (including legacy)
Director Office of Acquisition Management/ Senior Procurement Executive, Office of Management	1	1	Reappraised as permanent (including legacy)
Director Office of the Executive Secretariat, Office of Management	1	1	Reappraised as permanent (including legacy)
Director of the Office of Infrastructure Management, Office of Environmental Management	1	1	Position is new since last submission
Director of the Office of Regulatory Intergovernmental and Stakeholder Engagement, Office of Environmental Management	1	1	Position is new since last submission
Director of the Office of Technology Development , Office of Environmental Management	1	1	Position is new since last submission
Director of the Office of the Chief Engineer, Office of Environmental Management	1	1	Position is new since last submission
Director Office of Communications, Office of Environmental Management	1	1	Position is new since last submission
Director, National Energy Technology Laboratory	1	1	# of accts/positions decreased
Director, Environmental Management Consolidated Business Center	1	1	# of accts/positions decreased
Director, Energy Technology Engineering Center, Office of Environmental Management	1	1	Reappraised as permanent (including legacy)
Director, Office of Project Management	1	1	Title change
Director of Budget, Office of the Chief Financial Officer	1	1	Reappraised as permanent (including legacy)
Director, Office of Clean Energy Demonstrations	1	1	Position is new since last submission
Director, Office of Economic Impact and Diversity	1	1	# of accts/positions decreased
Director, Office of Indian Energy Policy and Programs	1	1	# of accts/positions decreased
Director, Federal Energy Management Program	1	1	Position is new since last submission
Director, Manufacturing and Energy Supply Chain	1	1	Position is new since last submission
Director, Office of State and Community Energy Programs	1	1	Position is new since last submission
Director, Office of National Environmental Policy and Compliance (NEPA)	1	1	Position is new since last submission
Director, Artificial Intelligence and Technology Office	1	1	Position is new since last submission
Director, Office of Science	1	1	# of accts/positions decreased
Manager, Science Consolidated Service Center	1	1	Title change
Director, Office of Technology Transitions	1	1	# of accts/positions decreased
Director, Grid Deployment Office	1	1	Position is new since last submission
Director, Office of Policy	1	1	Title change
<b>TOTALS:</b>	<b>40</b>	<b>42</b>	

**(b) PERMANENT LEGACY RECORDS ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates these records
Director, Human Capital Management	1	1	Position removed from organization and legacy email remains permanent.	2022
Manager, Office of River Protection	1	2	Position removed from organization and legacy email remains	2023
<b>TOTALS:</b>	<b>2</b>	<b>3</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>42</b>	<b>45</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE
Manager, Oak Ridge Site Office

**Category 7) Principal regional officials, such as Regional Administrators, and/or their equivalent(s).** Those agencies with a regional structure must include the accounts of principal regional officials. For most agencies with a regional presence this will be limited to Regional Administrators, or those officials who are responsible for the management and operations of specific regional areas (e.g., an agency that has 10 regions to carry out mission-critical activities would include those 10 Regional Administrators). It does not pertain to the heads of individual offices within regions, such as, but not limited to, customer service centers, processing centers, or administrative offices that conduct routine activities (e.g., passport offices, or Social Security claims processing offices). \*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist" or "Agency has no regional presence with these types of positions.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

Add Row

**(a) ACTIVE PERMANENT POSITIONS, DAY-FORWARD AND LEGACY.** List ALL those positions that: 1) have not changed since any previously approved submission; 2) are new to this category, either because the position is new to the agency, the position has been reappraised as having permanent email / messages, or this is the agency's first submission; 3) have been changed in regard to position title, number of accounts, and/or number of positions; or 4) are being moved from another permanent category to this one. This section will include all roles and positions that have permanent email / messages, both day-forward and legacy.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Manager, Hanford Field Office	1	1	Position is new since last submission
Manager (Director), Idaho Operations Office	1	1	# of accts/positions decreased
Manager, Idaho Cleanup Project	1	1	Reappraised as permanent (including legacy)
Chief Financial Officer, Idaho Operations Office	1	1	Reappraised as permanent (including legacy)
Director, Golden Field Office	1	1	# of accts/positions decreased
Manager, Carlsbad Field Office	1	1	# of accts/positions decreased
Manager Savannah River Operations Office	1	1	# of accts/positions decreased
Manager, Los Alamos Field Office (EM-LA)	1	1	# of accts/positions decreased
Manager, Oak Ridge Office of Environmental Management	1	1	# of accts/positions decreased
Portsmouth Site Lead	1	1	Reappraised as permanent (including legacy)
Paducah Site Lead	1	1	Reappraised as permanent (including legacy)
Director, Savannah River National Laboratory	1	1	Title change
Manager, Portsmouth/ Paducah Project Office	1	1	# of accts/positions decreased
Manager, Ames Site Office	1	1	Change in category designation
Manager, Argonne Site Office	1	1	# of accts/positions decreased
Manager, Brookhaven Site Office	1	1	# of accts/positions decreased
Manager, Fermi Site Office	1	1	# of accts/positions decreased
Manager, Berkeley Site Office	1	1	# of accts/positions decreased
Manager, Oak Ridge National Laboratory (ORNL) Site Office	1	1	Position is new since last submission
Director, Oak Ridge Institute for Science and Education	1	1	# of accts/positions decreased
Manager, Princeton Site Office	1	1	Change in category designation
Manager, Pacific Northwest Site Office	1	1	# of accts/positions decreased
Director, Arctic Energy Office	1	1	Position is new since last submission
Manager, Thomas Jefferson Site Office	1	1	# of accts/positions decreased
Director, West Valley Demonstration Project Office	1	1	Title change
Director, Environmental Management Consolidated Business Center - New York Office	1	1	Change in category designation
Manager, Environmental Management Nevada Office	1	1	Reappraised as permanent (including legacy)
Manager, SLAC Site Office	1	1	# of accts/positions decreased
Director, MOAB	1	1	Reappraised as permanent (including legacy)
Manager, Chicago Office	1	1	Change in category designation
<b>TOTALS:</b>	<b>30</b>	<b>30</b>	

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates these records
Manager, Richland Operations Office	1	1	Position removed from organization and legacy email remains permanent.	2023
<b>TOTALS:</b>	<b>1</b>	<b>1</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>31</b>	<b>31</b>		

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POSITION TITLE / ROLE

**Category 8) Roles or positions that routinely and directly advise the above positions, including special advisers, General Counsels, Chiefs of Staff, Inspectors General, etc.** Many management positions routinely provide advice and oversight to the agency in the course of daily business, and are involved in mission related policy formulation, implementation, and/or interpretation. This may include general program oversight, legal protection and oversight, and daily operations and management. For most agencies this will include General Counsels, Chiefs of Staff, Inspectors General and special advisers (such as "Policy Advisors") within the top tiers of the agency. This does not include those that advise on purely administrative issues. For example, a Chief of Staff within a lower tier of the agency would not be included in this category. \*If no positions are identified, please briefly explain why (for example, "Not applicable; no positions in this category exist.")

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Chief Counsel, Idaho Operations Office	1	1	Reappraised as permanent (including legacy)
Chief of Staff, Office of Electricity	1	1	Reappraised as permanent (including legacy)
Chief of Staff, Office of Energy Efficiency and Renewable Energy	1	1	# of accts/positions decreased
Chief of Staff, Office of Cybersecurity Energy Security & Emergency Response	1	1	Position is new since last submission
Chief of Staff, Office of Management	1	1	# of accts/positions decreased
Chief of Staff, Office of the Secretary	1	1	# of accts/positions decreased
Chief of Staff Office of the Deputy Secretary	1	1	# of accts/positions decreased
Chief of Staff Office of the Under Secretary for Science and Innovation	1	1	Title change
Chief of Staff Office of the Under Secretary for Infrastructure	1	1	Position is new since last submission
Chief of Staff, Office of Nuclear Energy	1	1	Reappraised as permanent (including legacy)
Chief of Staff, Office of Fossil Energy and Carbon Management	1	1	Title change
Chief of Staff, Office of Environmental Management	1	1	# of accts/positions decreased
Chief of Staff, Office of Clean Energy Demonstrations	1	1	Position is new since last submission
Chief of Staff, Office of Economic Impact and Diversity	1	1	Reappraised as permanent (including legacy)
General Counsel	1	1	# of accts/positions decreased
Inspector General	1	1	# of accts/positions decreased
Chief of Staff, Grid Deployment Office	1	1	Position is new since last submission
Chief of Staff, Office of Intelligence and Counterintelligence	1	1	Reappraised as permanent (including legacy)
<b>TOTALS:</b>	<b>18</b>	<b>18</b>	

**(b) PERMANENT LEGACY RECORDS ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates these records
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>18</b>	<b>18</b>		

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POSITION TITLE / ROLE



**Category 9) Roles and positions not represented above and filled by Presidential Appointment with Senate Confirmation (PAS positions).** This category is a catch all for any position that was filled by Presidential Appointment with Senate Confirmation (PAS) but not represented in any of the other categories. For most agencies the PAS positions will already be captured in categories 1 through 8, and no other PAS positions will need to be identified. \*If no positions are identified, please briefly explain why (for example, "Not applicable; all PAS positions accounted for in other categories.")

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Political Special Advisor Appointee, Office of Economic Impact and Diversity	1	1	# of accts/positions decreased
<b>TOTALS:</b>	<b>1</b>	<b>1</b>	

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates these records
<b>TOTALS:</b>	<b>0</b>	<b>0</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>1</b>	<b>1</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE

**CATEGORY 10) Additional roles and positions that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance.** These represent roles, positions, and/or programs within the agency that predominantly create permanent records related to mission critical functions or policy decisions and/or are of historical significance. This category is for those roles and positions that are appropriate for permanent retention, but not captured in the other nine (9) categories.

NOTE: To add additional rows to any section below, click the "Add Row" button to the right; you will be prompted to input the row number where you would like row(s) to be added BELOW the selected row. You will then be prompted to input the number of additional rows you would like added.

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POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)
Deputy Director, Office of Hearings and Appeals	1	1	# of accts/positions decreased
Deputy Director, Office of Legacy Management	1	1	# of accts/positions decreased
Deputy Inspector General	1	1	Reappraised as permanent (including legacy)
Deputy Director for Environment, Health and Safety, Office of Environment, Health, Safety and Security	1	1	Change in category designation
Deputy Director for Security, Office of Environment, Health, Safety and Security	1	1	Change in category designation
Deputy Manager, Nuclear Energy Facilities & Operations, Idaho Operations Office	1	1	Reappraised as permanent (including legacy)
Deputy Manager, Idaho Cleanup Project	1	1	Reappraised as permanent (including legacy)
Deputy Director, Office of Enterprise Assessments	1	2	# of accts/positions decreased
Deputy Director for Technology, Office of Advanced Research Projects Agency- Energy	1	1	# of accts/positions decreased
Deputy Director for Operations, Office of Advanced Research Projects Agency- Energy	1	1	# of accts/positions decreased
Deputy Director for Commercialization, Office of Advanced Research Projects Agency- Energy	1	1	# of accts/positions decreased
Deputy Director of Risk Management Tools and Technologies, Office of Cybersecurity & Emergency Response	1	2	Position is new since last submission
Deputy Director of Response & Restoration, Office of Cybersecurity & Emergency Response	1	2	Change in category designation
Deputy Director of Preparedness, Policy and Risk Analysis, Office of Cybersecurity & Emergency Response	1	2	Position is new since last submission
Deputy Director of the Office of Petroleum Reserves, Office of Cybersecurity & Emergency Response	1	1	Change in category designation
Principal Deputy Director, Office of Cybersecurity & Emergency Response	1	1	Position is new since last submission
Deputy Director, Loan Program Office	1	1	Position is new since last submission
Deputy Director, Office of Small and Disadvantaged Business Utilization	1	1	# of accts/positions decreased
Deputy Director, Office of Public Affairs	1	1	# of accts/positions decreased
Deputy Director Office of the Executive Secretariat, Office of Management	1	1	Reappraised as permanent (including legacy)
Deputy Chief Human Capital Officer	1	1	# of accts/positions decreased
Deputy Director, Savannah River Operations Office	1	1	Reappraised as permanent (including legacy)
Deputy Manager, Office of Portsmouth/Paducah Project	1	1	Reappraised as permanent (including legacy)
Deputy Director, Environmental Management Consolidated Business Center	1	1	Reappraised as permanent (including legacy)
Deputy Manager, Oak Ridge Office of Environmental Management	1	1	Reappraised as permanent (including legacy)
Principal Deputy Chief Information Officer	1	1	Position is new since last submission
Deputy Director, Office of Project Management	1	1	Title change
Deputy Chief Financial Officer	1	1	# of accts/positions decreased
Principal Deputy Director, Office of Clean Energy Demonstrations	1	1	Position is new since last submission
Principal Deputy Director, Office of Economic Impact and Diversity	1	1	# of accts/positions decreased
Deputy Director for Civil Rights & EEO, Office of Economic Impact and Diversity	1	1	Reappraised as permanent (including legacy)
Deputy Director, Office of Indian Energy Policy and Programs	1	1	# of accts/positions decreased
Deputy Director, Office of Energy Justice Policy and Analysis, Office of Economic Impact and Diversity	1	1	Reappraised as permanent (including legacy)
Deputy Director of Grid Modernization, Grid Deployment Office	1	1	Position is new since last submission
Deputy Director for Business Operations, Office of Environment, Health, Safety and Security	1	1	Position is new since last submission

Principal Deputy Director of Support Divisions, Office of Intelligence and Counterintelligence	1	2	Position is new since last submission
Deputy Chief Operating Officer, Office of Economic Diversity and Impact	1	1	Position is new since last submission
Associate Deputy Director for Strategic Intelligence Partnerships (SIPP), Office of Intelligence and Counterintelligence	1	2	Position is new since last submission
Deputy Director of Intelligence Analysis Directorate, Office of Intelligence and Counterintelligence	1	2	Reappraised as permanent (including legacy)
Deputy Director of Counterintelligence Directorate, Office of Intelligence and Counterintelligence	1	2	Reappraised as permanent (including legacy)
Deputy Director of Cyber Intelligence Directorate, Office of Intelligence and Counterintelligence	1	2	Reappraised as permanent (including legacy)
Deputy Director for Operations, Office of Science	1	1	Title change
Deputy Director for Science Programs, Office of Science	1	1	# of accts/positions decreased
Principal Deputy Director, Office of Policy	1	1	Title change
Deputy General Counsel	1	1	# of accts/positions decreased
Principal Deputy Director, Grid Deployment Office	1	1	Position is new since last submission
Deputy Director for Business Operations, Grid Deployment Office	1	1	Position is new since last submission
Deputy Director of Generation Credits, Grid Deployment Office	1	1	Position is new since last submission
Deputy Director of Transmission, Grid Deployment Office	1	1	Position is new since last submission
Deputy Director of Puerto Rico Grid Modernization, Grid Deployment Office	1	1	Position is new since last submission
High Level Officials Group Mailboxes		10	
<b>TOTALS:</b>	<b>50</b>	<b>69</b>	

**(b) PERMANENT LEGACY RECORDS ONLY.** List ALL positions that: 1) no longer exist (have been eliminated from the agency) but still have legacy records that need to be managed as permanent; or 2) are being reappraised as temporary for a certain date forward, but legacy records will remain permanent. This section will include all roles and positions that have legacy permanent records to manage, but no permanent records from a certain date forward. Roles / positions in this section may be dropped from this form after the final transfer of all permanent legacy records to NARA.

POSITION TITLE / ROLE	Number of Positions	Number of Accounts	Summary of Changes from previous submission (select from drop-down menu)	Calendar year position eliminated from agency or no longer creates these records
Principal Deputy Chief Information Officer for Cyber	1	1	Position removed from organization and legacy email remains permanent.	2017
Deputy Chief Information Officer for Information Resource Management	1	1	Position removed from organization and legacy email remains	2017
Deputy Director for Resource Management, Office of Science	1	1	Position removed from organization and legacy email remains	2020
<b>TOTALS:</b>	<b>3</b>	<b>3</b>		
<b>TOTALS OF SECTIONS A and B (all Position titles / Roles with permanent email / messages)</b>	<b>53</b>	<b>72</b>		

**(c) REMOVED POSITIONS - CHANGE FROM PERMANENT TO TEMPORARY.** List ALL positions that: 1) have been REMOVED from this category due to being reappraised as temporary since the last form NA-1005 submission, so that both day-forward and legacy records will be temporary. This section will include all roles and positions that were on previously approved forms as permanent, but have NO permanent email / messages, whether day-forward or legacy. These positions should only be listed on the submission that provides notification of the change from permanent to temporary; they may be removed from future submissions.

POSITION TITLE / ROLE