***Contractor FTE Organization Chart (Jan 2024)***

***Purpose***

The purpose of the Contract Organization Chart is to provide NETL management with data relative to the number of Contractor Full-Time Equivalent (FTE) employees assigned to each NETL organization they are supporting within a contract. This report will be used by Federal officials as an information source and project management tool on the distribution of contractor resources allocated to NETL organizations.

***ANNUAL CONTRACT REPORTING REQUIREMENT***

As per contract reporting requirements, all NETL site support contractors are to submit their contract's FTE Organization Chart deliverable on an annual basis no later than November 30 using the Contractor FTE Organization Chart Excel template. FTE allocation should be derived from the contractor’s CMR report ending September 30 and based on a current snapshot of FTE assignments supporting various NETL organizations.

Your report should include all FTEs assigned to the Prime Contractor and Prime Participants/First-Tier Subcontractors. Indirect FTEs should be included in your submission using Org Code 000. If an employee's work is split between multiple NETL divisions, separate FTE entries will be required for that employee. Be sure that each employee’s total FTE allocation is no more than 1.0 FTE per person. Your completed report should be returned via e-mail to your Contract COR.

***FORM***

An Excel workbook (89243321RFE000050-ContractOrgChart.xlsx) has been included as a sample template in Part III, Section J. The following is the suggested format for submission of this report.

***INSTRUCTIONS***

Detailed guidance for completing the contractor’s annual FTE Organization Chart Excel template is provided below and will be included in the workbook mailing.

|  |  |
| --- | --- |
| **Item** | **Description** |
| **1** | **Submittal Date:** Enter the submission date of the report. |
| **2** | **Source Document:** Enter the source document used for obtaining the data (this should reflect information from the October CMR/invoice submission). |
| **3** | **Submitted by:** Enter the name and phone number of the individual authorized to submit the report. |
| **4** | **Contract:** **Select from the drop-down menu** to enter the official contract number *(i.e., 23CFE000041).* Note: The full name of the contract will be displayed in the cell adjacent to the contract number. |
| **5** | **NETL Org ID:** **Select from the drop-down menu** to enter the current NETL organizational code that the employee supports *(i.e., 1130, 2400, 2334, etc.).* If the employee supports more than one NETL organization, then multiple entries for a single employee will be required. All Indirect FTEs should be coded as “000”. This column is formatted as a TEXT column. |
| **6** | **NETL Organization Name *(Not for contractor data input):*** When the contractor selects ‘Org ID’, a formula will automatically display the corresponding ‘NETL Organization Name’. Check for accuracy. |
| **7** | **Contract Labor Category:** Enter the appropriate contract labor category of the Employee *(i.e., Scientist 4, General Clerk 2, etc.).* |
| **8** | **Last Name Employee:** Enter the full last name of the Employee (letters only). Last names should **NOT** be in all capital letters. Any employees who also work for more than one NETL organization shall be listed with FTE allocations on separate rows. |
| **9** | **First Initial Employee:** Enter the first initial of the employee (no period). For employees with identical last names and first initial, include the second letter of the first name. For employees with identical last names and first two initials, include the third letter of the first name. If an employee works for more than one contractor, include the employee’s entire first name. Do NOT use all capitals.  Examples: Smith, J - or - Smith, Jo - or - Or Smith, Joh |
| **10** | **Employee PTS# *(optional):*** A current PTS report will be run as of September 30 and provided with the template. If available, enter the employee’s NETL Personnel Tracking System (PTS) number. If the PTS# is not available for selection, this field can be left blank. |
| **11** | **Company Code No:** **Select the assigned company number (associated with the prime contractor or 1st-Tiered Subcontractor) from the drop-down menu, which is linked to the ‘FTE Lookup’ tab listing**. If other companies need to be added to the drop-down menu, contractors may update the ‘Company Key tab’ list as needed. The Company Code # will consist of the contract acronym (alpha characters), hyphens, and numerals in ascending sequence: Contract Abbreviation and Company name. See additional instructions on the Company Key worksheet. |
| **12** | **FTE Allocation:** Enter the FTE percentage allocated to the specific NETL Organization where the employee actually performs the work. Employees should only be listed once for each NETL organization. Use two (2) decimal places only. An employee may have multiple entries, but the total FTE value should not exceed 1.00 FTE. |
| **13** | **Location:**  **Select from the drop-down menu** to enter the employee’s principal place of duty from the following NETL or Offsite work locations only:  A = Albany, OR  AK = Alaska  P = Pittsburgh, PA  M = Morgantown, WV  H = Houston, TX  R-LO = Remote Locality  R-US = Remote US |
| **14** | **NETL Labor Support Area: Select the appropriate NETL Labor Support Area where the employee provides primary support from the drop-down menu as defined below:**   * **Research/Technical Management:** Supervisors involved in Research or Technical areas * **Operations Management:** Supervisors in other areas (other than research and technical areas) such as site operations, business management, computer systems, communications, ESHQ, facilities operations, HR, legal, tech transfer, strategic planning, etc. * **Technical Research Staff:** Non-management staff who serve as Researchers, Scientists, or Engineers (to include Computational Science disciplines). * **Operations Support Staff:** Non-management staff who serve in support roles. * **Graduate Technical Student:** Post-baccalaureate students enrolled in an accredited graduate degree program focused on scientific fields. * **Graduate Non-Technical Student:** Post-baccalaureate students enrolled in an accredited graduate degree program in non-scientific fields. * **Undergraduate Technical Student:** Post-high school students enrolled in an accredited baccalaureate degree program focused on scientific fields. * **Undergraduate Non-Technical Student:** Post-high school students enrolled in an accredited baccalaureate degree program in non-scientific fields. * **Post-doctoral Student:** Recent PhDs conducting scientific research under the guidance of a Scientist or Faculty member – typically considered a “trainee” position. |
| **15** | **S&T Core Competency:** **This item is required ONLY for employees who are designated ‘Research/Technical Management' or 'Technical Research Staff' as described above in Item 14-NETL Labor Support Area.** For these employee(s), please complete Skill Set Alignment worksheet (blue tab) to select the appropriate Core Competency from the categories outlined below: **(***Note: If the employee supports a Core Competency for more than one NETL organizational entity, then up to two entries may be provided. Total FTE for an employee should not exceed 1.0.***):**   * **2300-RIC-Top Box** * **2310-Geological & Environmental Systems:** Geochemistry; Reservoir Engineering; Geo-analysis & Monitoring. * **2320-Materials Engineering & Manufacturing:** Functional Materials; Structural Materials; Materials Characterization. * **2330-Energy Conversion Engineering:** Thermal Sciences; Innovative Energy & Water Processes; Reaction Engineering. * **2340-Strategic Systems Analysis & Engineering:** Energy Process Analysis; Process Systems Engineering; Energy Systems Analysis; Energy Markets Analysis. * **2350-Computational Science & Engineering:** Computational Materials Engineering; Computational Device Engineering; HPC, Data Analytics & Network. * **2360-Research Planning & Delivery:** Project Management; Business Mgmt and Agreements; Administrative Support. * **2370-Research Partnership & Technology Transfer** |
| **16** | **S&T Competency Skill Set Alignment*:*** If Applicable (*Additional information required ONLY for Research-related Personnel*).  If prompted in Column **L**, please go to the Blue Tab – ‘**Skill Set Alignment**’ worksheet to provide additional information on employees who are designated ‘Research/Technical Management’ or ‘Technical Research Staff’ (per Item 14 – NETL Labor Support Area).  Enter the FTE’s name and up to 3 NETL skill sets that the employee possesses using the following rankings:   * 1 = Best Alignment * 2 = Moderate Alignment * 3 – Weakest Alignment |
| **17** | **GRAND TOTAL all locations (*Not for contractor input*):** A formula has been provided to automatically all FTE allocations. |

***Supplemental Instructions***

* Verify data:

Is the information valid?

Eliminate positions that are duplicates.

The employee has not been separated or on extended leave.

Check spelling.

* Contractors should not overwrite columns with drop-down menus or formulas. The template includes formulas for hundreds of rows. However, the contractor should ensure that the formula is accurate if it is necessary to insert additional rows.
* Prime contractors and prime participants/First-tier subcontractors should be included in the submittal.
* Enter the number of FTEs charged against a specific NETL organization code. Any essential Indirect FTEs that provide support to the contract in its entirety (not a specific organization) should be coded as “000”. If the FTE is split between NETL organizations, separate entries will be required for each designation. Be sure the employee’s FTE value totals to the correct FTE allocation.
* **DO** submit data for an employee on extended leave.

***Avoid***

* Avoid duplicate entries.
* An employee should only be listed once per NETL Code #.
* Total FTE allocation(s) per employee cannot exceed 1 FTE.