



Department of Energy
Southwestern Power Administration
One West Third Street
Tulsa, Oklahoma 74103-3502

October 27, 2011

Ms. Pam Bland
10820 S. 36th West Avenue
Sapulpa, OK 74066

RE: SWPA-2012-00078-F

Dear Ms. Bland:

This is in response to the request for documents that you sent to the Southwestern Power Administration under the Freedom of Information Act (FOIA), 5 U.S.C. § 522. Specifically you requested copies of the document that 1) Provide the regulation that requires employees to carry a leave balance, 2) Provide the number of employees within the Division of Acquisition and Facilities Services that were on Leave Restrictions from FY 2009 – FY 2011. No names required, just numbers per year, 3) Provide the number of employees within the Division of Acquisition and Facilities Services that leave usage percentages are compiled for FY 2010-FY2011. No names are required, just numbers per year, and 4) Provide leave usage percentages for all employees within the Division of Acquisition and Facilities Services for FY2010-FY2011. No names are required, just percentages per employee per year. You also included an agreement to pay all applicable fees.

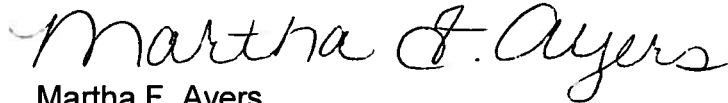
1. There are no documents to provide that require employees to carry a leave balance.
2. One.
3. One
- 4.

Time Period Reviewed	Days Available to Work	Days With Leave Taken	% Days With Leave Taken	Hours Available to Work	Hours of Leave Taken	% Hours Leave Taken
12/06/09 – 09/11/10	177	60	33.8%	1416	279.5	19.7%
10/01/10 – 05/20/11	138	51	36.9%	1104	257	23.2%

You may challenge the determination to withhold information by submitting a written appeal to the Director, Office of Hearings and Appeals, at HG-1/L'Enfant Plaza Building, U.S. DOE, 1000 Independence Avenue, SW, Washington, DC 20585-1615. You should submit the appeal within 30 calendar days of receipt of this determination.

The written appeal, including the envelope, must clearly indicate that a FOIA appeal is being made. The appeal must contain all of the elements required by 10 C.F.R. § 1004.8. Judicial review will thereafter be available (1) in the district where you reside; (2) in the district where you have your principle place of business; (3) in the district where the records are located; or (4) in the District of Columbia.

This response required less than 2 hours of search and review time and required less than 100 pages of reproduction. Therefore, no charges will be assessed. 10 C.F.R. § 1004.9.

A handwritten signature in cursive script that reads "Martha F. Ayers".

Martha F. Ayers
Freedom of Information Act Officer