

memorandum

DATE: February 7, 2003

REPLY TO

ATTN OF: M-1:Boyd

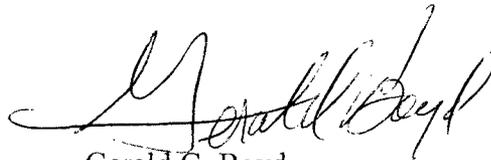
SUBJECT: **FUNDING CONSTRAINTS**

TO: All ORO Employees

Due to the current funding constraints with the continuing resolution, employee training and education will be limited to only those programs that are required for position-specific qualifications (e.g., Facility Representative training, Technical Qualifications Program, Career Acquisition Development Program) and/or site access requirements (e.g., GET, Radiological Worker, HAZWOPER). This criteria also applies to previously authorized training that has not yet occurred. Any exceptions to this will be reviewed on a case by case basis by the cognizant Assistant Manager.

Also, all travel and discretionary spending is to be limited to mission critical needs until the Department receives an appropriation. We will reevaluate travel allocations at that time. Mission critical travel and discretionary spending requirements will be approved at the Assistant Manager's level after it is discussed and authorized by the corporate group of Senior Managers and myself during our Tuesday Staff Meeting.

All Assistant Managers should be prepared to present and defend any mission critical training, travel, and discretionary spending that they recommend for approval.



Gerald G. Boyd
Acting Manager