

United States Government

Department of Energy
Oak Ridge Operations Office

memorandum

DATE: March 26, 1999

REPLY TO

ATTN OF: M-1:Richardson

SUBJECT: **ORGANIZATIONAL CHANGE**

TO: All Oak Ridge Operations Employees

This is to inform you that effective March 29, 1999, the Safeguards and Security Division will be realigned to the Office of the Assistant Manager for Administration. In addition, the duties and responsibilities of the Emergency Management Program Office will be realigned to the Office of Assistant Manager for Environment, Safety, and Quality. A reorganization plan is in the final stages of preparation. As soon as this plan is approved, organization codes will be input into the Corporate Human Resource Information System and personnel actions will be processed for impacted employees.

Please assure that all correspondence and issues are appropriately routed for concurrence in accordance with this reorganization.

Steven D. Richardson
Acting Manager