

United States Government

Department of Energy

National Nuclear Security Administration

# memorandum

DATE: May 14, 2007

REPLY TO  
ATTN OF: Y12-01:Smith

SUBJECT: **PROFESSIONAL DEVELOPMENT EXCHANGES**

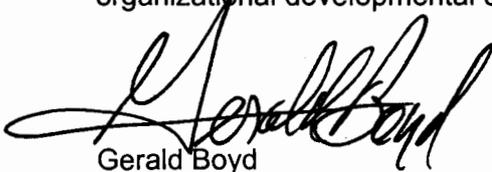
TO: YSO and ORO Staff

The Oak Ridge Office (ORO) and Y-12 Site Office (YSO) are fully committed to the development of their employees. While the missions of the two offices differ, they have similar responsibilities in the oversight and management of contractors. This offers a unique potential for employee professional development that is not widely available at other Department of Energy (DOE) sites across the complex. Professional development exchanges afford employees the opportunity to learn from the collective experiences of the two offices to further improve and enhance individual and organizational performance.

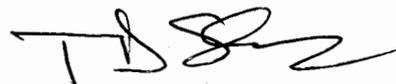
Implementing an employee exchange affords ORO and YSO federal employees the chance to either swap jobs for a short period or to shadow each other at their respective work sites over the span of approximately a week. These exchanges are meant to enhance similar or complementary professional responsibilities. Typical functional area examples that could benefit from these exchanges include Emergency Management, Contracting, Facility Representative, Waste Disposition, and Environmental Management, but could include almost any Federal discipline.

Expressions of interest will be sought from employees and supervisors will recommend employees who they believe will benefit from this exchange to Deputy Managers. Selections will be approved by the ORO and YSO Site Managers and details of each exchange will be individually crafted by the two Deputy Site Managers. Developmental recommendations for this exchange opportunity can be included on Individual Development Plans (IDP) by supervisors as desired.

We strongly recommend that our federal employees take full advantage of this individual and organizational developmental opportunity.



Gerald Boyd  
Manager  
Oak Ridge Office



Theodore D. Sherry  
Manager  
Y-12 Site Office