

MEMORANDUM FOR ALL DOE FEDERAL EMPLOYEES

FROM: M.G. WILLIAMS, JR.

SUBJECT: Diversity Focus Groups

On October 3, 2011, Secretary Chu shared with you the Department of Energy's plan to improve diversity, the work climate, and inclusion. Holding a series of departmental focus groups is the first part of that plan. These focus groups will allow employees and managers across the departmental complex to provide feedback.

The focus groups will be held at headquarters, Albuquerque, Hanford, Argonne National Laboratory, and Oak Ridge National Laboratory during the next two weeks. The locations were selected for geographical and logistical purposes only. Employees from other sites throughout the Department may be invited to participate in the focus groups via video teleconference. All other DOE employees are invited to provide feedback online from October 27, 2011 through November 10, 2011 at www.diversity.energy.gov so that everyone who wants to be heard in this effort will be included.

Focus group participants will be randomly selected by people outside of the Department. All employees invited to participate in a focus group will receive an invitation via email in the next few days.

Your participation in this program is critical to fulfilling Secretary Chu's mission of diversity and inclusion and ensuring the Department's competitiveness in attracting and retaining the best talent in America.