

# Kelly's Corner

April 19, 2013



## Office Management Council

At my request, the ORO Office Management Council was revitalized to instill more formality into the office management process. The council also provides federal office managers the opportunity to be involved in ORO decision-making processes for office management activities. A task team, led by Linda Dodson, with support from Tina Pooler and Robin Duncan, has been chartered to update the ORO Correspondence Manual, institute an ORO Correspondence Log, and establish records management and action tracking processes.

On April 10, the task team met with all of the ORO federal office managers to discuss my expectations and initiatives of the council. The team also discussed the protocols for correspondence, action tracking, office

administration, and quality of products produced. During last week's preliminary meeting, participants provided feedback on possible improvements and copies of the draft ORO Correspondence Manual were distributed for review.

I want to emphasize my strong support for the ORO Office Management Council and their initiative. As I told the group at their meeting, they are essential to the success of ORO. In many respects, they are the first representatives of ORO—whether it is their voice on the telephone, messages they take, or the correspondence they produce. I want to demonstrate that we are professional, embrace a culture of collaboration, and provide excellent support.

## Body Damage on GSA Leased Vehicles

We recently discovered minor damage to a General Services Administration (GSA) vehicle assigned to the Federal Building fleet. After reviewing all vehicle accident reports submitted to date, the damage to this vehicle had not been reported.

It is a regulatory requirement that vehicle operators report any accident using the accident reporting forms

located in the vehicle. It is also important that damages are repaired prior to the vehicle being exchanged for a replacement vehicle; GSA will charge a 10-20 percent handling fee for any damage discovered at the time of turn-in.

Employees who use fleet vehicles are reminded to follow all instructions included in the vehicles.

## New Deputy Manager

As I announced at the last all-hands meeting, Kevin Hall has been selected to fill the deputy manager position.

Kevin will report on Monday, April 22, and I look forward to his arrival and the expertise and knowledge of DOE he brings with him. Since his selection, I have been talking with Kevin to inform him about significant events and projects happening in Oak Ridge.

He will not arrive unfamiliar with our office; however, it will take some time to become fully acclimated to our missions and surroundings.

I ask that each of you provide whatever support he needs, and provide Kevin a warm welcome to the Oak Ridge Office.



## Combined Federal Campaign

As part of the yearly Combined Federal Campaign (CFC) activities, the Local Federal Coordinating Committee (LFCC), comprised of representatives from federal agencies in East Tennessee, reviews each application from charities requesting CFC funds. This ensures that each organization's programs, financial systems, and delivery to the public meet OPM's criteria.

The committee, chaired by Adolphus Brown, HR Division, has been fortunate the last couple of years for very good participation from DOE employees for these reviews.

Participating in this year's review was: Talia DiLuzio, Bryce Robinson, Casey Willis, Richard Riley, Colin

Colverson, and Donell Dube.

I want to thank and commend these employees for their civic mindedness and willingness to give back to their communities. This is a very good way to learn and observe firsthand the benefits of the programs your CFC dollars support.

In addition to Adolphus, ORO's standing committee representatives on the LFCC are Wendy Bryant and Patricia Howse-Smith.

Again, thanks to all who participated in this important civic endeavor.

## Remain Vigilant

The DOE Office of Health, Safety, and Security issued a Security Awareness Alert in response to the tragic bombing incident in Boston. While there are no reported threats to the Department of Energy, we are reminded to be especially vigilant.

Protect yourself and your coworkers from a potentially bad situation by:

1. Reporting suspicious activities, regardless of how minor, to the nearest security official.
2. Familiarizing yourself with our security reporting and evacuation plans.
3. Being aware of unusual or prolonged interest in or attempts to gain sensitive information about security measures of personnel, entry points, peak days, and hours of operation, and access controls such as alarms or locks.
4. Reporting if you notice a discreet use of cameras or video recorders, sketching, or note taking consistent with pre-operational surveillance.
5. Not speaking about building maintenance or other building details, such as air conditioning, heating, or ventilation systems, to individuals simply asking for information.
6. Reporting to security professionals if you receive questions about facility security measures, to include barriers, restricted areas, cameras, and intrusion detection systems.
7. Recognizing suspicious activities in storage facilities or other areas that could be used to construct an explosive device.

Remember, security is everyone's responsibility. Stay alert to your surroundings and increase your vigilance.

## Reminders

May 1—All-Hands Meeting  
May 7—Completion of organizational assessments

*"Don't live down to expectations. Go out there and do something remarkable."*

~Wendy Wasserstein