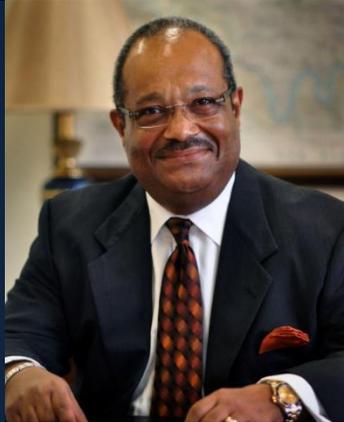


Kelly's Corner

June 21, 2013



Senior Staff Off Site

I've initiated a number of activities to help all levels of ORO's workforce. My primary focus encompasses helping our employees gain a better understanding of our current environment, communicating more effectively and frequently, and identifying present and future issues and opportunities.

We have several projects aimed at accomplishing these objectives. One of the most substantial efforts included a month-long assignment by Sandy Smith, an organizational development expert, to interview a number of employees and ORO's diverse external stakeholders. Through his interviews, Sandy gathered viewpoints from employees and developed a baseline for areas of interests and concerns. In addition, ORO is close to finishing an extensive management assessment that will provide more clarity and define roles and responsibilities across ORO. These projects are helping our management team fulfill our obligation to employees and our organization—continuous improvement.

This Wednesday, the senior staff met for an off-site retreat with Sandy Smith, who served as our facilitator. This meeting provided the perfect opportunity to capitalize on Sandy's recently concluded work. During the retreat, we focused on ORO's process of change, the various stages of change, and developing an

understanding of ORO's stage within the continuum of change. A major portion of our meeting focused on identifying our strengths and the opportunities we need to pursue. In many cases, the strengths we identified and listed aligned with employees' feedback to Sandy. This is important because it is a substantial indicator that management, as a group, is in synch with employees.

What are some of those strengths you ask? They should come as no surprise to you: ORO is competent; contains strong areas of subject matter expertise; exemplifies morally and ethically sound practices; embraces innovation; and employs people who are dedicated to DOE's mission.

We also identified a number of opportunities, which is where I want us to concentrate our efforts. We need to focus on our future and create the opportunities that will advance our office. I will establish teams to look at some very specific opportunities we identified during the retreat. The teams will evaluate those opportunities and develop plans that will help ORO capitalize on them.

This was a very productive session, and it showed that our management team is united in its viewpoints and approach. We are committed to developing a robust future for the office on our "journey of excellence."

"Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort."

~Paul J. Meyer

Kelly's Corner

June 21, 2013



Required Performance Management Training

The DOE order on the Employee Performance Management and Recognition Program, DOE O 331.1C, requires all employees and supervisors covered by the performance management program for supervisory and non-supervisory employees (GS, EJ/EK and WG) to complete the DOE Supervisory/Non-Supervisory Performance Management Course every two years.

This course is now available to employees covered by the Supervisory/Non-Supervisory Performance

Management Program (GS and EJ/EK) through the Online Learning Center. The training provides instruction on DOE's Results-Focused Performance Management Program.

The course, which is designed to last 1.5 hours, shows the benefits of a results-focused performance culture and roles and responsibilities in the performance management process. Training must be completed no later than **August 9, 2013**.

Special Assistant to Manager

During the last four months, Pat Howse-Smith has served on a detail as a special assistant to my office. She has now returned to her regular position directing the Human Resources Division. I want to thank Pat for her work, assistance, and service for the past several months. She helped operations continue smoothly as ORO, and my office, addressed numerous issues during this timeframe. Her assistance underscored the need for a position that assumes the lead on coordinating responses and tracking specific projects and activities.

I am seeking volunteers for another detail to the Office of the Manager in the near future. I am seeking a highly motivated, mission-oriented person to serve as the special assistant to the manager. The incumbent of this position will perform a wide range of activities that are necessary for the efficiency of this office. Consideration will be given to employees who are currently at the GS-13/14/15 grade level. The Human Resources organization will provide additional information about this position in the next two weeks.

Federal Building Update

Last week, I mentioned that we received GSA's approval to contract and oversee the work that remains above the ceiling tiles. We are issuing the solicitation for that work today. This is great news, and I want to acknowledge all of the work many of you conducted to make this happen quickly. Once the award is made, we anticipate work starting within a matter of days. Of course, we will be

focused on making sure the work is done thoroughly and safely. Once we have the contractor in place for this work, we'll be in a position to provide accurate estimates for when we will start and finish the renovations that need to be made and the sequence of moves to the building.

Progress Reviews

I want to remind supervisors and employees that quarterly progress reviews must be completed by **June 28, 2013**. Supervisors need to input comments and information into the system after discussions with employees, but employees need to acknowledge these comments in the system.

If you need assistance, check with your Human Resource specialist.