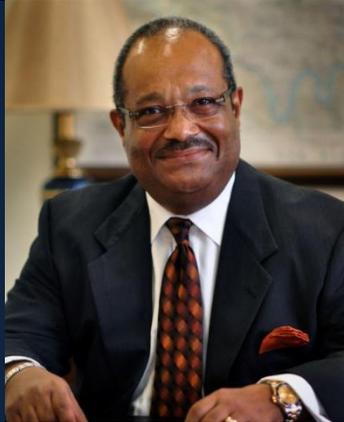


# Kelly's Corner



## Office Management Council

I have asked that the Office Management Council be revitalized in order to reestablish some rigor and formality into our office management process. This will also give the federal office managers the opportunity for involvement in decision-making processes for administration in office management activities across the Oak Ridge Office (ORO). I have chartered a task team led by my Office Manager Linda Dodson with support from Robin Duncan and Tina Pooler to do the planning for this re-establishment.

They have been working to update the ORO Correspondence Manual and final draft changes are being made. Once the final draft is completed, they will provide copies to all federal office managers to give them the opportunity for feedback or make other changes.

The task team has worked with IT to develop the ORO Manager's Correspondence Log and update the Action Tracking System. They are currently using the system, which is a work in progress, in order to tweak and make necessary changes where needed.

In the near future, I will be scheduling a kickoff meeting with all federal office managers to talk about my expectations with respect to correspondence, action tracking, office administration, office coverage, deadlines, quality of products produced and to solicit feedback on ways for additional improvements.

*"Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishment toward organizational objectives. It is the fuel that allows common people to attain uncommon results."*

~Andrew Carnegie

## New Employees

As I mentioned in a previous article, "Help is on the Way," several new employees have been hired and will provide some valuable support in critical areas where we have had shortages or vacancies. We all welcome these new employees who have come on board recently:

- Industrial Hygienist Kara Bush
- Industrial Security Specialist Jeff Brown
- Human Resources (HR) Specialist Chad Downend
- HR Specialist Robin Conner
- Training & Development Specialist Jessica Wolbert

Several employees have been promoted into critical slots and congratulations to them:

- Industrial Property Management Specialist Rebecca Whitehead
- Contract Specialist Jessica Reed & Natasha White
- HR Specialist Sherry Stotemyer

Another 10 have accepted positions and will come on board between April and June.

# Kelly's Corner



## Women's Workshop

I want to thank and commend the Federal Women's Program (FWP) and Federally Employed Women (FEW) for an outstanding program on March 12. The 2013 Oak Ridge Women's Workshop, with the theme "Resilience: The Difference Is You", was very timely and focused on the areas the Oak Ridge Office has identified as priorities in our journey to achieve excellence, address change, manage conflict, and embrace opportunities.

The speakers and panel discussion hit the mark and those in attendance were exposed to information that can be truly beneficial to everyone from both a personal and a professional development standpoint. Dationa Mitchell and the planning committee comprised of participants from the FWP and FEW who worked with her through numerous hours and did a great job.

The Jeanette Miller Memorial Scholarship Presentation by FEW is a worthy tribute to our former colleague that continues to demonstrate the generosity and thoughtfulness of our employees. The winners of the scholarship will start a legacy that will honor a very dedicated employee and leader in FEW. The STEM Scholarship winners represent the future of organizations like the DOE. They represent our future engineers, scientists, and leaders.

Congratulations to this year's winners! Nick Henningsen won the Jeanette Miller Memorial scholarship and Abigail Icenhour won the STEM scholarship.

