

United States Government

Department of Energy  
Oak Ridge Operations Office

# memorandum

DATE: January 25, 2001

REPLY TO  
ATTN OF: AD-442:Aytes

SUBJECT: **OAK RIDGE OPERATIONS OFFICE AND Y-12 AREA OFFICE TELECOMMUTING PROGRAM TRAINING**

TO: All ORO and YAO Employees

A second training session for employees on the Oak Ridge Operations Office (ORO) Telecommuting Program has been scheduled for February 6, 2001, from 1:30 p.m. to 3:30 p.m. in Room G-059.

The purpose of the training is to cover the basics of the expanded areas of our current Telecommuting Program and to answer questions. Please call 576-1082 to register; a Training Request Form is not necessary to attend.

If you have any questions regarding the training, please contact Carol Aytes at (865) 576-9586.

  
Patricia Howse-Smith, Director  
Human Resources Division