Office of Management and Administration Employee Newsletter

Management and Administration

December 2000 Edition

Message from the Director

The MA Fall Festival in October provided an opportunity to recognize the dedicated work of Management and Administration employees in keeping the Department moving ahead in useful and important ways. I was particularly pleased to announce at that event that we were designating the Engineering and Facilities Management Group for our "Unsung Heroes" award. The work of this group and many other MA employees is vital to the continued success of all of DOE Headquarters, even though the work is behind the scenes. For many MA employees, the better you do your jobs, the less we hear from or about you. This is one of the reasons that I have thoroughly enjoyed occasions such as the Fall Festival when we can recognize the dedication behind this success. I encourage you to continue your efforts during the coming months.

The next two months for MA will be heavily affected by the transition process -- whenever it starts. MA has two types of roles as we head into the transition to a new administration. First, the Secretary has asked Deputy Secretary Glauthier and Chief of Staff Falle to co-chair a Task Force to lead the DOE-wide effort. I am the Director of that Task Force and Jim Powers and the staff of MA-4 are providing the day-to-day administration. Right now, a key focus of this group is the preparation of corporate (departmental level) briefing materials for the incoming team. The Office of Administration (MA-2) and the Office of Human Resources Management (MA-3) also have important operational responsibilities during this period.

Second, Management and Administration, like all other headquarters organizations, is preparing materials that augment the corporate materials and provide more detail on MA's responsibilities. I have designated Howard Borgstrom, as Director of Business Management, to coordinate these activities. We are now completing the preparation of the briefing materials we will need.

During the coming weeks, the incoming administration will be sending teams of individuals to the Department to gather information. They are important guests, and we will treat them with courtesy and respect. While we will try to give them as much information as possible, in a timely manner, transition team members are typically not

The Best Feds competition is based on the following criteria:

- **Customer Service:** Provides excellent service to the public by having a well-designed site that includes a large amount of useful information.
- **Business Practices:** Uses the Web to improve business practices in an individual agency or across government.
- **New Technologies:** Makes use of new technologies that other federal sites should consider emulating.

McShea and Weiner Recognized as Leadership Award Winners for Energy.gov

On November 14, the Association for Federal Information Resources Management (AFFIRM) announced that DOE's own Kathy McShea , Director of the Office of Consumer Information (MA-9), and Ethan Weiner, Office of the Chief Information Officer were winners of the associations October Leadership award for energy.gov. Energy.gov is changing the way the Department of Energy does business on the world wide web, by introducing a new homepage and an innovative new governance structure to maintain and grow the agency's web presence. The new web site was developed and implemented through a horizontal management structure called the Web Council. Weiner and McShea's mission here at the Department has been to increase customer satisfaction through the accessibility of consumer information by adopting the principles of the White House Directive on E-Government and using an intuitive navigational structure that uses topics meaningful to the user.

The AFFIRM Leadership Awards program recognizes individuals who have demonstrated exemplary leadership in Federal IRM programs or initiatives. Congratulations to Kathy, Ethan and their Web Council team members!

Virtual Librarian

The Office of Administration, (MA-2) has added a new feature called The Virtual Librarian to the Energy Library's Home Page. The Virtual Librarian is an interactive chat service that provides one-on-one reference assistance in real time over the Internet with the Energy Library's Reference Librarians. With this service, our librarians can search a commercial database we have access to, and send the results to your screen on your own PC. The customer will be able to 'follow' the Reference Librarian on the search to scan pertinent documents identified during the search process. In addition to this interactive reference service, customers will be able to attend 'live' training sessions on search and retrieval methods and tools via the 'chatroom' feature of the service. The Energy Library is one of a handful of libraries in the United States offering this feature. The service is accessible from the Library's home page at: http://www.ma.doe.gov/library under the "Live! Ask A Librarian" button.

Secretary of Energy's Performance Excellence/Hammer Award Winners Announced

On December 20, 2000, at 1:00 p.m. in the Forrestal Building Auditorium, the Secretary of Energy will present the Sixth Annual Secretary of Energy Performance Excellence

Awards, sponsored by the Office of Performance Excellence (MA-6). Awards range from Commendation to Excellence. The following organizations will be recognized for their premier achievements in reinvention initiatives, as measured against the Department of Energy Performance Excellence Award Criteria.

Winners and level of award:

Wackenhut Services, Inc.- Savannah River Site - ***Excellence Award*** (the highest award given).
Westinghouse Waste Isolation Division - ***Achievement Award***
The Office of Hearings and Appeals - ***Champion Award***
The Supplier Quality Information Group - ***Commendation***

Applicants will receive recognition for their proactive determination to improve, as well as their improvement results.

The Secretary will also participate in two National Partnership for Reinventing ***Government Hammer Award*** presentations: (1) Office of Energy Efficiency and Renewable Energy – Financial Assistance Streamlining Team and (2) Office of Management and Administration– Procurement Evaluation and Reengineering Team.

The Procurement Evaluation and Reengineering Team, is a DOE Headquarters and field office/facility management contractor team which develops and implements innovative purchasing practices throughout the DOE complex.

The presentation ceremony will be available outside Washington through satellite uplinks. A brief reception for award winners, the Office of the Secretary, secretarial officers, DOE managers and employees will follow the ceremony at 2:00 p.m. in Room 1E-245.

Brown Bag Forums for Computer Tips and Techniques

MA's first Brown Bag Forum on Computer Tips and Techniques was held on Wednesday, December 6, at noon, in room 5E-081. The topic was "Archiving Email in Microsoft Outlook 98." Users learned how to archive all email, specific folders, or specific items and also how to retrieve archived items. Archiving is easy once you know how. Outlook will even do it for you automatically once you tell it what you want it to do.

What does archiving do? It moves archived files/folders to the c: drive. Why archive? Archiving is a tool we can use to separate current items in our folders from old email that we want to keep but do not normally need. It also reduces our storage requirements on the email server and better utilizes the disk space on our desktop computers.

The Office of Business Management (MA-1.4) is sponsoring the Brown Bag Forums to help users improve their use and management of MA's desktop resources. Future topics include Using the Zip-Drive for Backup, Using the Calendar to Schedule Meetings, and Creating Reports with Crystal Report Writer. If you have suggestions for topics at a future forum, please forward them to margaret.o'brien@hq.doe.gov.

Cable Plant Upgrade to Improve Network Performance

The Office of the Chief Information Officer (OCIO) is in the process of upgrading the cable plant in the Forrestal Building. The upgrade should result in improved throughput and response time for communications between workstations and network servers. For those who have home computers, the effect of the upgrade should be similar to what would happen if you replaced your existing modem with a faster one.

OCIO is completing the upgrades at night to minimize disruptions. The project began November 6 and is expected to take three months to complete. Offices upgraded so far include MA-4, MA-5 in the West Building, and MA-3 in the South Building. Those on the 6th and Ground floors of the South Building are next. We will let your Administrative Officer and your Information Technology Coordinator know at least a week in advance of when your office will be affected. Schedule variations are likely, depending on how quickly the previous installations have been accomplished. We ask each employee to be as flexible as possible about the installation schedule.

Julian (Rich) Richardson is the contractor doing the upgrades. The afternoon that an installation is scheduled to occur, Rich will walk through the area to introduce himself, let the employees know that he will be working on the upgrade that night, ask that the door be left unlocked, and survey the office for potential problems. If you know there is a problem that could impact installation, such as a safe sitting on top of a cable drop or single-piece carpet that might require cutting, please notify your Administrative Officer as soon as possible.

MA's Fall Recognition Festival –An Outstanding Event

The successful blending of numerous elements–great weather, lots of hard work by the planning team and supporting cast of many, recognition of MA's FY 2000 outstanding contributors, good music, and the enthusiasm of all who attended, helped to make the MA Fall Recognition Festival held at Bolling Air Force Base on Thursday, October 12 an outstanding event. The festival was fun for all MA federal and contractor employees who enjoyed a variety of tasty foods and beverages, participated in planned activities (volley ball, card games, basketball, horse shoes), "line dancing", and samples of the bake-off contest goodies. To view photos from the Festival, log on to the MA homepage at http://www.hr.doe.gov and click on the fall festival photos link.

Hats off and many thanks to the Fall Recognition Festival Planning Team:

MA-1, 8, 9	Geri Gunther
	Gerri Bullock
MA-2	Jesse Cunningham
	Mike Wolfe
	Bob Cooper
	Rozelle Watts
MA-3	Mable Harding
MA-4	Rita Smith
MA-5	Jan Chavez
MA-6	Joyce Lancaster
MA-7	Shirley Cambrel
MA-10	Linda Nield

Our Customers Say...

Federal employees. Therefore, we cannot share information that is classified or which contains material of a privacy, proprietary, procurement-sensitive, or litigation-sensitive nature. If you are asked for information that would normally be available to the public, please provide that information and then follow up by informing the Office of Business Management. If you believe that you should not release certain information, please contact Howard Borgstrom (6-3960) for guidance immediately.

Again, I encourage your very best efforts as we continue to serve the Department over the coming months, and I wish you and your families a very happy winter holiday season.

DOE Receives OPM Director's Award for Outstanding Work Life Programs

DOE was selected to receive the Office of Personnel Management Director's Award for Outstanding Work/Life Programs for the year 2000. Energy was one of five agencies, chosen from a crowded field of nominees, to receive this prestigious award. The award honors agencies that provide employees with a supportive work environment that responds both to work demands and to personal needs.

At an OPM awards ceremony on Tuesday, November 14, David Klaus and WIN Co-chairs Linda Sye and Tim Dirks accepted the award on behalf of the Department. In addition, other DOE officials whose actions contributed to the Department's selection attended the ceremony: John Robinson, Senior Advisor to the Secretary of Energy; Richard Reda, Director, Employee and Labor Management Relations Division; MaryAnn Shebek, Senior Policy Advisor to the Director of Management and Administration; Bruce Murray, DOE Work/Life Programs Administrator; Roger Siefert, Headquarters Liaison, Bonneville Power Administration; and Steve Perin, Director, Office of Human Resources Policy and Planning.

Best Feds on the Web Winners Announced

The votes have been cast and the results are for GovExec.com's fourth annual Best Feds on the Web competition and Energy.gov is a winner! After sifting through dozens of nominations, the judges picked 10 sites deemed worthy of the title Best Feds.

"**Department of Energy**- Scoring major points with lively graphics, and a Kidz Zone that explains methane hydrate deposits and cancer radiation treatment in plain language, Energy's newly revamped site proves it's more than just a pretty face. In-depth information on topics such as alternative heating and air conditioning, and perks that include an interactive periodic table of elements and a Q&A with a scientist convinced judges that DOE is serious about getting the public excited about its work. In the marked for a water heater or alternative vehicle? Full information about them is available at the site's shopper's corner."

- Helene Mattiello (MA-2) "I'd like to thank you and commend you on the outstanding job you did in securing computers for the J. Frank Dent Elementary School. Please know that your efforts are truly appreciated and that you were a tremendous help to them." (Elizabeth Mullins, October 2000)

- Pat Behm (MA-2) "Thanks for your help with the scanned PowerPoint photos needed for last-minute changes to a presentation my boss needed before leaving on travel. I couldn't have done it without you. You did a great job. . .thanks for coming through again, as usual." (Tg Powell, October 2000)

- William Gillison, Michael Shincovich, and Kelvin Jamison (MA-2) "It gives me great pleasure to express my appreciation for the exceptional work you performed. Together with your support staff, you were instrumental in getting the Infrastructure Support Center ready for occupancy and the carpet installed within the Information Technology Office Systems Division against an extremely tight schedule. Your professionalism and dedication to duty allowed us to overcome significant obstacles and still meet the schedule required by the Office of the Chief Information Officer. Sincere appreciation for a job well done." (Carlos Segarra, November 2000)

- Karyn Collins (MA-3) " . . . wanted to commend Karyn Collins for her Energy Online Learning Center briefing. It was short and sweet and most definitely to the point and user friendly. I was able to walk away from the briefing and immediately come back to my office and access the Online Learning Center. I received excellent customer service from Karyn and I am a delighted customer." (Delores Barnes, December 2000)

To All the MA Staff and Their Families:
Happy Holidays!!