



INTEROFFICE CORRESPONDENCE

DATE: October 10, 1994
 TO: D. G. Breen, Project Services, Bldg. 080, X6997
 FROM: J. A. Gwin, Administrative Services, Bldg. 080, X8694
 SUBJECT: ADMINISTRATIVE SERVICES HIGHLIGHTS: OCTOBER 3 - OCTOBER 7, 1994 - JG-022-94

J. A. Gwin

DOE Order: 5700.6C

ACCOMPLISHMENTS

The DOE Weekly Report was completed on time.

INFORMATION

We continue to support Budget activities for FY95 and plans for workload distribution in view of the fact that employees are being transferred to the Workforce Transition Program. Two employees from Administrative Services have been placed in a transition status.

Work continues on the Performance Indicators.

The preliminary plantwide data gathering for the Savings Bond Drive has begun. The drive is set for the week of October 17, 1994. Approximately 10 hours the week of October 10th and 20 hours the week of October 17th will be required to support the drive.

Responsibility for C/PI activities and the weekly report has been turned over to the Commitments Tracking Coordinator. The C/PI Training/Facilitation duties have been assumed by the Administrative Lead. Additional services formerly provided by the C/PI employee will be eliminated as the plantsite support group has also seen a reduction of personnel and cannot support additional workload.

The IAG Monthly Report will no longer be prepared in Quark Express (desktop publishing software) but will be done in Wordperfect. The IAG requirement is to prepare a report but does not indicate the form the report must take. This change is necessary because of the transitioning of a dedicated graphics/presentation employee. Sophisticated graphic service will still be available for special projects within the Training Group of Project Services. The Director of ERPD has been notified and her requests will be coordinated by Training personnel.

PROBLEMS

Commitments made to DOE, RFFO by the former Manager of Program Integration and Reporting (PI&R) are not going to be met due to the Reorganization in June of 1994 and the resultant disbanding of the PI&R organization. These commitments were ambitious at the time and funding levels for FY95 will not provide for the greatly expanded services necessary to achieve the promised

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PLANNED ACTIVITIES

The FY95 Budget will be finalized this week and a tracking system will be put in place to ensure that we do not exceed funding. With the limited dollars available, it is imperative that we carefully plan our expenditures well in advance to get the most for our dollars spent.

The Process Improvement Team will meet on Thursday, October 13, 1994.

cc:

C. A. Anderson
G. P. Dunn
L. J. Hollowell
J. H. Rosenberg
N. C. Stem
ERPD Project File (2)