



U.S.
Department of
Energy
White House
Fellow
Orientation
Guide

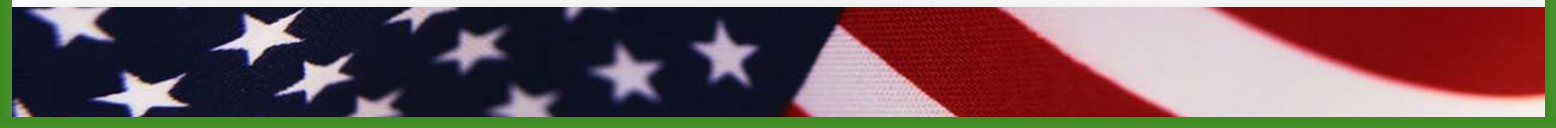


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U.S. Department of Energy Office of the Chief Human Capital Officer

Welcome to the Department of Energy!

The Office of the Chief Human Capital Officer (HC) is responsible for providing leadership on all Human Resource policy and planning matters relating to the people of this Department. It is important to note that Secretary Chu believes strongly, "The Department of Energy values our people as our greatest asset. Our accomplishments are because of your hard work and dedication. As we work to fulfill our mission and achieve the President's goals, it is critical that we attract, train, and retain the best possible talent. The Chief Human Capital Officer plays a critical role in this effort – and in the future of the Department."

As a White House Fellow, at DOE, you will play an important role in the successes of the Department. Through your fellowship here at the department, you will have a diverse list of exciting assignments, meet a host of interesting public officials, and have the opportunity to be a part of our critical mission. You will have the opportunity to serve the American people, as DOE progresses towards advances in science and technology.

Again, welcome to the Department of Energy and please do not hesitate to contact my office for any HR related issues you may have. Thank you for answering the call to serve and for your commitment to our nation.

Michael C. Kane, Chief Human Capital Officer



U.S. DEPARTMENT OF
ENERGY

U.S. Department of Energy

History and Contribution



As a White House Fellow, you are entering a Cabinet-Level Executive Branch agency with a long history of achievement. The DOE has won more Research and Development awards than any private sector organization. As the nation's top sponsor of research on promising technologies, the Department is responsible for many key accomplishments in the fields of Alternative Fuel Vehicles, Biological and Environmental Research, Clean Power Technologies, Computers and Microelectronics, Energy Efficiency, Gene Research and Therapy, High Efficiency Vehicles, Material Sciences, Medical Technology, Nanoscience, Pollution Prevention, Renewable Energy, Solar Energy, and Transportation Technologies.

The Department's history can be traced to the Manhattan Project and the race to develop the atomic bomb during World War II. Soon after the war, the Atomic Energy Act of 1946 created the Atomic Energy Commission, which took over the Manhattan Engineer District's sprawling scientific and industrial complex. In response to changing needs in the mid 1970's, the Atomic Energy Commission was abolished and the Energy Reorganization Act of 1974 created two new agencies: the Nuclear Regulatory Commission to regulate the nuclear power industry and the Energy Research and Development Administration to manage nuclear weapon, naval reactor, and energy development programs. The extended energy crisis of the 1970's soon demonstrated the need for unified energy organization and planning. The Department of Energy Organization Act brought the Federal government's agencies and programs into a single agency. The Department of Energy, activated on October 1, 1977, assumed the responsibilities of the Federal Energy Administration, the Energy Research and Development Administration, the Federal Power Commission, and parts and programs of several other agencies.

Today, the DOE contributes to the future of the nation by ensuring our energy security, maintaining the safety and reliability of our nuclear stockpile, cleaning up the environment from the legacy of the Cold War, and developing innovations in science and technology. As part of your new learning experience in the Department of Energy, please visit the exhibits on the first floor. The exhibits will help you understand DOE's past to help prepare you for the new and exciting time ahead.

Ethics



Fourteen Principles of Ethical Conduct for Federal Employees

(Executive Order 12674)

1. Public service is a public trust; employees must place loyalty to the Constitution, the laws, and ethical principles above private gain.
2. Employees shall not hold financial interests that conflict with the conscientious performance of duty.
3. Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
4. Employee shall not, except as permitted by the Standards of Ethical Conduct, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
5. Employees shall put forth honest effort in the performance of their duties.
6. Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.
7. Employees shall not use public office for private gain.
8. Employees shall act impartially and not give preferential treatment to any private organization or individual.
9. Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.
10. Employees shall not engage in outside employment or activities - including seeking or negotiating for employment - that conflict with official Government duties and responsibilities.
11. Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
12. Employees shall satisfy in good faith their obligations as citizens, including all financial obligations, especially those imposed by law, such as Federal, state, or local taxes.
13. Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.
14. Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in the Standards of Ethical Conduct. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

- The Office of the Assistant General Counsel for General Law: 202-586-1522 or Standardsofconduct@hq.doe.gov.

Public service is a public trust. Federal employees must always place loyalty to high ethical standards above private gain. Understanding and observing ethics rules are essential to fulfilling that trust.

DOE MANAGEMENT PRINCIPLES

Secretary of Energy Memorandum on Management Principles

1. Our mission is vital and urgent.
2. Science and technology lie at the heart of our mission.
3. We will treat our people as our greatest asset.
4. We will pursue our mission in a manner that is safe, secure, legally and ethically sound, and fiscally responsible.
5. We will manage risk in fulfilling our mission.
6. We will apply validated standards and rigorous peer review.
7. We will succeed only through teamwork and continuous improvement.

The U.S. Department of Energy Strategic Priorities

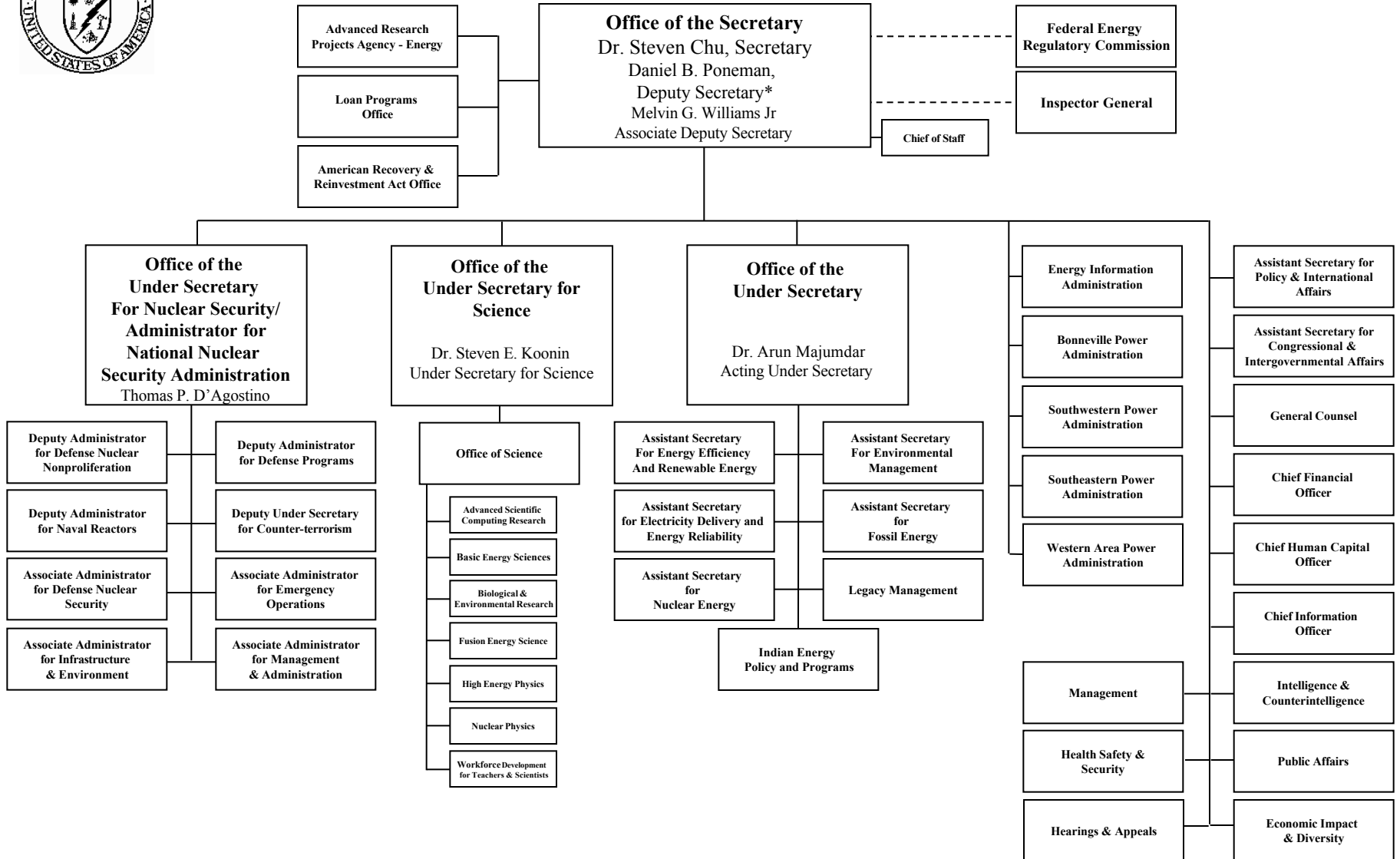
- **SCIENCE:** Invest in science to achieve transformational discoveries.
- **CLEAN, SECURE ENERGY:** Reduce our dependence on oil and change the landscape of energy demand and supply.
- **CLIMATE CHANGE:** Position U.S. to lead on climate change policy technology, and science.
- **ECONOMIC PROSPERITY:** Create millions of green jobs and increase competitiveness.
- **NATIONAL SECURITY:** Maintain nuclear deterrent and prevent proliferation.

DOE Program and Staff Offices

Office of the Secretary	S1
Office of the Deputy Secretary	S2
Office of the Under Secretary	S3
National Nuclear Security Administration (NNSA)	NA
Program Offices	
Office of Energy Efficiency and Renewable Energy	EE
Office of Environmental Management	EM
Office of Fossil Energy	FE
Office of Electricity Delivery and Energy Reliability	OE
Office of Civilian Radioactive Waste Management	RW
Office of Legacy Management	LM
Office of Science	SC
Energy Information Administration	EIA
Southeastern Power Administration	SEPA
Bonneville Power Administration	BPA
Western Area Power Administration	WAPA
Southwestern Power Administration	SWPA
Staff and Support Offices	
Office of Policy and International Affairs	PI
Office of the General Counsel	GC
Office of the Chief Financial Officer	CF
Office of the Chief Information Officer	IM
Office of the Chief Human Capital Officer	HC
Office of Management	MA
Office of Congressional and Intergovernmental Affairs	CI
Office of Health, Safety and Security	HS
Office of Economic Impact and Diversity	ED
Office of the Inspector General	IG
Office of Hearings and Appeals	HG
Office of Intelligence and Counterintelligence	IN
Office of Public Affairs	PA
Leadership	
Secretary of Energy Advisory Board	
Organization Chart	
Program Offices	
Staff/Support Offices	http://www.energy.gov/organization
Operations Offices	
Labs & Technology Centers	
Power Marketing Administration	
Energy Information Administration	
National Nuclear Security Administration	



DEPARTMENT OF ENERGY

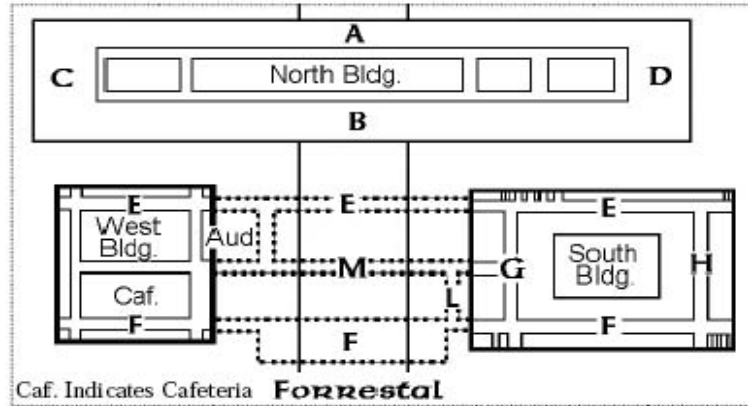


* The Deputy Secretary also serves as the Chief Operating Officer

Headquarters Building Location Index

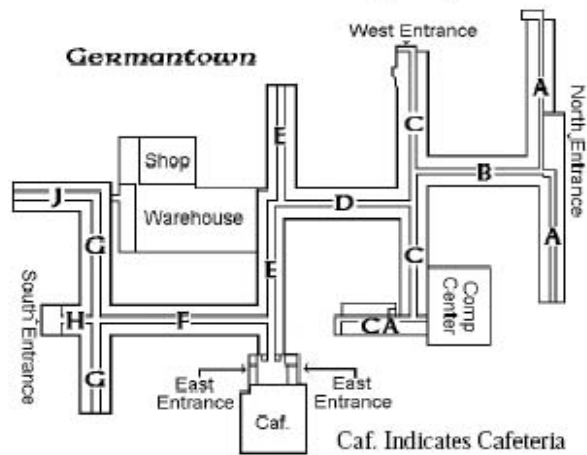
FORS	1000 Independence Avenue, S.W., Washington DC 20585	202-586-5000
GTN	19901 Germantown Road, Germantown, MD 20874-1290	301-903-3000
L'ENFANT	950 L'Enfant Plaza, Washington, DC 20585	202-863-7901
CLOVERLEAF	20400 Century Boulevard, Germantown, MD 20874-1290	301-903-2130

Forrestal Building Diagram



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Germantown Building Diagram



DOE Cafeterias

I.L. Creations, Inc. is the concessions contractor for both cafeterias. Their menus offer over 125 items that include healthy choice selections, cold salad dishes, and an extensive offering of American and International buffet dishes.

Forrestal Cafeteria
Germantown Cafeteria
Dunkin' Donuts at Forrestal
Subway at Forrestal

Forrestal Cafeteria

The Forrestal cafeteria hours of operation are Monday through Friday from 6:45 a.m. until 3:00 p.m. Standard breakfast and lunch foods are made at specialty stations, with hot and cold self-serve buffets providing a wide range of foods priced by weight.

Germantown Cafeteria

The Germantown cafeteria hours of operation are Monday through Friday from 7:00 a.m. until 2:30 p.m. Standard breakfast and lunch foods are made at specialty stations, with hot and cold self-serve buffets providing a wide range of foods priced by weight.

Breakfast

6:45 a.m. to 10:00 a.m. – Forrestal
7:00 a.m. to 10:00 a.m. - Germantown

Morning Break - During the break the dining hall is open and only self service foods and beverages are for sale.

10:00 a.m. to 11:00 a.m. – Forrestal
10:00 a.m. to 11:00 a.m. – Germantown

Lunch

11:00 a.m. to 2:00 p.m. – Forrestal
11:00 a.m. to 2:00 p.m. – Germantown

Afternoon Happy Hour - 30% off all buffet items. Only buffet items and self service foods and beverages are for sale during Happy Hour.

2:00 p.m. to 3:00 p.m. – Forrestal
2:00 p.m. to 2:30 p.m. - Germantown

Important Phone Numbers

Forrestal HQ prefix is 586; Germantown is 903
Internal calls only require last 5 digits

Emergency Assistance and Security: 166

Child Development Center:	6-6800
Computer Support:	3-2500
Conference Calls:	0 and ask the Operator for a Meet-me number
Conference Room Reservations:	
Forrestal:	6-6651
Germantown:	3-4352
Energy Recreation and Welfare Association (ERWA):	6-0330
Facility Management:	6-6100
<ul style="list-style-type: none">• Housekeeping services• Report spills or other facility issues• Restroom maintenance	
Fitness Facility: Forrestal (FOHO):	6-8402
Forrestal Supply Store: 1452	(202) 554-1451 or Fax (202) 554-1453
Human Capital Business Office:	6-1234
<ul style="list-style-type: none">• Prepares requisitions for furniture purchase and repair• Calls for Copier repair• Telephone purchase and repair	
Occupational Health Clinic:	
Forrestal, Room GG-028	6-9765
Germantown, Room A-075	3-4275
Payroll Hotline:	3-4433
Telephone Repair:	3-2500

Links to Commonly Used Sites

Department of Energy: <http://www.energy.gov>

Department of Energy Employee Portal: http://www.energy.gov/for_employees.htm

Employee Self Service (ESS): <https://mis.doe.gov/ess/>

GovTrip: <http://www.govtrip.com>

Headquarters Employee and Labor Relations: <http://humancapital.doe.gov/elr/index.htm>

Headquarters Leave and Attendance Guide: <http://humancapital.doe.gov/elr/HQLeaveGuide.htm>

Management Information System (MIS): <https://mis.doe.gov>

On-line Learning Center (OLC): <https://olc2.energy.gov/elms/learner/login.jsp>

Office of Personnel Management (OPM): <http://www.opm.gov>

Rezprofiler (AdTrav): <https://www.adtrav.com/rezprofiler>

Shuttle Bus Services: <http://management.energy.gov/998.htm>

Thrift Savings Plan (TSP): <http://www.tsp.gov>

Federal Acronyms: <http://lib.law.washington.edu/pubs/acron.html>

Webpage Definitions

OLC² – Online Learning Center²

Link to OLC²:

<https://olc2.energy.gov/elms/learner/login.jsp>

Helpdesk Information:

Hours of Operation: 8:00am – 5:00pm (Monday – Friday; except Federal Holidays)

Phone Number: 202-586-3607

Email: energyolc@doe.gov

Description:

The OLC² is the U.S. Department of Energy's (DOE) web-based learning management system (LMS) that provides DOE federal employees access to a wide-range of courses capable of enhancing overall knowledge-based and skills while at the office, at home or on the go. The OLC² operates on a 24 hours a day, 7 days a week schedule because the system is accessible from any Internet accessible location. Whether at the office desk, the comfort of the home or Internet café, employees can access the online training system at any time.

General Access/Login Procedures:

Once the official hire action of the new employee has been processed in the personnel system, an email is sent to the employee with the OLC² url address link. After the employee clicks the link, a desktop system configuration checker is performed on the computer to check for system compatibility. A checklist appears which shows the areas on the system that need attention and the instructions on how to correct them. The employee is then directed to the OLC² home page where the login prompt sits in the top right-hand corner. The username is FIRST.LAST NAME (all caps) and the default temporary password is **2Learn@DOE**. The employee must change the temporary password and then will be directed into the system. Quick reference guides and information are located on the site.

Employee Self Service (ESS)

Link to ESS:

<https://mis.doe.gov/ess>

Helpdesk Information:

Hours of Operation: 7:30am – 4:00pm EST (Monday – Friday; except Federal Holidays)

Phone Number: 301-903-0605 or 240-404-7841

Email: esssupport@hq.doe.gov

Description:

The DOE ESS is an automated web-based system that enables DOE Federal employees to view and/or update personal, payroll and training information.

General Access/Login Procedures:

Once the official hire action of the new employee has been processed in the personnel system, an email is sent with the ESS URL address link. After the employee clicks the url address, the main home page of the system appears. To login to the system, at the ESS homepage, click the "Login" option, type in the username and click "Get/Forgot Password". At the "Request a Password" screen, type the last name and SSN or CHRIS employee ID and the temporary password will be sent to the employee.

ESS Tab Selections with Key Options:

Review (used to review employee information in the following areas):

- ✓ Earning Statement
- ✓ Earnings Statement Summary
- ✓ Guide to Health Plans
- ✓ Life Events

- ✓ Personal Information (Employment and Service)
- ✓ Reservists Benefit Information
- ✓ W-2 Information

Update (used to update employee information in the following areas):

- ✓ Correspondence/Home Address
- ✓ Disability status
- ✓ Direct deposit for Salary
- ✓ Education information
- ✓ Emergency contacts
- ✓ Federal Health Benefits – FEHB
- ✓ Federal Tax Withholding
- ✓ Licenses and Certifications
- ✓ Locator Information
- ✓ Race/National Origin
- ✓ Savings Bonds
- ✓ SEET Program
- ✓ State Tax Withholding
- ✓ Thrift Savings Plan
- ✓ Thrift Savings Plan Catch-up
- ✓ Travel Remittance Information
- ✓ Voluntary Allotment

CHRIS/PeopleSoft (used to access CHRIS Workflow for training, HR and process personnel actions):

- ✓ Access CHRIS/PeopleSoft

Training (used to access training applications and schedules):

- ✓ Access Training Workflow
- ✓ CHRIS Course Catalog
- ✓ Energy Online Learning Center
- ✓ Your Training Summary
- ✓ Skills Self-Assessment
- ✓ Current Training Schedule

IDP (Individual Development Plan) (used to plan developmental activities (course work, special projects, on-the-job training, details, etc.) which may change from year to year as the mission of the organization evolves. Its primary purpose is to ensure that there is an alignment between the skills the organization needs for success and the competencies that an employee possesses and/or needs to support organizational goals and priorities.):

- ✓ IDP Start Page
- ✓ Instructions/Introduction
- ✓ Create new IDP
- ✓ Update current IDP
- ✓ View current IDP
- ✓ Decline to complete an IDP

Time/Leave: (used to submit timesheets and other time and attendance functions)

- ✓ Time and Attendance (ATAAPS)
- ✓ Leave Request Processing (SF-171)
 - Submit a new leave request
 - Review current leave requests
 - Delete a leave request
- ✓ Reports
 - Verify T&A Leave
 - Employee List by Roster Certifying Official

Help (provide information and assistance in several functions)

- ✓ ESS Help Desk
- ✓ Accessing your LES
- ✓ Printing your LES
- ✓ FAQs
- ✓ Make a suggestion
- ✓ Submit a survey
- ✓ System Downtime
- ✓ Security Info

Management Information System (MIS) Application Gateway

Link to MIS Gateway:

<https://mis.doe.gov>

Helpdesk Information:

Hours of Operation: 7:30am – 4:00pm EST (Monday – Friday; except Federal Holidays)

Phone Number: 301-903-0605

Email: esssupport@hq.doe.gov

Description:

The Management Information Systems (MIS) Application Gateway was developed and is maintained by the DOE Office of the Chief Information Officer.

Its purpose is to provide easy access to many DOE Headquarters Websites using a single sign-on process. It also provides a vehicle by which DOE contractor employees can self-identify themselves and, with the appropriate concurrence from their DOE Federal sponsor, request access to Web-based applications needed in the performance of their functions.

General Access/Login Procedures:

Once the official hire action of the new employee has been processed in the personnel system, an email is sent to the employee with the MIS url address link. If the employee has forgotten your username or password, instruction on how to reset them are posted on the site.

Corporate Human Resource Information System (CHRIS)

Link to CHRIS:

Accessible through ESS (<https://mis.doe.gov/ess>) or MIS Gateway (<https://mis.doe.gov>)

Helpdesk Information:

Hours of Operation: 7:30am – 4:00pm EST (Monday – Friday; except Federal Holidays)

Phone Number: 301-903-0605

Email: esssupport@hq.doe.gov

Description:

The CHRIS/PeopleSoft application is the official personnel system of record for tracking personnel transactions and training instances.

General Access/Login Procedures (as a new user):

NOTE: Your position will determine the need for CHRIS access.

New employees must complete a CHRIS user ID request form located on the CHRIS website at <http://chris.doe.gov>. Required signatures and submittal instructions are located on the form. If the new employee is a manager or designated Workflow Approver, he/she should contact their organization's

Workflow POC and prepare a CHRIS Workflow Approver User ID Request. The Workflow POC will complete the request and fax it as directed on the form.

Employee Assistance

Energy Federal Credit Union (EFCU)

The Energy Federal Credit Union (EFCU) is NCUA certified and provides convenient, competitively priced financial products and services. The EFCU has two branches at Headquarters: the Forrestal branch is located in room 2E-002 (near the main cafeteria), and the Germantown branch is located at the E-wing cafeteria entrance. Both branches operating hours are 8:30 am – 3:00 pm Monday – Friday. www.energyfcu.org

National Treasury Employees Union (NTEU)

The National Treasury Employees Union represents some 150,000 workers in 30 government agencies, making it the largest independent non-postal federal employees union. The union specializes in representation of non-supervisory federal employees in every classification and pay level in civilian agencies. NTEU has worked for over 65 years to expand the scope of federal employee protections, rights, and benefits. <http://www.energy.gov/nteu.htm>

Occupational Health Clinics

The Department of Energy recognizes the importance of maintaining a healthy and fit Federal work force. To that end, our occupational health care professionals at the Headquarters Occupational Health Clinics in Forrestal and Germantown provide the following services:

- Walk-in care. Provides assessment, nursing care and follow-up for minor illnesses and injuries on a walk-in basis.
- First-response. Provides emergency treatment to any employee, contractor or visitor needing immediate care.
- First aid. Treatment of non-life threatening injuries or illness.
- Wellness seminars. Offers a variety of workshops designed to educate participants on a wide range of health issues.
- For more information, visit or contact us during our regular business hours,
- Monday – Thursday, 8:00 am – 4:30 p.m. (Open Friday for Emergencies only)

Forrestal, Room GG-028 (202) 586-9765

Germantown, Room A-075 (301) 903-4275 (Closed from 12:30 - 1:30 daily for Lunch)

Energy Recreation and Welfare Association (ERWA) <http://www.recgov.org/energy/>

The U.S. Department of Energy (DOE) Energy Recreation and Welfare Association (ERWA) is a non-profit organization created to promote and sponsor those cultural, educational, recreational, social, welfare and related membership activities that accrue benefits to improve employee morale.

ERWA has two offices at the following locations:

Germantown Main Building (GTN), Room E-146, email address ERWA@hq.doe.gov .

Forrestal Building (FORS), Room GE-039, ERWAFORS@hq.doe.gov.

Manned by volunteers, the shops are open one to several days a week, normally 11:30a.m.- 1:30 p.m. Both shops offer discount tickets, used books, jigsaw puzzles, and CD's for sale; pamphlets and brochures with discount offers from hotels, entertainment areas, and other activities near vacation areas. The ERWA Shops are a source of information for all ERWA activities.

Fitness Facilities

The Forrestal Occupational Health Organization (FOHO) is staffed by full-time fitness professionals and is equipped with a variety of cardiovascular and strength training equipment. During your fellowship, a variety of services are offered, including:

- Initial and follow-up fitness evaluations;
- Cholesterol and blood pressure screening;
- Individualized exercise programs; and
- Annual Health Fair.

The Forrestal facility is located in Room GM-159 and is open Monday through Friday from 6:30a.m. - 7:00p.m. Locker rooms are open to FOHO members seven days a week, 23 hours a day. If you are interested in joining or would like further information, contact the fitness center at (202)586-8402.

The Germantown Occupational Health Organization (GOHO) is staffed by full-time certified and degreed fitness professionals and is equipped with a variety of cardiovascular and strength training equipment. A variety of services are offered, including:

- Initial and follow-up fitness evaluations
- One-on-One consultations
- Health Screenings
- Blood pressure screening (upon request)
- Daily Group Exercise Classes

The GOHO Fitness Center is located in Room S-140 (next to the cafeteria) and is open Monday through Friday from 6:00a.m. - 7:00p.m. If you are interested in joining or would like further information, contact the fitness center at (301) 903-1538, or by email at goho@hq.doe.gov or website: <http://goho.hqadmin.doe.gov/>

Headquarters Shuttle Bus Services

Headquarters employees are reminded of the statutory provisions that authorize and limit the use of the shuttle bus service. Specific authority for the use of appropriated funds to pay for transportation for official purposes is contained in section 1344(a)(1) of Title 31, U.S. Code. Use of this transportation for any other purpose is inappropriate and against the law.

The bus stops are:

- Germantown - East side of Germantown building (cafeteria side)
- Forrestal - Drop Off: under the main entrance overhang located on 10th Street
- L'Enfant Plaza - opposite side of the roadway in from of U.S. Post Office Building

Shuttle Bus Schedule			
Departs Germantown	Arrives Forrestal	Departs Forrestal	Arrives Germantown
7:00 am	8:30 am	7:00 am	8:30 am
8:45 am	10:00 am	8:45 am	10:00 am
10:15 am	11:15 am	10:15 am	11:15 am
11:30 am	12:30 pm	11:30 am	12:30 pm
1:15 pm	2:30 pm	1:15 pm	2:30 pm
3:00 pm	4:15 pm	3:00 pm	4:15 pm
5:00 pm	6:15 pm	5:00 pm	6:15 pm

Shuttle Bus Routes	
Southbound Route	Northbound Route
Germantown	Forrestal
Cloverleaf	L'Enfant
Corporate 270	Cloverleaf
L'Enfant	Corporate 270
Forrestal	Germantown

If additional transportation is required, employees leaving from the Forrestal and L'Enfant Plaza facilities should contact (202) 586-4187. Employees leaving from the Germantown, 270 Corporate Square, and Cloverleaf facilities should contact (301) 903-4330.

Parking

Forrestal Garage

2011 Forrestal Parking Permit Revised Rates and Sales

Effective with the purchase of the January 2011 Forrestal parking permits, the permit cost will increase from \$40.00 to \$41.10 for monthly permits and from \$120.00 to \$123.30 for quarterly permits. This is an annual cost adjustment which allows for full cost recovery of daily parking operations.

Additionally, the temporary parking permit will remain \$5.00 per day with an allowance of up to five (5) temporary permits per month for authorized employees.

To better serve the many employees who will be on holiday leave, January parking permit sales will begin on December 15, 2010 and continue through January 4, 2011.

Forrestal Garage Parking Guidelines

The Forrestal Garage Parking Procedures define policies and procedures governing the assignment, use, and management of parking spaces controlled by DOE in the Forrestal facility. Before applying for a parking permit please review the Order to be sure you meet the requirements to park in the Forrestal garage.

Forrestal Garage Parking Procedures - management.energy.gov/documents/Forrestal_Garage_Parking_Procedures-2010.pdf

Parking Application – [management.energy.gov/documents/hqf1400-12_\(02-10\).pdf](http://management.energy.gov/documents/hqf1400-12_(02-10).pdf)

Visitor Parking

The Forrestal Parking Facility has 24 available visitor parking spaces. These spaces are available to any person visiting the Department of Energy Headquarters on official business, employees assigned to the Forrestal and L'Enfant Plaza Buildings excluded. These spaces are booked a day in advance. Visitors do not have to pay for parking.

To Reserve a space, call (202) 586-4271. Please call one day in advance, giving every visitor a fair opportunity to receive a parking space. Note that due to the limited amount of available visitor parking spaces, reservations are made on a first come first serve basis. When calling you must have the following information:

- visitor's name
- type of car they are driving
- their license tag number and State
- time they will be arriving and departing DOE
- name and extension of the person they are visiting

When you provide this information, you will be given a confirmation number.

Headquarters Employee Transportation Coordinator

Ellsworth Howell Jr.

Office of Administrative Management and Support
(202) 586-5235

Car Searches

All vehicles entering the Forrestal garage are subject to search. Our heightened security can be an incentive to clean your trunk and car. You will have a cleaner vehicle and help to expedite the screening process.

Parking Permit Payment and Availability Information

Quarterly permits are only sold in the months of January, April, July, and October. Payments can be made by cash, check, or charge (MasterCard/Visa only). A \$2.00 surcharge is assessed on purchases made with a credit card, bank check card, or debit card.

If a monthly or quarterly permit is lost or misplaced, a replacement fee of \$5.00 will be charged.

No refunds can be made after a monthly or quarterly permit is purchased.

If you have any questions, please contact the Forrestal Parking Management Office on (202) 586-4271. The parking Management Office is located in Room GG-031.

Appendix A

White House Fellow Orientation Checklist

U.S. Department of Energy
Office of the Chief Human Capital Officer



White House Fellow Orientation Checklist

PERSONAL INFORMATION

Name:	Start date:
Room & Telephone Number::	Supervisor: (name, room & phone number)

FIRST WEEK

If you are missing any of these items, please speak to your supervisor.	<input type="checkbox"/> Receive photo badge (may take 1- 2 weeks to be activated) <input type="checkbox"/> Meet supervisor/co-workers <input type="checkbox"/> Tour employee work area <input type="checkbox"/> Set up Email account * <input type="checkbox"/> Establish work schedule <input type="checkbox"/> Identify timekeeper <input type="checkbox"/> Receive keys to desk in cubicle <input type="checkbox"/> Purchase office supplies <input type="checkbox"/> Locate available printers, copiers, faxes for your use	<input type="checkbox"/> Activate voice mail <input type="checkbox"/> Furnished name plate <input type="checkbox"/> Order business cards, if applicable <input type="checkbox"/> Location of amenities <input type="checkbox"/> Access information on J: Drive <input type="checkbox"/> Apply for Government Travel Credit Card, if applicable <input type="checkbox"/> Shuttle Bus Service locations
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ADMINISTRATIVE SUPPORT AND SERVICES

General – Important contacts and frequently used phone numbers ESC Helpdesk (301) 903-2500 Business Partners Office (BPO) (6-0083)	<ul style="list-style-type: none"> • Office/desk/work station • Keys to desk • Mail (incoming & outgoing) • Shipping – Room GM-184 (UPS) • Business cards • Service Supply Store - Room GA-171 	<ul style="list-style-type: none"> • Conference rooms (6-6651) • Help Desk – 3-2500 • Phone Problems– Dial 120 • Copy Center (GE-140)
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INTRODUCTIONS AND TOURS

<input type="checkbox"/> Tour of facility, including:	<ul style="list-style-type: none"> • Restrooms • Mail rooms • Copy center • Fax machines 	<ul style="list-style-type: none"> • Health Center • Parking • Printers • Break Room 	<ul style="list-style-type: none"> • Office Supplies • Fitness Facility • Cafeteria/Snack Bar • Emergency exits
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***ADDITIONAL INFORMATION**

- Email Account** – Contact ESC Helpdesk
- To activate **Voice Mail** - Contact ESC Helpdesk
- Provide emergency contact (office, home, cell, Blackberry numbers) to your supervisor.
- Request access to the Management Information System (MIS) at <https://mis.doe.gov> This request will also cover the Employee Self Service (ESS) System and Online Learning Center (OLC). Access Online Learning Center to get your password at <https://olc2.energy.gov>
- Most office supplies may be purchased by using your badge; some items require supervisor’s approval prior to ordering.
- A copy of your position description and performance standards should be provided by your first-line supervisor.
- Take mandatory briefing on Personally Identifiable Information (PII) and cyber security.

COMPUTERS

<input type="checkbox"/> Installation of Hardware and software Essentials include: Computer with Microsoft software such as Outlook, PowerPoint, Excel, and Microsoft Access,		<ul style="list-style-type: none">• Computer Log On : Check calling card on computer for password or call 3-2500	<ul style="list-style-type: none">• Please call the ESC Helpdesk regarding software problems
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Appendix B

White House Fellow Individual Training Plan And Leadership Development Opportunities

White House Fellow Individual Training Plan

Purpose and Instruction

The Individual Training Plan is an individually tailored written plan outlining your training and developmental activities. The purpose of the Training Plan is to give you a charted path by identifying new knowledge, skills and abilities to pursue.

The Training Plan records the objectives and activities through your career development. Training Plans can be a win/win strategy because they benefit both the organization and your future career path. Improved competencies help you achieve personal and career goals both inside of and external to the organization.

1. Training activities – Competencies needed to enhance the Fellow's career path
2. Developmental activities – Each responsibility area is accompanied by one or more specific developmental activities that will enable the Fellow to achieve or practice that competency.
3. Time line with milestones and completion dates – Realistic start dates, end dates, and other major milestones are established for each activity. The date completed should be listed when the Fellow can document proficiency based on the competency, skill or ability obtained, assigned reading, education and developmental assignments.

As a White House Fellow, you have been selected by demonstrating the ability to lead in your career; however, you will have the opportunity to see and experience the leadership presence and flexibility the Secretary and Deputy Secretary of the Department of Energy strives for everyday.

Strive to focus on leadership presence and flexibility. Flexibility is a key part of leadership. Identifying actions, strategies, and opportunities to improve flexibility and external awareness is a key part of the leadership role. Learning to better apply external awareness, vision, and strategy to create change in an organization will help you succeed in attaining the goal desired.

Take this time to review and explore the opportunities presented on the following pages to help enhance your leadership skills and abilities. Remember, 40 hours of classroom training will not make you a better leader. It is the self-study, through reading, and on-the-job training you will receive in your Fellowship year, at the Department of Energy. The acquired experience will give you the knowledge, skills, and abilities to become a successful leader.

This is an opportunity, not a requirement, please research and identify training that will fit your schedule. Use the Individual Training Plan as a tool for future career development in whatever path you may take.

The featured books/reading material can be located at <http://madata.doe.gov/>.

The DOE Mentoring Program is also available and can be located at http://humancapital.doe.gov/resources_mentoring.htm.

Leadership Development Opportunities

1. LEADING CHANGE

Developmental Objectives	Developmental Activities
Focus on leadership presence and flexibility.	Executive Coaching/Mentoring – selected readings
Identify actions, strategies and opportunities to improve flexibility and external awareness, and other aspects of leading change.	Discussions with mentor, interview and/or shadow one or more SES executives/mentors
Learn to better apply external awareness, vision and strategy to create change in an organization.	<u>Leading Change</u> by John Kotter (1996).
Improve understanding and practice of leadership presence.	<u>Leadership Presence</u> by Halpern and Luber.

2. LEADING PEOPLE

Developmental Objectives	Developmental Activities
Improve conflict management skills	Executive Coaching/Mentoring – selected readings and training
Learn to identify and resolve various conflicts through case studies and practices geared toward real life situations.	Conflict Resolution: Developing a Culture of Cooperation.
Understanding the relationship between leadership styles and influence.	<u>True North: Discover Your Authentic Leadership</u> , Bill George and Peter Sims (2007).

3. RESULTS

Developmental Objectives	Developmental Activities
Improving Competencies.	Executive Coaching/Mentoring – selected readings
Accountability and Responsiveness.	<u>A Sense of Urgency</u> , John Kotter
Accountability or calculating risks in setting and meeting program deadlines to reach strategic goals.	<u>Deadline! How Premier Organizations Win the Race Against Time</u> , Dan Carrison (2002).

Leadership Development Opportunities Continued

4. BUSINESS DECISIONS

Developmental Objectives	Developmental Activities
Insight to improving business decisions.	Executive Coaching/Mentoring – selected readings
Human Capital management and influence.	<u>What Got You Here Won't Get You There: How Successful People Become More Successful</u> , Marshall Goldsmith with Mark Reiter (2007)
Identify key to creating a disciplined corporate culture.	<u>Good to Great: Why Some Companies Make the Leap and Others Don't</u> , James Collins (2001).

5. BUSINESS COALITIONS

Developmental Objectives	Developmental Activities
Insight to building business coalitions	Executive Coaching/Mentoring – selected readings
Using emotional intelligence to improve partnering and influence.	<u>Primal Leadership</u> , Daniel Golman
Define and create a high performing organization.	Core Training I: High Performing Organizations

The five areas identified have been listed for a possible career development path. They are optional and are not required. However, they are an example of the type of leadership mentoring, training, and self-study you may consider.

Reference:

SES Executive Development, U.S. Office of Personnel Management 1900 E Street, NW, Washington, DC 20415 (202) 606-1800 - http://www.opm.gov/ses/executive_development/index.asp

Point of Contact:

David Rosenmarkle
 SESCDP Program Manager
 Executive Learning and Development
 Learning and Development Program Management Division
 U.S. Department of Energy
 1000 Independence Ave., SW
 Washington, DC 20585

Note: Training provided by DOE will be delivered based on the fiscal year budget and availability.

United States Department of Energy
White House Fellow Training Plan

Part I - Employee and Supervisor Information

Initial Training Plan Date: _____ Class Year: _____

Fellow's Name (Last, First, MI): _____ Entry On Duty Date: _____

Agency: _____ Sub-Agency/Office: _____

Current Title: _____

Work Email Address: _____ Work Phone Number: _____

Supervisor's Name (Last, First, MI): _____

Work Email Address: _____ Work Phone Number: _____

Part II - Training and Learning Activities

Course Name	Source	Cost	Travel Cost	Training Hours	Date (Planned)	Date (Completed)
Total:						

Part III - Description of Specific Projects Anticipated/Completed

1. _____ Completed

2. _____ Completed

3. _____ Completed

4. _____ Completed

5. _____ Completed

Part IV - Signatures

Typed Name of Fellow: _____ Signature of Fellow _____

Typed Name of Supervisor: _____ Signature of Supervisor _____

Appendix C

Department of Energy WHITE HOUSE FELLOWS ALUMNI

FORMER WHITE HOUSE FELLOWS/CURRENT POSITION

Laura Bacon (2009-2010)

Associate Director, Innovations for Successful Societies, Woodrow Wilson School of Public and International Affairs, Princeton University

Sarita James (2008-2009)

COO and Director, Growth Ventures and Innovation, Citigroup

Lt. Col Robert Smullen, USMC (2003-2004)

Commanding Officer, Weapons Training Battalion, Camp LeJeune, NC

W. Scott Gray IV Captain, USN (Ret) (1991-1992)

Staff VP, Strategic Planning Group (Corporate), General Dynamics

Daniel Poneman (1989-1990)

Deputy Secretary of Energy

BG Bruce Berwick (1987-1988)

Brigadier General (Retired), U.S. Army Corps of Engineers

COL J. Scott Wheeler, USA (Ret) (1984-1985)

Historian, Military Analyst

George H. Seldon, Jr (1983-1984)

Headquarters, Campus Crusade for Christ

Lincoln Caplan II (1979-1980)

Principal, Sea Change Capital Partners

Steven Hill (1978-1979)

Director, Washington State Department of Retirement Systems

Raoul Alcala (1976-1977)

President, Alcala Enterprises and currently the Special Advisor to the National Security Advisor of Iraq

Judy Rosenstreich (1976-1977)

Senior Policy Advisor, Vermont Department of Mental Health

Randall Hardy (1975-1976)

Hardy Energy Consulting

Dr. Gilbert S. Omenn (1973-1974)

Past President of National Academy for the Advancement of Science, former EVP for Medical Affairs for the University of Michigan and currently Professor, University of Michigan Medical School



Appendix D

Internship Programs



<http://www.whitehouse.gov/about/fellows>



<http://www.pmf.gov/>



Future Leaders Program <http://nnsa.energy.gov/futureleaders>



<http://energy.gov/scholarships&internships.htm>

Internships present an opportunity to gain firsthand exposure to cutting-edge issues in energy law, policy and experience in a number of energy-related practice areas. As a White House Fellow, you have been selected to represent a prestige group of working professionals seeking the honor of leadership in the United States government and private workforce. Please explore the information available through the internship programs indicated above, and familiarize yourself with the different opportunities offered to intelligent, goal orientated individuals seeking a part in DOE's energy and security mission.

Note: The internship programs identified are for informational purposes only. You are not required to apply, nor do you have an obligation to the programs. Please use the information given as a means of networking, if you so choose.

Appendix E

The Department of Energy Strategic Plan

The Department of Energy (DOE) has a rich and diverse history with its lineage tracing back to the Manhattan Project and the race to develop an atomic bomb during World War II. Following that war, Congress created the Atomic Energy Commission (1946) to take control over the scientific and industrial complex supporting the Manhattan Project and to maintain civilian government control over atomic research and development.

The Department of Energy Organization Act, which created DOE, was enacted in 1977 and DOE officially came into existence in October of that year. That law brought together for the first time, not only most of the government's energy programs, but also science and technology programs and defense responsibilities that included the design, construction, and testing of nuclear weapons. Over its history, DOE has shifted its emphasis and focus as the energy and security needs of the Nation have changed.

Today, DOE stands at the forefront of helping the Nation meet our energy, scientific, environmental, and national security goals. These include developing and deploying new energy technologies, reducing our dependence on foreign energy sources, protecting our nuclear weapons stockpile, and ensuring that America remains competitive in the global marketplace. To help achieve these goals, President Bush has launched two key initiatives: the American Competitiveness Initiative (ACI) and the Advanced Energy Initiative (AEI). The President launched these initiatives recognizing that science, technology, and engineering hold the answers to many of the critical challenges our world faces.

These new initiatives to spur scientific innovation and technology development expand DOE's continuing support for the competitive energy markets, both domestically and internationally, and of policies that facilitate continued private investment in the energy sector. In addition, DOE supports the demonstration and deployment of energy technologies through collaborative efforts with the private sector and public sector entities.

To help ensure that today's brightest students become tomorrow's scientific leaders, President Bush launched the ACI. This initiative increases investment in research and development, strengthens science and math education for America's youth, and encourages entrepreneurship and technology discovery. The goal of this initiative is to invest in our next generation of scientists, engineers, and educators so America can remain at the forefront of innovation and successfully compete in the 21st Century global marketplace.

AEI seeks to improve our energy security and reduce our dependence on foreign oil by changing the ways we power our cars, homes, and businesses. This goal can be achieved by accelerating the research, development, and deployment of clean energy technologies to diversify our Nation's energy mix. AEI directs funds for the advancement of renewable energy technologies such as biomass, wind, and solar energy and continuing investment in hydrogen research and development. Additionally, to tap the Nation's abundant coal reserves, AEI accelerates the

development of clean coal technology including building a near-zero atmospheric emissions coal plant. Another component of AEI is the Global Nuclear Energy Partnership, a comprehensive nuclear energy strategy that will enable the expansion of nuclear energy (free of air emissions) worldwide in a clean, safe, and affordable manner.

As the steward of the Nation's nuclear weapons stockpile, DOE is responsible for maintaining nuclear deterrents and leading the international nuclear nonproliferation efforts in a world where terrorism is a real threat to national security and world stability. DOE is also responsible for the safe cleanup of the environmental legacy of the Nation's nuclear weapons program and government-sponsored nuclear energy research. This includes mitigating the risks and hazards associated with disposing of nuclear materials and deactivating and decommissioning facilities no longer needed to support the Department's mission. DOE strives to protect its workers and the public through promulgation and enforcement of nuclear safety and worker health and safety rules.

By implementing DOE's Strategic Plan, we are enhancing America's energy security and sustaining our economic vitality.

