Department of Energy
Washington, DC 20585

MAR 30 2002

MEMORANDUM FOR: HEADS OF DEPARTMENTAL ELEMENTS

FROM: TIMOTHY M. DIRKS
DIRECTOR, OFFICE OF HUMAN RESOURCES MANAGEMENT

MICHAEL C. KANE
DEPUTY ASSOCIATE ADMINISTRATOR FOR MANAGEMENT AND ADMINISTRATION, NNSA

SUBJECT: REBUILDING WORKFORCES THROUGH ENTRY-LEVEL HIRING AND DEVELOPMENT

On February 19, 2002, former Deputy Secretary Blake announced the Department's new Career Intern Program (CIP), and strongly urged your organizations to use the new program and other entry-level hiring mechanisms as cornerstones in rebuilding a talented and diverse workforce. The key features of the CIP Program were subsequently briefed to the DOE Management Council by Bruce Carnes, Director, Office of Management, Budget and Evaluation, on March 19, 2001. We believe this new intern program should become an important tool in your succession planning and diversity efforts as well as your attempts to address skill gaps and imbalances in mission-critical positions and occupational areas. As Dr. Carnes indicated in his remarks to the Management Council, representatives from the Office of Human Resources Management will be contacting Headquarters organizations in the near future to schedule meetings to introduce the Career Intern Program and to discuss organizational staffing needs.

We are forwarding to you a comprehensive guide on the new Career Intern Program that was developed by a team of headquarters and field human resources professionals. This guide provides detailed information on recruiting and available incentives, hiring and pay flexibilities, as well as training and developmental opportunities. It also contains extensive "how to" information, sample forms, and other resources and tools available to help your organization successfully hire and retain talented and diverse employees. Included are recent "best practices" of DOE organizations that have successfully recruited interns and other entry-level hires. For your planning purposes, we are also forwarding a schedule of major activities that implement the Department's Career Intern Program.

Our staffs are committed to working closely with your organizations to get the right people in the right jobs at the right time to meet your workforce staffing needs. Should your organization have questions or need assistance prior to our meeting, please contact JoAnne Whitman, Office of Training and Human Resource Development, at 202-287-1656, or Thomasina Mathews, Office of Corporate Human Resource Initiatives, at 202-586-5610

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We look forward to working with you on this important human capital management opportunity.

Attachments

cc:
HQ Resource Managers
Chief Operating Officers
Diversity Managers
Human Resources Directors