

Department of Energy
Employee Awareness of Year 2000 Issues

"I want everyone to know as much about Y2K as I do."

*-John Koskinen
President's Council*

How will DOE support this goal?

Host an "Employee Y2K Awareness Day Event"

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We can help our community by being ready and by helping others.

How will our employees benefit from this event?

By hosting an Awareness Day to serve as a clearinghouse for DOE employees to get reliable, value-added information about Y2K, we can:

- Disarm the *Panic Button*. Dispel the Millennium Bug myths and raise awareness and confidence levels that DOE and others are committed to remediation.
- Provide a focal point for identifying employees' concerns.
- Personalize the wide range of impersonal media and information now available related to Y2K.
- Educate employees about general contingency planning. Promote individual responsibility by giving people the tools they need to 1) ask the right questions, and 2) practice preparedness.

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How will the event be structured?

- ☛ Have a kickoff presentation (CIO, Y2K Team Leader and Secretary or Deputy Secretary).
- ☛ Half-day event.
 - Layout: “Booths”/tables with representatives and handouts from various DOE offices, federal and state agencies and infrastructure organizations.
 - Locations: Forrestal and Germantown cafeterias.
 - Dates: Mid June.

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Who are targeted as potential information providers?

- ☛ **DOE Key Services:** Human Resources, CHRIS, Payroll, Microtechnology, Communications, Emergency Operations Centers and Building Services.
- ☛ **Federal Government Groups:** Y2K President’s Council on Conversion, GSA, USPS, FAA, FEMA, DOT, IRS, SSA, NRC, FCC, FTC, SEC, etc.
- ☛ **State and Local Government Representatives:** District of Columbia, Montgomery and Frederick Counties of Maryland, and Fairfax and Arlington Counties of Virginia. These representatives will also speak to concerns about public safety, emergency response and public transportation.
- ☛ **Key Non-government Infrastructure Organizations:** Power and gas companies, financial institutions and/or the American Banking Association, food distributors, health care providers, Bell Atlantic, etc.

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What is the Year 2000 Council's Role?

- ☞ Support the concept.
- ☞ Champion awareness within your office.
- ☞ Commit to sponsorship.
- ☞ Agree to have your organization listed on Awareness Day material.
- ☞ DOE service organizations agree to participate.