



**Department of Energy**  
Washington, DC 20585

FEB 07 2012

MEMORANDUM FOR MICHELE INGE-FARMER  
WORKFORCE ANALYSIS & PLANNING DIVISION (HC-12)

FROM:

SANDRA L. WAISLEY *S. Waisley*  
DEPUTY ASSISTANT SECRETARY FOR  
HUMAN CAPITAL AND CORPORATE SERVICES  
OFFICE OF ENVIRONMENTAL MANAGEMENT

SUBJECT:

SMALL SITES – REMOTE ELEMENT, OFFICE OF  
ENVIRONMENTAL MANAGEMENT

The Office of Environmental Management (EM) requests that the Small Sites-Remote Element (Element) be changed. EM would like for this Element to be moved from EM Headquarters to the EM Consolidated Business Center. A new Element should be established under the Immediate Office of the Director, Consolidated Business Center. The title of the Element will remain Small Sites-Remote.

If you have any questions regarding this request, please contact Mr. Desi Crouther, Office Director, Office of Human Capital, at (202) 586-0817.

