

NR_key_name: 357E2F19BEBCEEC8525631C00524F87
SendTo: ALL
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Tracy Shycoff/O=ARRB
DisplayFromDomain:
DisplayDate: 04/30/1996
DisplayDate_Time: 11:07:52 AM
ComposedDate: 04/30/1996
ComposedDate_Time: 10:59:03 AM
Subject: Val's departure

We have identified some responsibilities that Valerie currently handles that will be handled in the following way after her departure on Friday:1. There will no longer be Chron file boxes located throughout the office. Please give any docs for the Chron file to your admin staff and they will file them.2. I will serve as the computer back-up to Chet (except on Review Track issues which remain with Noelle). If you are having a problem please see me. If I cannot solve the problem, I will page Chet. Nobody but David, Noelle, or me should be paging Chet.3. Christina will handle general office issues such as office too hot/cold, cleaning issues, front door doesn't close properly. Please let Christina know if you are having any of these problems/concerns and she will take care of it.4. I will be ordering supplies. I would like to get to the point where supplies are ordered every Tuesday for Wednesday delivery. Please let me know what you need (or if you see a supply getting low) prior to Tuesday afternoon. Of course, there will be a few occasions when we will need to order on an emergency basis but I would like to keep those to a minimum.I appreciate your cooperation while we will be short staffed in the admin area. If we (or you) identify other issues, we'll let you know. Thanks.

Body:
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: