

NR_key_name: 10578D3F10ABB9F9852561BA006ADC65
SendTo: CN=Valerie Trzaska-Sails/O=ARRB @ ARRB;CN=Eileen Sullivan/O=ARRB @ ARRB
CopyTo: CN=Tracy Shycoff/O=ARRB @ ARRB
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Sheryl Walter/O=ARRB
DisplayFromDomain:
DisplayDate: 05/12/1995
DisplayDate_Time: 3:29:06 PM
ComposedDate: 05/12/1995
ComposedDate_Time: 3:27:12 PM
Subject: Scheduling staff ethics and records training
FYI, see the note below. With luck, we'll be able to schedule a briefing for all staff on Monday, May 22 in the morning. I'd like to distribute to all staff early next week packets that contain copies of the various ethics materials and the records guidance I drafted. Let's talk on Monday about how best to do this.
To: Senior Staff, Anne Buttmer/ARRB, Mary McAuliffe/ARRB
cc: From: Sheryl Walter/ARRB Date: 05/12/95 03:14:22
PMSubject: Scheduling staff ethics and records training
I'd like to bring the issues of federal records guidance and ethics training to a close before I leave. All federal employees are required to undergo a minimum of one hour of ethics training per year and are also required to receive a briefing on our agency's federal records responsibilities. My proposal is that we set aside a 2 to 2 1/2 period, perhaps on next Friday or Monday morning (May 19 or 22), at which all staff can be briefed/trained at once. Is this feasible? Please let me know if you have any objections or suggestions for alternate times, so that we can get the word out and distribute briefing materials well in advance of the meeting. I'd like to set a date by Monday, so please get back to me with your thoughts soon.
Body:
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: