

**NR\_key\_name:** D06E3FFF499FEFB185256365004A9B9F  
**SendTo:** ALL  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Tracy Shycoff/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 07/12/1996  
**DisplayDate\_Time:** 9:51:33 AM  
**ComposedDate:** 07/12/1996  
**ComposedDate\_Time:** 9:34:55 AM  
**Subject:** Janice Spells

is the temp that will be filling Noelle's position while we interview for a permanent replacement. Janice is at Noelle's desk today being trained by Noelle. If you haven't met her, please stop by and say hi. For the time being, Janice will be using the "temp" computer account to receive e-mail. She will not have access to any of the wordperfect drives except for her e-drive. Therefore, when you have documents for her to process, please send them through e-mail or use the send feature in wordperfect. It will be very important for you to remember to fill in your portion of document summaries completely so that Janice will know who should get copies, where to file them, what attachments, etc. Also, on internal memos, please remember to put the file numbers. Any classified documents should be given to me for processing. I or one of the admin staff will take care of it. FLASH BULLETIN...EFFECTIVE IMMEDIATELY, PLEASE SEND ALL CORRESPONDENCE TO TEMP INSTEAD OF NOELLE. this will help Noelle train Janice. Additionally, the temp account is not on any of the e-mail distribution lists so please remember to add her to all relevant notes. Thanks for your help and cooperation.

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