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|---|---|
| **NR_key_name:** | F482B0E9C65ADE218525631C0052B7FE |
| **SendTo:** | CN=Tracy Shycoff/O=ARRB @ ARRB |
| **CopyTo:** | |
| **DisplayBlindCopyTo:** | |
| **BlindCopyTo:** | CN=R ecord/O=ARRB |
| **From:** | CN=Christina Mays/O=ARRB |
| **DisplayFromDomain:** | |
| **DisplayDate:** | 04/30/1996 |
| **DisplayDate_Time:** | 11:04:25 AM |
| **ComposedDate:** | 04/30/1996 |
| **ComposedDate_Time:** | 11:03:31 AM |
| **Subject:** | Re: As we discussed |
| **Body:** | You forgot to mention office supplies :-)To:Admincc: From:Tracy Shycoff/ARRBDate:04/30/96 10:58:57 AMSubject:As we discussedat the meeting this morning, some of the responsibilities that used to belong to Val will be handled in the following manner:1.Chron file is now located in Tracy's office.  Admin staff will be responsible for filing chron materials for themselves and those that they support.2.The black in-tray for FedEx slips will now be located on the top of the bookcase in Tracy's office.3.Tracy will serve as the computer back-up to Chet.  On day's when Tracy is out, Noelle will be responsible for the back-up tapes.  The staff will be informed to see Tracy if they are having a problem with their computers.  Also, Tracy will be the contact person for paging Chet (except on Review Track issues which will be Noelle's decision).4.Christina will serve as the contact person for staff on general office issues (e.g., office too hot/cold, door not closing properly, cleaning issues).5.Christina will serve as the contact person with Deer Park/Great Bear for coffee and water deliveries.6.Jerrie will handle all pre-board meeting issues except travel (e.g., lunches, supplies).7.Eileen will serve as the primary back-up to Tracy for filing timesheets.  Noelle will be the back-up if both Eileen and Tracy are out.8.Tracy will handle all invoices and travel.  Please route all in-coming mail that used to go to Val to Tracy.These are all the issues that have been identified at this point.  As we identify more (and if any of you come up with additional) responsibilities, we'll let you know.  Thanks for pitching in! |
| **recstat:** | Record |
| **DeliveryPriority:** | N |
| **DeliveryReport:** | B |
| **ReturnReceipt:** | |
| **Categories:** | |