

February 14, 2002

NOTE TO: Richard Barrett, Chief
Probabilistic Safety Assessment Branch, NRR

FROM: John Flack, Chief /RA/
Regulatory Effectiveness Assessment and Human Factors Branch, RES

SUBJECT: MICHAEL CHEOK'S ROTATIONAL ASSIGNMENT

Thank you Rich for allowing Michael Cheok to rotate to my Branch in order to meet one of his Leadership Potential Program (LPP) requirements. During his rotational assignment as Acting Assistant Branch Chief, which ran longer than we both expected (i.e., August 27, 2001 to December 29, 2001), Mike really did an outstanding job. Although I provided my assessment of his work separately, I also wanted you to know a few things about Mike's performance.

Mike provided substantial oversight of work performed by fifteen Branch members and three team leaders, mostly independently as I had been totally engrossed in advanced reactor work. As a supervisor, Mike demonstrated good decision-making and problem solving skills. He interacted effectively with other Offices and Divisions to negotiate work products, and had products of good quality delivered on time and within budget. Many tasks involved working with Division technical assistants and myself on a spectrum of activities including staffing and operating plans, budgeting and allocating resources, and performance appraisals of Branch members. Mike also provided technical and policy reviews for a number of work products originating from the Branch; no question (as you are well aware) his technical skill are superb. Mike also has very good personnel skills, which enabled him to get Branch work done in a very demanding environment. I am sure Mike has gained valuable experience by coming to our Branch, and in return, we appreciate his contribution to the Branch, a real win-win situation. Thanks again for your support in making it happen.

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Publicly Available? (Y or N) Y DATE OF RELEASE TO PUBLIC 02/14/02 SENSITIVE? N
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