

April 10, 2002

MEMORANDUM TO: Carolyn Bassin, Team Leader
Human Resources Development
Office of Human Resources

FROM: Michael Kaltman, Senior Program Analyst **/RA/**
Information Management Branch
Program Management, Policy Development and Planning Staff
Office of Nuclear Reactor Regulation

SUBJECT: INITIAL LIST OF STAFF FOR ADAMS TRAINING

This memorandum responds to Stuart Reiter's memorandum of March 4, 2002, Improving Staff Proficiency in Using ADAMS, in which he asked that NRR provide you with a list of trainees for ADAMS courses. The attachment lists the candidates for this training.

For the purposes of this effort, the staff was divided into the following categories:

- (1) Sup/Mgr: This group is equivalent to the category of Supervisor, Manager, and Executive Staff in the Reiter memorandum; this group would take Level 1 courses.
- (2) Staff: Includes non-SES technical and administrative staff, including Licensing Assistants and is equivalent to NRC Staff in Reiter's memorandum; they would take the Level 2 courses.
- (3) Secy: This group includes all secretaries and office automation assistants and is equivalent to those who enter, distribute, or submit documents; this group would receive the Level 3 course.

In the table, a "Y" indicates that the course is needed.

In a follow-up memorandum, I will provide the names of those who should take the Level 4 course for Records Managers/Custodians and staff who wish to take the Level 2 Advanced Searching Course.

Please do not hesitate to contact me (mxk2, x2905), if you have questions or concerns.

Attachment: As stated

cc: M. Case
L. Scattolini
G. Suh

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Distribution:

PIMB R/F NRR Mail Room (YT020020073, MB4618)

ADAMS ACCESSION NUMBER: ML020950262

OFFICE	PIMB:PMAS:NRR	PIMB:PMAS:NRR
NAME	MKaltman	GSuh
DATE	4/8/2002	4/9/2002

OFFICIAL RECORD COPY**Attachment**

Last Name	First Name	Position	Overview Course	User Course
Akstulewicz	Francis	Sup/Mgr	Y	
Andruszkiewicz	Edward	Staff		Y
Arroyo-Riveri	Jose	Staff	Y	Y
Basset	Craig	Staff	Y	
Baxter	Bradley	Staff		Y
Bedi	Gurjendra	Staff	Y	Y
Bilik	Thomas	Staff	Y	Y
Bloomer	Tamara	Staff	Y	
Boska	John	Staff	Y	Y
Bozin	Sonia	Secy		Y
Carmon	Rhonda	Secy	Y	
Carpenter	Cynthia	Sup/Mgr		Y
Carpenter	Clarence	Staff	Y	
Chang	Kenneth	Staff	Y	Y
Cheok	Michael	Staff	Y	Y
Chimood	Jane	Secy	Y	
Clarke	Deanna	Secy	Y	Y
Cobey	Eugene	Staff	Y	
Coffin	Stephanie	Sup/Mgr	Y	
Collins	Joseph	Staff	Y	Y
Collins	Jay	Staff	Y	Y
Correa	Norma	Secy	Y	Y
Cox	Linda	Secy		Y
Cushing	John	Staff	Y	
Davis	Jennifer	Staff	Y	Y
Dean	Bernetta	Secy		Y

Last Name	First Name	Position	Overview Course	User Course
Dehn	Janine	Staff		Y
Dick	George	Staff		Y
Dorsey	Cynthia	Secy	Y	Y
Dozier	Ira	Staff		Y
Dudley	Richard	Staff		Y
Elliot	Barry	Staff	Y	
Feizollahi	Liza	Secy	Y	
Flemming	Jason	Staff	Y	Y
Ford	Tanya	Staff	Y	Y
Frahm, Jr	Ronald	Staff	Y	Y
Franovich	Michael	Staff	Y	
Franovich	Rani	Staff	Y	
Frumkin	Daniel	Staff		Y
Fu	Z. Bart	Staff		Y
Galletti	Greg	Staff	Y	
Giardina	Robert	Staff		Y
Golla	Joseph	Staff		Y
Gorham	Tajuan	Secy	Y	Y
Graham	Christopher	Staff	Y	Y
Grimes	Kellyjean	Secy		Y
Harrison	Donald	Staff	Y	Y
Harves	John	Staff		Y
Hernandez	Raul	Staff	Y	Y
Huang	Yun-Seng	Staff	Y	Y
Hughes	Daniel	Staff	Y	Y
Iqbal	Naeem	Staff		Y
Isom	James	Staff		Y

Last Name	First Name	Position	Overview Course	User Course
Jimenez	Jose	Staff	Y	Y
Johnson	Kevin	Secy	Y	Y
Jung	Ian	Staff		Y
Kahler	Robert	Staff	Y	Y
Klco	Vincent	Staff	Y	Y
Lam	Dennis	Staff	Y	Y
Lamb	John	Staff		Y
Lehning	John	Staff		Y
Little	Sharon	Staff	Y	Y
Lu	Shanlai	Staff	Y	Y
Lyons	James	Sup/Mgr	Y	
Maley	Michael	Staff	Y	
Manahan	Michelle	Secy	Y	Y
Marsh	Ledyard	Sup/Mgr	Y	
Martin	Robert	Staff	Y	
Matthews	David	Sup/Mgr		Y
McNeil	Elaine	Staff	Y	
Milligan	Patricia	Staff	Y	Y
Monarque	Stephen	Staff		Y
Muller	David	Staff	Y	
Mullins	Alicia	Staff	Y	Y
Nelson	Leona	Staff	Y	Y
Olson	Nancy	Secy	Y	Y
Olivier	Julie	Staff	Y	
Orechwa	Yuri	Staff		Y
Parham	Beverly	Secy	Y	Y
Peers	Danielle	Secy		Y

Last Name	First Name	Position	Overview Course	User Course
Raynor	Catherine	Secy	Y	
Rico	Kimberley	Staff	Y	Y
Ripley	William	Staff		Y
Scott	Michael	Staff	Y	Y
Smith	April	Staff		Y
Starkey	Robert	Staff	Y	
Sweeney	Beverly	Staff	Y	
Tabatabai-Yazd	Omid	Staff	Y	Y
Tardiff	Albert	Staff		Y
Thomas	George	Staff	Y	
Walker	Sandra	Secy	Y	Y
Weinstein	Eric	Staff	Y	Y
Wheeler	Louis	Staff	Y	Y
Wilson	Peter	Staff	Y	
Wrona	David	Staff	Y	